

Failure to enter a Private Office listing into the Heartland MLS system within one (1) business day of obtaining required seller's signatures or the effective date, whichever is later, shall result in a \$500.00 fine.

Failure to change a Private Office listing to Active status within one (1) business day of public marketing as set forth in Section 1.1.1 shall result in a \$1000.00 fine. Failure to enter the listing into the Heartland MLS system shall result in suspension of MLS rights, privileges, and services.

When requested by Heartland MLS, failure to provide a copy of listing documentation to the MLS within three (3) business days of the date of the notification shall result in a \$50.00 fine.

Failure to properly report a listing status change to Heartland MLS shall result in a \$50.00 fine. These changes and the time limits for reporting are as follows:

Contingent Contract on file	One Calendar Day
Show for Backup	One Calendar Day
Pending sales	One Calendar Day
Closing of a sale	Ten Calendar Days
Back on Market (Active)	One Calendar Day
Extension of listing	One Calendar Day
Cancellation of pending listing	One Calendar Day
Cancellation of a listing agreement	One Calendar Day
Temporarily Off Market	One Calendar Day
Withdrawal of a listing	One Calendar Day
Price change	One Calendar Day

**ACTIVE (A STATUS)** - Active shall be defined as a listing that has been entered into the MLS system and is currently available for showings.

**COMING SOON (F STATUS)** – Coming Soon (fka Pre MLS) shall be defined as a listing which is not ready to be shown but has been publicly marketed as defined in Section 1.1.1 of these rules.

**INCOMING (I STATUS)** - Incoming shall be defined as a listing that has been entered into the MLS system with a post-dated effective date up to fourteen days in the future.

**PRIVATE STATUS (POE STATUS)** - An exempt listing whereby the seller requests privacy and wishes to withhold the listing from being publicly marketed for the entire listing period.

**CONTINGENT CONTRACT ON FILE (C STATUS)** - Contingent contract on file shall be defined as any contract for sale that includes seller kick-out right. Only listings that are under a contract that includes a seller kick-out right may be represented as Contingent status in the system.

**SHOW FOR BACKUP (B STATUS)** - Show for backup shall be defined as any property which is under a contract that does not contain a timed escape clause, and for which the seller has made a written authorization/request to continue to show for backup contracts.

**PENDING SALES (P STATUS)** - Pending sales shall be defined as any fully executed contract for sale without a timed "Escape" clause or without a written authorization/request to continue to show for backup contract. All such contracts shall be represented as Pending status in the system.

**CANCELLATION OF A LISTING AGREEMENT (N STATUS)** - Cancellation of a listing agreement shall be defined as the written release of the seller from the listing agreement by the listing broker.

**TEMPORARILY OFF MARKET (T STATUS)** - Temporarily off market shall be defined as the reporting of a listing unavailable for showing for a period of three days to four weeks at any time other than the beginning of the listing period.