



Plumas Multiple Listing Service

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MLS Policy Statement

1. Initial setup Broker fee will be \$500.00 unless the broker is an existing member of PlumasMLS, in which case the fee is \$150.00. (Revised 3-21-13)
2. Annual MLS fee (per participant/subscriber) will be \$85.00
3. Monthly MLS fee (per participant/subscriber) will be \$68.00. (Revised 1-1-2024.)
4. Monthly billing will be to the participating office. Payment must be made by the participating broker in full. Individual subscriber payments will not be accepted unless authorized by AE as credit card autopayments.
5. A fee of \$25.00, plus any bank charges, will be charged for checks written to the Association that are returned, or credit card payments that fail for non-sufficient funds.
6. Annual Appraiser fee will be \$85.00.
7. Monthly Appraiser fee will be \$58.00. (Revised 1-1-24)
8. County Assessors will be charged \$125 annually, with no monthly fee to access MLS.
9. A Reactivation fee of \$150, in addition to the \$85 Annual fee, will be charged if a member leaves the MLS, then rejoins within 12 months. (Revised 1-21-16)
10. Lock Boxes will be broker or agent owned and may be purchased from the MLS for \$110 each (new) or \$75 (used). (Revised 10-18-18)
11. The repurchase of lockboxes from member agents/offices shall be at the discretion of the board, with a maximum repurchase price of \$50 per box. (Added 10-15-15)
12. A \$100 annual fee per contract will be charged for existing active Web API feeds at the start of each calendar year. New feeds will be charged the \$100 fee at the time of contract signing. The fees will not be prorated. (Revised 8-21-25)

13. Out-of-Area Brokers must submit the Certification of Non-Use Form for all agents in their office who are NOT joining PlumasMLS. The Certification must contain the signatures of all non-member agents, as well as the broker's signature.
14. No non-PlumasMLS member listings will be taken.
15. The property owner's name is required for a complete listing; however, the seller can direct that his or her name not be included in the MLS. In this case, owner's name must be categorized as "financial institution," "government" or "private party".
16. A primary photo is required on all listings, except where sellers expressly direct that photographs or other graphic representations of their property not appear in MLS compilations.
17. Residential and commercial primary photo must be an exterior photo of the building itself, and/or another correlating with the street address.
18. Proposed construction and "under construction" listings may have elevations, floor plans, or progress photos as a primary photo. If using a photo of a completed building to show what the building might look like upon completion, it must be marked clearly on the photo that it is an example and not the actual building itself. Upon completion of construction, the primary photo must be updated to show the property in its completed state, even if the listing has been sold or expired.
19. Land listings may use a plot map or assessor's parcel map in lieu of a photo. If a photo is used, it must be of the property itself. "View" photos may be used in the "Additional Photos" field.
20. "View" photos are limited to views that are actually visible from the property.
21. If the property is located in a community that offers HOA amenities or is located in a golf course community, photos of the amenities are allowed.
22. Since the purpose of photos is to represent the property, they cannot contain depictions of the listing office's "for sale" sign or other signs wherein advertising (for example, the contact information) is prominently displayed, including QR Codes. Personal contact information may not be placed into the Remarks section of the listing, nor on MLS photos. No personal contact information, including listing brokers' or listing agents' Web site address may be placed on or around a Virtual Tour submitted to PlumasMLS, nor can personal and/or office identification be contained in the URL for same. References to the listing broker's (or listing agent's) website can be included in the "Private Comments" section of the listing.

23. Any listing entered into the MLS must be complete, including “Sold-Non MLS” listings. Complete listings include a primary photo, except where sellers expressly direct that photographs or other graphic representations of their property not appear in MLS compilations.
24. On “Sold-Non MLS” listings, Seller’s agent must submit documentation to the board office substantiating a non-MLS sale. Submission of such information is contingent on the seller’s or purchaser’s authorization, which can be withheld at their discretion.
25. Dual-class listings are allowed if necessary to demonstrate multiple uses or zoning. The MLS reserves the right to review the validity of the Dual-Class listing and to remove one if the Dual-Class status is deemed inaccurate. Once sold, the listing that reflects the highest and best use, based on the terms of the sale, is considered the primary listing. Only the primary listing shall be utilized for posting Sold data. On the date the primary listing is posted as Sold, it is mandatory for the secondary listing to be posted as Withdrawn and the MLS number of the primary listing referenced in the Private Comments area of the withdrawn secondary listing.
26. Participants and Subscribers will take full responsibility for disclosure of Unlicensed Assistants, and are to sign the “Plumas MLS Clerical User Authorization Form.”
27. Sentikey access may be issued to non-MLS participant/subscribers who have affiliate membership with Plumas Association of REALTORS®. The user agreements with such affiliates must be signed by the cardholder and by a principal, partner or corporate officer of the cardholder’s firm. Beginning in 2016, existing affiliate members with Sentrilock access will pay \$25 yearly. New affiliates requesting Sentikey access will be charged \$60 for access. These yearly charges will not be prorated.
28. Effective Aug. 1, 2014, MLS fees are due and payable upon receipt and delinquent after 30 days. Delinquent accounts with balances over 60 days past due are subject to suspension of access to the MLS system. Delinquent members will be given 10 calendar days prior notice of any proposed suspension and will be required to pay their account in full within those 10 days. Upon suspension, delinquent accounts will incur a reactivation fee of \$100. All delinquent MLS account balances, including any fees, and/or fines as applicable, must be paid in full prior to reactivation.
(Revised 3-17-16)

29. The PlumasMLS boundaries within Lassen and Tehama counties reach to the west of Fredonyer Pass, to Doyle and to Mineral. Listings outside those boundaries that are active or under contract after Jan. 1, 2016 will be moved into the nearest search area. Street names will be added as needed to areas within the boundaries. (Added 12-17-15)
30. In Public Remarks, an agent cannot suggest or direct a consumer in any matter whatsoever to any other website.
31. There will be no advertising allowed (signs, social media, Member News, etc.) of any listing until it is live in the MLS. (Added 10-20-22)
32. Agents must obtain permission before posting another agent's listing on social media. They also must give credit to the listing agent in the post. (Added 6-20-24)
33. All shared ownership listings must have primary photos stamped with a caption that identifies it as a shared ownership. Shared ownership listings also must state clearly that the property is a shared ownership in the first line of public remarks. (Added 4-16-26)