INTERMOUNTAIN MLS

IMLS Rules Orientation

Violation Chart & Links

IMLS Training

INTERMOUNTAIN MLS

IMLS VIOLATION CHART

Violations - Level 1	1st Offense	2nd	3rd
Failure to Report Status Changes by the Next Business Day (Sec 1.4)	$100		
Failure to Report Sold by the Next Business Day (Sec 1.4)	$100		
No Front Photo within 1 Business Day – Residential Class Only (Excludes To Be Built and Under Construction Listings) (Sec 1)	$100 if not corrected		
Failure to Update Proposed Closing Date (Sec 1.4)	$100 if not corrected		
Property Class Duplication (ie. same property listed in Residential and Residential w/Acreage) (Sec 1)	$100 and correction by IMLS		
Photos containing contact or marketing information (Sec 1.2)	$100 and correction by IMLS		
Contact or Personal Party Marketing Information in Public Remarks (Sec 1.2)	$100 and correction by IMLS		
Branded Virtual Tour in Unbranded Virtual Tour Field (Sec 1.2)	$100 and correction by IMLS		
Third Party Marketing in any field except Agent Remarks (Sec 1.2)	$100 and correction by IMLS		
Inaccurate Information on Listings (Sec 1.2)	$100 and correction by IMLS		
Manipulating Listing Data to Avoid CDOM or Property History (Sec 1.2)	$100 and correction by IMLS	$250	$500
Cancelling and Relisting as “New” in under 30 days (same office) (Sec 1.6)	$100 and correction by IMLS	$250	$500
Distributing IMLS Confidential Information (defined in section 12.3 of IMLS Rules & Regs)	$100	$250	$500
Failure to Submit Terms of Contingencies (Sec 1.6)	$100		
Using another agent’s or office’s photos, digital images, virtual tours or sketches to promote a new/active listing without written permission. (Sec 1.2)	$100		
Changing or removing listing information upon a status change. (Sec 11.3)	$100	$250	$500
Violations - Level 2			
Inappropriate or Unprofessional Use of Remarks (Sec 1.2)	$250 and correction by IMLS		
Violations - Level 3			
Showing a Coming Soon or Temporarily off Market Property (Sec 1.3.1)	$500	$750	$1,000
Publicly marketing/showing an Office Exclusive outside the brokerage (Sec 1.3)	$500	$750	$1,000
Failure to Enter New Listings by the Next Business Day after marketing (Sec 1)	$500	$750	$1,000
Failure to submit IMLS Status Disclosure Form when required. (Sec 1.3)	$500	$750	$1,000
Reporting Inaccurate Sales Price (Sec 1.4)	$500 and correction by IMLS		
Cancelling, Withdrawing or Expiring a Sold Listing (Sec 2.5)	$500 and correction by IMLS		
Failing to Receive Paperwork to Justify Sold Price 45% above or below Original Price in 3 Business Days (Sec 2.5)	$500		
Unauthorized Use of IMLS Waiver (agent/broker) (Sec 7.1)	$500 and broker assessed $100/quarter for agent		
Unauthorized Use of IMLS (assistant) (Sec 7.1)	$500		
Unauthorized Use of Lockbox Key (Sec 2.9)	$500		
Exporting IMLS Data for Unauthorized Use (Sec 12.3)	$500		
Violation of IDX Rules (Sec 18)	$500		
Violations - Level 4			
Sharing User Name and Password (Sec 7.1)	$5000 and 3 month suspension		

INTERMOUNTAIN MLS

Listings Quick Reference Guide

Here are the four listing types that IMLS supports and approves per IMLS and NAR MLS rules and policies

Please note - IMLS does not support pocket listings. If you are marketing a listing, it must be entered in the MLS system as one of the listing types below.

	Traditional Listing	Coming Soon	Temporarily Off Market	Office Exclusive
When does the listing need to be submitted to IMLS?	Within one business day after public marketing begins	Within one business day after public marketing begins	It would already be in the MLS as a Traditional or Coming Soon listing	Within one business day of a contract being secured
When does a status change need to be submitted to IMLS?	Within one business day of the status change	Within one business day of the status change	Within one business day of the status change	
When is public marketing allowed?	One business day prior to the listing being entered into the MLS	One business day prior to the listing being entered into the MLS	One business day prior to the listing being entered into the MLS	Public marketing is not allowed
When are showings allowed?	The day the property is entered into the MLS	When the status changes from “Coming Soon” to “NEW,” which, if not done sooner will automatically happen in 14 days after entered	Only when the property status is or has been changed back to “Active”	Showings of the property are not allowed to agents outside of brokerage
When does Days on Market (DOM) calculation start	The day the property is entered into the MLS	When the status changes from “Coming Soon” to “NEW,” which, if not done sooner will automatically happen in 14 days after entered	The date the property was entered into the MLS - TOM status does not stop the DOM count	It does not as an Office Exclusive
What paperwork is required?	The contract establishing a relationship with the seller	Traditional listing paperwork ***AND***: MLS Status Disclosure form with “Coming Soon” selected	Traditional listing paperwork ***AND***: No additional paperwork, only Seller’s request to change status to TOM	Traditional listing paperwork ***AND***: MLS Status Disclosure form with “Office Exclusive” selected
Additional Information		Coming Soon status is valid for 14 days and will then automatically change to “New” for 3 days and then to “Active” MLS Status Disclosure form must be uploaded to “Associated Docs”	Agent Remarks must be updated to indicate when/if the property is coming back on market Seller’s Authorization form must be uploaded to “Associated Docs”	MLS Status Disclosure form must be uploaded to “Associated Docs”

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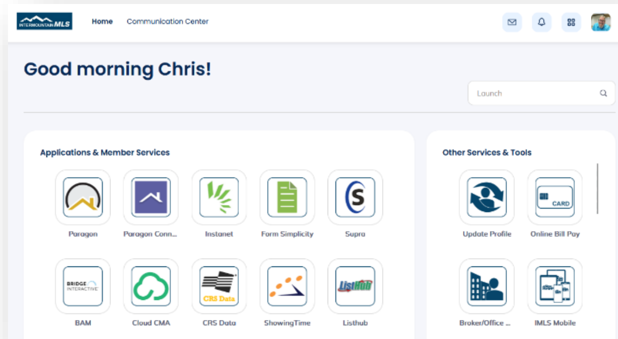
Useful Links:

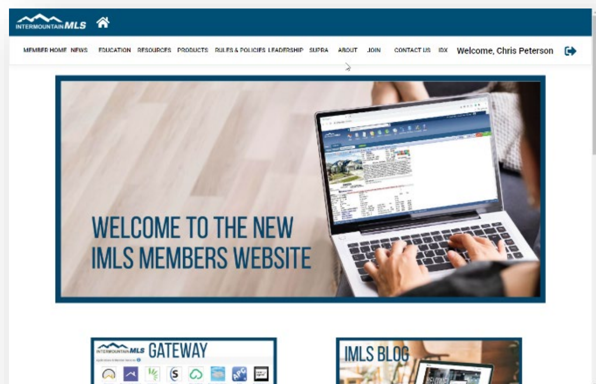
www.ParagonIMLS.com

IMLS Gateway Login page



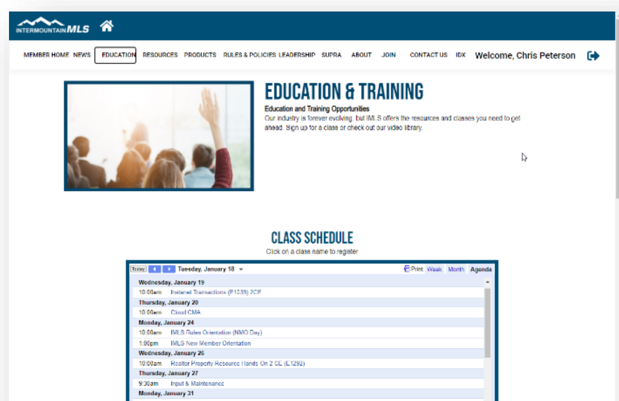
www.imlsmembers.com

Intermountain MLS Members website



https://imlsmembers.com/education

Education & Training



https://imlsmembers.com/compliance

IMLS Rules & Poicies