

replacement Electronic Key is purchased.

9. If dues become delinquent, an official suspension will take place and the right to use the Electronic Key must be relinquished. If the Electronic Key cannot be found, a lost key report must be filed with the MLS office. The assigned Electronic Key will be deactivated.

10. When sending notification of suspension, include a statement that the Electronic Key must be deactivated until suspension is lifted (dues paid in full).

11. Insurance fees associated with Electronic Keys are non-refundable.

LOCKBOX POLICY

1. It shall be the responsibility of the listing broker to remove the lockbox from a listing. An exception will be removal of lockbox with approval of listing broker.

2. All lockboxes must be picked up from MLS office by the purchasing broker.

3. Lockboxes may not be placed on a property without written authority from the seller. This authority may be established in the listing contract or in a separate document created specifically for the purpose. Inclusion in MLS compilations cannot be required as a condition of placing lockboxes on listed property.

4. Board shall adopt written, reasonable, and appropriate rules and procedures for administrators of lockbox systems which may include appropriate fines, not to exceed \$5,000.

MLS TOUR GUIDELINES (revised 4/16)

1. Realtor members of the Port Angeles or Sequim Association of Realtors may submit their listings to the MLS office to be included in the Port Angeles MLS weekly tour. Port Angeles Association of Realtors will have priority over non-Port Angeles Association of Realtor members. Listings submitted from Sequim companies will be property within the Port Angeles jurisdiction. Homes submitted will meet the listing requirements of Section 1 of the Port Angeles MLS Rules and Regulations.
2. Properties East and West of Port Angeles will be scheduled on different weeks. Dividing line of the tour will be Laurel Street in Port Angeles. (Exception: if the number of houses on the tour is low, then the dividing line may be adjusted to fill out the tour).
3. To place property on tour, the Listing Office must delivered by email, an MLS Tour Form (*revised 2016*) to the Port Angeles MLS e-mail address (PAMLS@olympen.com) before 8 AM Wednesday prior to that Thursday's tour. The requesting office must have a valid MLS listing (completed and signed) for each property submitted for the tour. Listings must be in the computer and have an MLS number when the request is made. Cancellations will be taken until Wednesday at 11:00 AM. No telephone requests for the tour will be honored.

A) Homes that sell before Thursdays tour need to be reported to Port Angeles Email before 11 am Wednesday. In case of emergency or hardship, last minute cancellations e-mailed to PAMLS@plypen.com by 9:00 am Thursday Morning.

4. Tour will start at 9:30 am every Thursday.
5. A broker or a member of their office who is a member of the Port Angeles or Sequim Association of Realtors, be present during the designated tour period. No questions can be asked if a non-licensed person is present at open house.
6. It is suggested that appropriate maps and Open House signs be at all Open Houses.
7. Houses within the Port Angeles city limited will be previewed first, followed by housed out of town. The Association office will compile the tour list each week and will have the assigned office for that month review the tour routing. Offices will route on a monthly

- basis and the Association office will notify the office one week prior to the first tour routing approval.
8. Properties sold with a bump clause are eligible for the tour.
 9. A copy of the MLS tour list will be e-mailed by noon on Wednesday to each Port Angeles office and any other office that has a home on the tour.
 10. All complaints or comments regarding scheduling or operation of the tour will be referred to the Chairman of the MLS Committee.
 11. There may be no more than 10 houses on the tour on any given week. (Exception: During the busy season when 12 homes are needed to relieve the backlog).
 12. The tour sheet will distinguish the vacant houses on tour.
 13. Homes cannot be on tour more than once every six (6) months unless substantial changes have been made to the property or in the event fewer than six brokers viewed the home on tour. Substantial changes will be left to the sole discretion of the MLS Chairperson. The transfer of a listing to another agent or broker does not constitute a substantial change. In the event there are more than allowed by rule. Those which have not previously been on tour will have priority.
 14. Home tour rules will be included on the tour list on a regular basis. It is recommended that one rule be printed each week.
 15. Homes on the Annual Spring Tour must be listed with the Multiple Listing Service.
 16. If agents want to have a brunch, lunch or breakfast at a house on tour, the Association office will need to know at the time of the request for tour. The house will be the last house on the tour.

MISCELLANEOUS

1. The MLS broadcast system or (PAAR) is for real estate business only, no personal sales of anything will be tolerated as well as no advertising FSBO's. If you have a question, the final decision will be with the MLS Chairman (which then they will pole the other Designated Brokers). (Just a reminder, if it is related to real estate, example classes. open house, etc. that is fine).
2. MLS Committee Meeting Minutes shall be sent to each broker.