What You Should Know About Waivers

RMLS™

Document #:
1323

Revision Date:
10/18/2013

Pages in file:
2 pages

Going on Waiver:

- Waiver request must be signed by both the agent going on waiver and their Principal Broker.
- Waivers must be approved by the RMLS™ Board of Directors.
- To be waived from incurring further RMLS™ fees, subscribers must agree to NOT list, sell or show properties learned of through RMLS™ systems while on waiver.
- Any outstanding dues or fees on your account must be paid before going on waiver.
- No one on waiver (or requesting waiver) may retain an RMLS™ lockbox access device.
- Any listings on RMLS*web* must be canceled or transferred to another agent before submitting a waiver application.
- The minimum waiver term is 3 months for a health/illness waiver and 6 months for all other waiver reasons. Back dues to the time of waiver application may be required from subscribers returning from waiver before completing the minimum term.

While on Waiver:

- Subscribers on waiver may not cause or allow their listings to be entered into the RMLS™ system under any other Broker's codes, including their Principal Broker.
- Subscribers on Waiver may not have their contact information displayed on marketing materials for any active listed property in the RMLS™ system.
- With the exception of licensed administrative staff and personal assistants, who may sign up for a separate administrative/assistant account to access the RMLS™ on-line system, subscribers on waiver can have no access to RMLS™ systems.
- No subscribers on waiver will have access to, or use of, any RMLS™ lockbox access device or code permitting entry to properties listed in the RMLS™ system.
- The RMLS™ Board of Directors has mandated a yearly re-certification of all agents on waiver. Principal Brokers must approve each agent's waiver status.
- Violations of the waiver agreement are punishable by fines of $250 to both the waivered licensee and Participant Broker. Licensed personal assistants found in violation of the waiver agreement will additionally be responsible for full subscriber dues back to the date of waiver application or most recent waiver renewal.

Please Note: A waiver of RMLS™ dues does not serve as a waiver for or in any way impact payment of REALTOR® Board or Association dues.

Waiver Application Form

RMLS™

Document #**1323** Please print clearly Revision Date: **10/18/2013**

REQUEST FOR THE FOLLOWING TO BE WAIVED FROM RECORD OF AN RMLS™ SUBSCRIBER FEE:
(If not currently a subscriber of RMLS™, please include Document #1320 Subscriber Registration & Agreement)

GENERAL INFORMATION

REQUIRED

Your Name: _____ Public ID: _____

Office Name: _____ Broker Code: _____

Office Address: _____

City: _____ State: _____ Zip: _____

WAIVER TYPE

❑ Administrative Licensee
(If Administrative access to RMLS*web* is required, please submit Doc #1332: Staff Registration Form. An Administrative fee of $25/qtr billed to the office will apply.)

❑ Health or Illness
(Must notify RMLS™ when condition is healed.)

❑ Commercial Agent

❑ Property Manager

❑ Personal Assistants
(If Assistant access to RMLS*web* is required, please submit Doc #1332: Staff Registration Form. An Assistant fee of $25/qtr billed to the supervising subscriber will apply.)

❑ Courtesy Licensees
(Continuing to hang license in office but no longer actively practicing real estate.)

❑ Other Primary MLS: _____

Anticipated length of Waiver: _____ (minimum 3 months for health/illness, 6 months all other waiver types)
Please briefly explain your reason for requesting a waiver: _____

_____

Further, the licensee is contractually prohibited from doing any of the following:

a. Transact any business listing, selling or showing properties listed only in the RMLS™ Multiple Listing Service;
b. Access the RMLS™ System (other than Personal Assistants or Administrative personnel);
c. Have access to, or use of, any lockbox access device or code permitting entry to properties listed in the RMLS™ system; or
d. Have contact information displayed on marketing materials for an active listed property in the RMLS™ system.

Upon any breach of Waiver granted, RMLS™ shall assess fees retroactive to the breach of the Waiver and such licensee shall thereafter be deemed a Subscriber. Participant and Subscriber will also be subject to a fine of $250 each.

CERTIFICATION OF LICENSEE AFFILIATED WITH REALTOR® PARTICIPANT IN RMLS™:
While on waiver status, I will not use the Multiple Listing Service and understand that if I should utilize the Multiple Listing Service at any time I will be obligated to pay subscription fees. I also understand that I am not to use any RMLS™ lockbox access device or code permitting entry to properties listed in the RMLS™ system under any circumstances, or share or use RMLS™ private IDs.

_____ _____
Signature **Date**

CERTIFICATION BY REALTOR® PARTICIPANT OF RMLS™:
I agree that if the above named agent utilizes the Multiple Listing Service in any way at a future date, I will notify RMLS™. Additionally I agree to notify RMLS™ at the time this agent is no longer associated with this firm or if the agent's license expires.

_____ _____
Authorizing Broker **Date**

Waiver must be approved by the RMLS™ Board of Directors. A yearly renewal of your waiver status will be required.

Please fax this report to 503-230-0689
(877-256-2170 outside Portland Metro Area)
or email frontdesk@rmls.com

For RMLS™ use only
Office #:_____ Member #:_____ Initials:_____ Date:_____
Balance Due: ____None ____Awaiting payment (Received:_____) Status:_____
Card:____None/termed ____Awaiting return (Received:_____/Forfeit: _____)
Listings:____No ____Yes (cancelled_____) Co-Listings:___No ___Yes (cancelled_____)