



*Santa Maria Association of REALTORS®*  
**Multiple Listing Service  
Policies and Procedures**  
(Revised 7/15/09)

- 1) A guest (defined as someone who has passed their state license exam and affiliated with an office, but has not received their license from DRE) may attend MLS meetings and caravans. (2/00)
- 2) Participants and Subscribers shall be granted a 12 month inactive status by filing a written request with the Association. This provision does not apply to those who have been inactivated due to non-payment of dues or fees.
- 3) It is mandatory that the type of contingency be put in the first line of the remarks section of listings. (3/98)
- 4) Clerical Assistants shall submit an application and pay a set-up fee prior to being given an access code for the computer.
- 5) MLS “certificate of non-use” applications shall be valid through the end of each calendar year. A reactivation fee is to be paid to reactivate within the same calendar year.
- 6) A property may be input into two categories only. (5/99)
- 7) An administration fee will be charged when one Participant broker transfers his participation to another broker in his firm. (11/96)
- 8) MLS Only members who are REALTOR® members of another Association only need to attend the MLS portion of the orientation. (3/98)
- 9) The C.A.R. form “SEL” must be submitted to the Association Office on all Office Exclusive Listings (10/04).