

## **SCWMLS Billing Policy**

The Participant Member\* agrees to report to the MLS all agents licensed with them, and all licensed/certified appraisers affiliated with them, as well as any termination of affiliation within 30 days of addition or termination.

MLS dues and fees for new agents/appraisers will be pro-rated monthly and collected at time of application.

MLS dues and keybox system fees are invoiced annually, and sent via email directly to each agent/appraiser. Invoices are sent mid-May, with a due date of June 15, for the service period of July 1 – June 30.

The Participant is responsible for all MLS dues and fees for themselves, their firm, agents licensed with them, and licensed/certified appraisers affiliated with them.

Participants will receive a list of their unpaid agents/appraisers by June 15. MLS services will be suspended for agents/appraisers who have not paid by the last business day in June. Credits will be given for agents/appraisers the Participant removes from their affiliation (via DSPS) by the last business day in June. Unpaid agent/appraiser dues and fees will be moved to the Participant's July invoice. There will be no refunds of agent fees once moved to the Participant's account. Services for an agent will be reinstated upon payment.

Fees other than dues and keybox system fees (i.e. IDX and fees resulting from rule violations) will be invoiced quarterly or monthly as deemed appropriate.

Participants with balances sixty (60) days past due will forfeit all services and rights for their entire firm until paid in full. Participants delinquent for ninety (90) days or more will be dropped from membership.

\*Participant Member refers to the Broker or licensed/certified Appraiser who is the member of the MLS.