GUIDELINES ON PERSONAL INFORMATION IN LISTING DESCRIPTIONS

According to the UCBA (UCBA Article I, Section 5C), the following personal information should NOT be included in the listing description text box:

- NO Agent Email Addresses
- NO Agent Phone Numbers
- NO Listing Agent Name
- NO URL with agent information

Below is the violation notification process. The agent will be responsible for correcting violations immediately after being notified.

THE NOTIFICATION PROCESS

**COURTESY NOTICE**
- Broker A & Agent receive email notice
- No fines are issued

The Agent has three days to correct the listing.

**SECOND NOTICE**
- Broker A & Agent receive email notice
- A fine is issued for sales*
- A fine is issued for rentals*

The Agent has two days to correct the listing & pay the fine.

**THIRD NOTICE**
- Broker A & Agent receive email notice
- A second fine is issued for sales*
- A second fine is issued for rentals*

The Agent has one day to correct the listing & pay the fine.

**SUSPENSION NOTICE**
- Broker A & Agent receive a final email
- The Agent’s access to RLS is suspended
- The Broker A is responsible to correct the violation and re-assign the suspended agent’s listings
- The Agent is responsible for all fines
- A fine must be paid to be reinstated

*Please see the UCBA for applicable fines.

Questions? Contact us at RLSsupport@rebny.com