

2018 to 2019 MLS BILLING SCHEDULE BROKERS/MLS PARTICIPANTS

FOR BROKERS/MLS Participants using CTI Navigator (NEGBOR Multiple Listing Service):

Please note that MLS invoices are sent to each Broker/MLS Participant quarterly. Invoices are sent via email to each office.

If you do not receive an invoice within one week of the date “invoices are emailed”, it is the responsibility of the Broker/MLS Participant to contact the Board Office to have a replacement invoice emailed to them.

The schedule for sending MLS invoices to Participants in 2018 is as follows:

Invoices **emailed 12-7-2017**, are **DUE by 4pm 1-2-2018*** **MLS Access will be disabled on 1-9-2018**
Invoices **emailed 3-1-2018**, are **DUE by 4pm 4-2-2018*** **MLS Access will be disabled on 4-9-2018**
Invoices **emailed 6-1-2018**, are **DUE by 4pm 7-2-2018*** **MLS Access will be disabled on 7-9-2018**
Invoices **emailed 9-6-2018**, are **DUE by 4pm 10-1-2018*** **MLS Access will be disabled on 10-9-2018**
Invoices **emailed 12-6-2018**, are **DUE by 4pm 1-2-2019*** **MLS Access will be disabled on 1-9-2019**

***Late fees will be applied to payments received AFTER ABOVE DUE DATES.**

A \$100.00 late fee (per Broker/Participant), plus a \$10.00 per agent/user late fee will be applied to all payments received after 4:00pm on the above DUE dates. It is the responsibility of each Broker/MLS Participant to submit Full Payment for all MLS Users within their office(s).

Each invoice contains a list of licensed agents/users for which MLS charges apply. When adding agents/users, or removing agents/users in your office, please be sure to contact the Board Office prior to each billing date indicated above in order to avoid billing errors.

A \$35.00 returned check fee will be charged for all checks returned for NSF. An office may be put on a “cash only” notice if that office has two checks returned for NSF.

ByLaws, ARTICLE X:

Section 4 – If dues, fees, fines or other assessments including amounts owed to the Board or the Board’s Multiple Listing service are not paid by the due date, the nonpaying Member is subject to removal from MLS access, suspension and/or termination.

MLS Rules & Regulations:

Section 6 – Refunds: Fees paid by any Participant shall be the immediate property of the Northeast Georgia Board of REALTORS®. (1) Resignation from the Service shall not entitle the resigning Participant to a refund of any portion of fees paid prior to resignation. (2) No resigning Participant shall be relieved from any obligation for charges incurred for services or benefits actually rendered by the Service prior to such resignation.

Distributed to Brokers via email