



Business Practice and MLS® System Listing Rules for CARA Members

These Schedules contain additional rules specific to the Central Alberta REALTORS® Association (CARA).

This document lays out the following:

- **Schedule A** - ANCILLARY MLS® SYSTEM LISTING RULES
- **Schedule B** - MLS® LISTINGS: RELATED POLICY AND PROCEDURE

Additional Resources:

- The Provincial MLS® System Listing Rules [CLICK HERE](#)
- CARA Supplementary Rules and Policy [CLICK HERE](#)

Members are expected to conduct themselves in accordance with the Practice Rules contained above, which are fully compatible with the *Alberta Real Estate Act* (*the Act*), the REALTOR® Code, and Common law.

However, in the event that provisions in these Practice Rules do not align, *the Act* will take precedence, as will current legislation. Likewise, the Provincial MLS® System Listing Rules, and the associated Schedules contained within this document, constitute the terms and conditions under which Members may use CARA's MLS® System.

It is the duty and a requirement of each CARA Member to comply with these Rules. A Member who is found to be in contravention of these Rules may be sanctioned in accordance with CARA Board Policy as contained in the Supplementary Rules noted above.



SCHEDULE A - ANCILLARY MLS® SYSTEM LISTING RULES

Notwithstanding the Provincially MLS® System Listing Rules, CARA also requires Members to comply with the following Ancillary Rules.

| Topic | Ancillary Rule |
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| References to Suites | A. Any suite is to be advertised as legal or illegal <u>only</u> . No other terminology must be used (included examples such as - mortgage helper, mother-in-law suite, nanny suite, etc.). |
| Use of Expired Listing Information | B. MLS® data shall not be used in any manner to contact a Seller/Buyer who was under contract and whose contract has expired, terminated, been withdrawn or cancelled, sold or any other type of change in status posted in the MLS® system. |
| Reproduction of Surveys/Real Property Reports | C. The reproduction of surveys and/or Real Property Reports is only permitted on the MLS® System through the supplementary documents tab. |
| Exclusion of Buyer – Disclosure of Name in Listing Data on MLS® System | D. Listings shall be accepted by the Association where an exclusion of the BUYER(s) exists, however, in order to comply with the Privacy Act, the name of the BUYER shall not appear on the listing data on the MLS® system, but instead a reference to the exclusion will be noted in the Private Remarks section on the Input as “Buyer Exclusion exists contact Listing Agent for details.”. |
| Username and Password Protection | E. Any Member who gives away his/her account and password, or who engages in unauthorized use or distribution of information contained on the MLS® System is liable to a fine up to \$15,000.00, and/or suspension, or both. Notwithstanding the imposition of any fine or suspension, the Association shall retain the option to seek damages or injunctive relief against the offending Member (or former Member) in a court of competent jurisdiction for any damages arising out of the unauthorized use of information contained on the MLS® System. Violation of any of these rules shall be considered a breach of the MLS® Rules and Regulations and shall be referred to the Board of Directors for disciplinary proceedings. |
| Unauthorized Use or distribution of MLS® data | F. Any Member who engages in unauthorized use or distribution of information contained on the MLS® System is liable to a fine up to than \$15,000.00, and/or suspension, or both. Notwithstanding the imposition of any fine or suspension, the Association shall retain the option to seek damages or injunctive relief against the offending Member (or former Member) in a court of competent jurisdiction for any damages arising out of the unauthorized use of information contained on the MLS® System. |



Central Alberta REALTORS® Association

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| <p>References to Vacant Occupancy in Public Remarks</p> | <p>G. In the Public Remarks section, with the exception of Commercial Properties, no statement or inference which refer to the property as being vacant or unoccupied will be permitted.</p> |
| <p>Failure to respond or complete requested changes in a timely manner</p> | <p>H. Agents who do not respond to board requests or complete the board requested correction/change within the requested 2 business day timeline will be subject to a disciplinary process consisting of three stages.</p> <p>1st Offence = a \$50+GST fine is issued to the agents/users involved with the listing and email notice sent to the agent to complete the requested changes within 2 business days.</p> <p>2nd Offence within 6 months of the 1st Offence = a second \$50+GST fine is issued to the agents/users involved with the listing and email notice sent to the agent to complete the requested changes within 2 business days.</p> <p>3rd Offence within 6 months of the 1st Offence = The file is submitted to the Executive Officer for formal review.</p> |



SCHEDULE B - MLS® LISTINGS: RELATED POLICY AND PROCEDURE

The following outlines MLS® Listing-related policy and procedure that is not covered in the foregoing MLS® System Listing Rules. Members must follow these procedures when loading MLS® Listings to the MLS® System.

Procedures for Broker Loading Listings of Multiple Vacant Lots:

- Groups of lots must be on the same street in the same subdivision.
- All such lots must be owned by the same Seller and included on one MLS® Seller Brokerage Agreement with the price reflecting lowest to highest price.
- The MLS® System will assign a separate MLS® number to each property.

Procedures for Emergency Numbering Addressing & Rural Addressing

- Emergency numbering addressing (e.g. 1234567) is currently in use by the municipalities for properties with residential dwellings. The emergency number for the address should be located at the entrance to the property and will usually be a 5 to 7-digit number. This number shall be used in the HOUSE # field.
- In instances where the land has no residence on it, there will be no available Emergency numbering address and the word "ON" shall be used in the HOUSE # field. ON is said to be the road used to access the property.
- In the STREET field, the TOWNSHIP ROAD, or RANGE ROAD or HIGHWAY shall be used. The STREET NAME field will auto-populate the MAJOR AREA field and the SUB AREA field.
- If the Township Road, or Range Road, or Highway is not already in the dropdown address menu, members shall contact the Association to request it be added.