

**Tahoe Sierra Multiple Listing Service**  
**Quick Reference guide – Rules & Regulations**  
**SELLING PROCEDURE**

(Not intended to replace review and understanding of actual Rules & Regulations)

The MLS service is the means by which orderly correlation and dissemination of information is accomplished for all MLS members. The main goal and objective is to have timely and correct market information available to serve your clients and the public. **Please refer to the Rules & Regulation for complete information on reporting sales.\***

1. After 24 hours, using diligent and reasonable efforts to contact a Listing Broker, Cooperating Broker may contact sellers but must notify the Board Office in writing, that such contact has been made.
2. Listing Brokers must make arrangements to present all offers within 24 hours, unless instructed otherwise in writing.
3. Right of presenting offers is given to Cooperating Brokers, not evaluation or discussion, unless sellers instruct otherwise in writing.
4. Cooperating Brokers shall not attempt to change compensation to sub-agents.
5. Cooperating Brokers wishing to acquire interest in a listing must convey such interest prior to an offer to a Listing Broker.
6. Notice must be provided within 24 hours of status change of sale from Active to Pending/Contingent
7. Sales, with accurate sales price, must be reported within 24 hours of closing. Incorrect or artificial sales prices are subject to Board appearance and fines.
8. If the sales price is to be excluded from the MLS, the member must file a written request with the board and pay a sales price reporting fee.
9. A property on WAIVER may still be listed in the MLS, once sold, for statistical purpose.
10. Only the "Sold" sign of the Listing Broker may be placed on a property unless otherwise authorized by the Listing Broker.
11. Property description must be filled in properly. Agents are not to use this section to provide their name and/or number with advice to call listing agent.
12. Agents may reproduce property compilations from the MLS but showing **only the property description** to include address, features, financing and price. Reproduction of any part of the MLS is **strictly prohibited**. You may not reproduce MLS listing number, owner's name, phone numbers, compensation, access information, occupancy information, type of listing, etc.
13. Photographs in the MLS are the property of the MLS. They are not to be utilized and/or copied, except for production of a CMA, without the listing agent's written authorization.
14. Seller and/or current occupant must grant written permission for a lock box on the property.
15. Members are not allowed to give verbal appraisals or business card appraisals on listing tour.