

SAP RATE CARD

MLS® Rules

PROFESSIONAL STANDARDS
IN HOUSE

RULE	ISSUE SUMMARY	FIRST BREACH	REPEAT BREACH
2.01	Rules must be interpreted according to RECO, CREA, and all applicable legal/regulatory standards.	\$500.00	\$1,000.00
2.04	Members must follow all MLS®, RECO, CREA rules, and User Agreements without circumventing them.	\$1,000.00	\$2,000.00
2.05	Listing Brokerage must submit requested Listing Agreement documents by 11:59 p.m. next business day.	\$500.00	\$1,000.00
2.06	Members must comply fully with Association audits. Brokerages must redact remuneration data.	\$5,000.00	\$10,000.00
3.01	Members are responsible for accuracy in MLS® submissions; listing text cannot diminish this.	\$1,000.00	\$2,000.00
3.02	Submitting a listing warrants that a valid, accurate, and complete Listing Agreement is active.	\$1,000.00	\$2,000.00
3.03	Listings must be completed using current, approved MLS® Listing Agreements and Data Forms.	\$300.00	\$600.00
3.04	All remarks must be placed in their appropriate designated fields (public, broker, showing, offer).	\$500.00	\$1,000.00

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3.05	Published MLS® information must directly relate to the listed property and Listing Agreement.	\$500.00	\$1,000.00
3.07	Listings must include accurate mandatory fields, titles/sellers, 1+ compliant image, and open access.	\$500.00	\$1,000.00
3.09	Member warrants legal authorization from seller to list, cancel, or suspend property.	\$1,000.00	\$2,000.00
3.10	Only one active MLS® listing per trade function and seller is permitted at any given time.	\$500.00	\$1,000.00
3.11	Properties to be traded separately must be listed as separate listings.	\$500.00	\$1,000.00
3.12	Properties to be traded together must be listed under a single combined listing.	\$500.00	\$1,000.00
3.14	MLS® Listing Agreements must have a term length of at least 60 days from commencement.	\$500.00	\$1,000.00
3.15	Exclusions must be in writing and published on MLS®; non-compliant terms risk removal.	\$1,000.00	\$2,000.00

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3.16	Listings must remain immediately available for showings and offers, including conditional sales.	\$500.00	\$1,000.00
3.17	Listings must contain all necessary details required to draft an Offer for Sale or Lease.	\$500.00	\$1,000.00
3.18	Brokerage must post active listing to MLS® by 11:59 p.m. the next business day after commencement.	\$500.00	\$1,000.00
3.19	If listing agent departs, brokerage must update field to Manager/Broker or familiar Member.	\$500.00	\$1,000.00
3.20	Irregular lot sizes must report frontage, smaller depth, and be marked as “irregular”.	\$500.00	\$1,000.00
3.21	Updates/amendments to listings must be processed on MLS® by 11:59 p.m. next business day.	\$500.00	\$1,000.00
4.01	Dual residential/commercial listings must report the final trade under both listing numbers.	\$500.00	\$1,000.00
4.02	Report firm/conditional sales or leases by 11:59 p.m. next business day; cancellations to avoid this are prohibited.	\$1,000.00	\$2,000.00
4.03	Any sales occurring within the holdover period must be reported by 11:59 p.m. next business day.	\$1,000.00	\$2,000.00

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4.04	Failed firm sales or fallen-through conditional offers must be reported by 11:59 p.m. next business day.	\$1,000.00	\$2,000.00
4.05	Chattels/inclusions not in original agreement must be added to MLS® inclusions field prior to reporting.	\$1,000.00	\$2,000.00
5.01	Photos must depict property/ surroundings. AI alterations, digital people, or non-visible amenities are banned.	\$500.00	\$1,000.00
5.02	MLS® signs must only feature authorized CREA MLS®/REALTOR® trademarks.	\$500.00	\$1,000.00
5.03	Signs must show true status (For Sale/ Sold) and be promptly removed if expired, terminated, or re-listed.	\$500.00	\$1,000.00
5.04	Non-listing members cannot advertise a property without written consent from listing brokerage.	\$1,000.00	\$2,000.00
5.05	Members must own, purchase, or hold explicit written permission for all submitted marketing media.	\$1,000.00	\$2,000.00
6.02	Showing/inspection appointments must go through the listing brokerage or designated MLS® system.	\$2,000.00	\$4,000.00
6.03	Listing Brokerage must confirm showings promptly or immediately advise of delays/cancellations.	\$500.00	\$1,000.00

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6.04	Members unable to keep appointments must notify the other party immediately before start time.	\$500.00	\$1,000.00
6.05	Registrants must accompany non-registrants during showings; co-operating brokerage must verify client ID.	\$2,000.00	\$4,000.00
6.06	Listing Brokerage remains fully responsible for keys/cards given to Courtesy Offices.	\$1,000.00	\$2,000.00
6.07	Tampering or interfering with another member's lockbox is strictly prohibited.	\$2,000.00	\$4,000.00
6.08	Members must not share lockbox codes/credentials with anyone without seller consent.	\$2,000.00	\$4,000.00
6.09	Keys must be returned to lockbox immediately upon exit and lockbox properly secured.	\$2,000.00	\$4,000.00