

EGYPTIAN BOARD OF REALTORS®, INC.

MULTIPLE LISTING SERVICE

BILLING POLICY

Effective October 1, 2017

All multiple listing service Subscribers/Users will be billed directly for MLS user fees and lockbox user fees. Users are identified quarterly by reconciling the FLEXMLS roster with the Egyptian Board of REALTORS MLS roster. *Non-licensed office personnel* using the MLS as “Office Staff” are not charged MLS user fees.

Subscribers/Users are invoiced quarterly. There is no pro-rated or partial month usage billed.

The association office must have an email address for each Subscriber/User. Invoices are sent to each Subscriber via the web portal. (No exceptions) It is the responsibility of each Subscriber to remit payment to the MLS office for the total amount of the invoice. This does not alleviate the responsibility of the subscriber's Participant to ensure that all subscribers in their office have paid.

PAYMENTS OF INVOICES ARE DUE IN THE EGYPTIAN BOARD OF REALTORS® OFFICE ON OR BEFORE THE LAST DAY OF THE MONTH IN WHICH THEY ARE BILLED. **ANY ACCOUNT BALANCE NOT PAID BY THE LAST DAY OF THE MONTH BILLED WILL BE ASSESSED AN ADDITIONAL \$100.00 LATE FEE, DUE WITHIN 10 DAYS FROM ISSUE. FAILURE TO PAY WITHIN 10 DAYS FROM ISSUE WILL RESULT IN SUSPENSION OF SERVICE UNTIL REMITTANCE IS PAID IN FULL.**

REACTIVATION FEE: MLS Subscribers terminating their enrollment or suspended from the service will be required to remit a reactivation fee of \$250 and non-member Subscribers will be required to remit a reactivation fee of \$500. Upon receipt of the reactivation fee plus the invoice amount including the late fee, MLS services will be reactivated.

NOTE:

- If a user leaves his sponsoring broker during the quarter and locates with another multiple listing service participant, paid user fees transfer with the user and are considered paid to the end of the quarter.
- If a user leaves the MLS during a quarter, all user fees are forfeited. It is important for the participant to submit the Terminate Agent/User Form to the MLS office prior to each quarterly billing.
- If a user joins during a quarter (any time after the first month is past), the user will be billed MLS fees by full months.