



HIVE MLS — RULES & REGULATIONS

Quick Reference Cheat Sheet · Version 1.0 · May 2026

Max fine per violation: **\$15,000**

Max admin sanctions/year: **3**

Questions: Hive MLS Staff

CRITICAL DEADLINES

1	3	3	3	3	30
BUSINESS DAY	CALENDAR DAYS	CALENDAR DAYS	CALENDAR DAYS	CALENDAR DAYS	CALENDAR DAYS MAX
Clear Cooperation Submit to MLS within 1 business day of ANY public marketing §1.01	New Listing Entry Enter within 3 days of all signatures §1	Coming Soon Entry Enter within 3 days of seller's written authorization for delayed showing §1.1.2	Pending Report Change to Pending within 3 days of all contract signatures §2.7.1	Status Changes & Sales All changes & final closings reported within 3 days §2.7	Coming Soon Limit Max time in Coming Soon – No Showings status §1.1.2

CORE RULES

Listing Entry Requirements

§1



HIVE MLS — STATUSES & ADDITIONAL RULES

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LISTING STATUSES

ALL LISTING STATUSES

§1.1.19

ACTIVE

Listing contract is in force and property is available for sale

COMING SOON – NO SHOWINGS

Syndicated but NO showings, open houses, or broker caravans until the Showing Start Date; max 30 days

PENDING

Under contract; showings are no longer being sought; backup offers not being solicited

PENDING WITH SHOWINGS

Under contract but still available for showings; backup offers are still being solicited

HOLD

Temporarily off market; listing contract remains in force; NOTE: changes to Expired on expiration date

WITHDRAWN

Contract in force but not expected to return to market; NOTE: changes to Expired on expiration date

CANCELLED

Listing contract terminated before expiration; NCAR Standard Form 720 (Termination & Release) required

CLOSED

Date the sale was recorded at Register of Deeds; or the date a Lease/Lease w/ Purchase Option was executed

Active – Delayed Marketing Condition: NOT visible to MLS Participants or syndicated until the Marketing Date. Visible only to Listing Agent, Designated Broker & Staff.

Active – Office Exclusive Condition: NOT visible to MLS Participants or syndicated. Visible only to Listing Agent, Designated Broker & Staff. If public marketing occurs, listing MUST be placed as Active in MLS.

ADDITIONAL RULES TO KNOW

CLEAR COOPERATION TRIGGERS

§1.01

ANY of the following triggers the 1 business-day submission requirement:

- Flyers displayed in windows
- Yard signs / for sale signs on property
- Digital marketing on public-facing websites
- Brokerage website displays (IDX and VOW)
- Email blasts / digital communications marketing
- Multi-brokerage listing sharing networks
- Apps available to the general public
- Cooperating with other brokerages

PHOTO RULES

§1.1.17

- ✓ **Primary photo** = exterior elevation as seen from the road
- ✓ At least 1 of the first 10 photos must be the best front elevation view
- ✓ Multifamily: primary photo = exterior of the actual unit for sale
- ✓ Land: primary photo may be aerial view or plat map
- ✓ Seller may opt out with written direction — keep copy on file
- ✓ Picture-in-picture photos are allowed
- ✗ No for sale/lease signs in photos or virtual tours
- ✗ No agent/company branding or business card images
- ✗ No web links embedded in photos
- ✗ MLS Staff may remove non-compliant photos without notice

CONFIDENTIAL FIELDS & MISC

§10,
§18.6

NEVER display these fields to consumers:

- 🔒 Agent Remarks
- 🔒 Showing Instructions
- 🔒 Alarm codes / security information
- 🔒 Appointment information
- All documents uploaded to MLS are **automatically private** §1.1.14
- Cannot copy prior listing's photos or descriptive text without written permission §1.1.16
- Manufactured home = **material fact**; must mark Sub-Type field accordingly §1.1.9
- Seller not owner? Set Stipulation = "Seller not Owner"; add "SUBJECT TO ASSIGNMENT" in Marketing Remarks §1.1.6



FINEABLE OFFENSES & PENALTY SCHEDULE

COMING SOON VIOLATIONS §1.1.2	
VIOLATION	PENALTY
Showing a Coming Soon Listing Any showing (public or to other brokers) while listing is in Coming Soon – No Showings status	1st: \$1,000 2nd: \$2,000 3rd+: \$5,000 +30-day suspend
Advertising as "For Sale" Promoting a Coming Soon listing as anything other than "coming soon"	1st: \$1,000 2nd: \$2,000 3rd+: \$5,000 +30-day suspend
Note: 3rd+ violations are counted within a 12-month period. The listing must also be immediately changed to Active status.	

DATA & ACCESS VIOLATIONS §11, §6.1	
VIOLATION	PENALTY
Unauthorized Use / Sharing of MLS Data Transmitting MLS data to unauthorized individuals; sharing login credentials, passwords, or key fobs §11.0.1	Immediate Suspension 1st: \$500 2nd: \$1,000 3rd: \$2,500 4th+: Board discretion
Fee Waiver Violation Using MLS services while holding a nonuse fee waiver §6.1	\$1,000 or MLS fees Whichever is greater, from date of violation + waiver termination

FULL DISCIPLINARY RANGE §7.0	
MLS may impose <i>any one or more</i> of the following for any violation:	
- Letter of warning - Letter of reprimand - Mandatory attendance at MLS orientation or other appropriate courses Fine up to \$15,000 - Suspension of MLS rights for 30 days to 1 year - Termination of MLS rights with no right to reapply for up to 3 years	
3 Strikes Rule: After 3 administrative sanctions in a calendar year, a mandatory hearing is required. The Participant's broker is notified and required to attend.	

\$15K

Maximum fine per violation. All disciplinary actions are subject to Section 9 (Consideration of Alleged Violations). Participants may request a hearing before the Professional Standards Committee within **20 days** of receiving a managers' decision. Probation is available but is *not* a form of discipline — it holds the imposed discipline in abeyance for up to **1 year**. A Participant's broker is held responsible for the actions of **all affiliated subscribers and staff**.