

CASCADES EAST MULTIPLE LISTING SERVICE

POLICIES & PROCEDURES



OWNED AND OPERATED BY THE
CASCADES EAST ASSOCIATION OF REALTORS®

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CASCADES
EAST MLS

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CASCADDES EAST MULTIPLE LISTING SERVICE POLICIES AND PROCEDURES

SECTION 1: GENERAL

SECTION 1-1 PURPOSE

The purpose of these Policies and Procedures is to develop guidelines and standards for the internal operations of the Cascades East Multiple Listing Service (MLS).

SECTION 1-2 OREGON DATA SHARE LLC. & LOCAL BOARD OF DIRECTORS

The Cascades East MLS is one of the owners of Oregon Data Share LLC. As such the Oregon Data Share LLC. Board of Managers and Committees are responsible for the creation of joint Rules and Regulations including fines impacting our Participants, Subscribers and Users. Oregon Data Share also negotiates technology vendor contracts and provides those technology benefits to the owners for their Participants, Subscribers, and/or Users.

The Cascades East Association of REALTORS® Board of Directors is responsible for setting all fees charged to its Participants, Subscribers, and/or Users as well as the policies and procedures contained in these Policies and Procedures. However, in the event the Cascades East Association of REALTORS® Board of Directors approves any policies or procedures that conflicts with the Oregon Data Share LLC. Rules and Regulations and/or Operating Agreement the Oregon Data Share LLC. documents will govern.

The Cascades East Association of REALTORS® Board of Directors may also choose to offer products and services to its MLS Participants, Subscribers, and/or Users outside of what products are provided through Oregon Data Share LLC., provided that the Cascades East Association of REALTORS® first provides Oregon Data Share LLC. an opportunity to offer that product to the owners.

SECTION 1-3 MLS COMMUNICATIONS

Communications regarding the Cascades East MLS shall be handled electronically through various means. These communications are limited to MLS Programs and Services, the Association's Programs and Services, changes to governing documents, and industry news.

Flyers and information on classes or events not sponsored by the Cascades East MLS and/or Association of REALTORS®, the Oregon Data Share LLC, Oregon REALTORS® or the National Association of REALTORS® will not be disseminated without prior approval from the Cascades East Association of REALTORS® Executive Committee.

SECTION 1-4 TOUR MEETINGS

Per the Oregon Data Share LLC. Rules and Regulations, the owners are responsible for administering the tour meetings within their MLS service area. The Tour Meetings are held for the benefit of our Participants, Subscribers, and consumers to market their properties. MLS Participants, Subscribers and Users from the Oregon Data Share LLC are welcome to attend tour meetings, tour properties, and receive information about the tour meetings if they follow the rules set forth by the Cascades East Association of REALTORS® and attached to these Policies and Procedures as Appendix A. The purpose of the tour rules is to maintain a uniform meeting format, tour process, and secures facilities for these meetings. Affiliates are invited to attend the tour meetings to network with Participants, Subscribers and Users.

SECTION 1-5 MEETINGS

The Cascades East MLS shall hold meetings of Participants a minimum of once annually.

SECTION 1-6 OREGON DATA SHARE OWNER REPORTS

The Oregon Data Share LLC. Board of Managers shall provide a report to the owners a minimum of once annually.

SECTION 1-7 ROSTERS

Cascades East MLS rosters are provided to Participants, Subscribers and Users for their convenience. Rosters shall not be used for non-real estate related marketing purposes, political purposes, soliciting charitable contributions, or for any other purpose not related to real estate related business or activities.

Rosters shall be provided to affiliates of the Cascades East Association of REALTORS®. Rosters shall not be provided to any other non-user without prior approval from the Cascades East Association of REALTORS® Executive Committee or Board of Directors. Participants, Subscribers, and/or Users shall not use any functionality of the MLS system or rosters to generate lists of members for mass email communications.

SECTION 1-8 AMENDMENTS

The Board of Directors approve these Policies and Procedures. Policy recommendations may be made to the Board of Directors by staff, Participants, Subscribers, or Users.

SECTION 2: PARTICIPATION AND SUBSCRIPTION AND USERS

SECTION 2-1 DEFINITIONS

Participants, Subscribers, and Users shall be as defined and outlined in the Oregon Data Share Rules and Regulations.

SECTION 2-2 PARTICIPANTS

A. NEW PARTICIPANTS

An applicant for participation in the Cascades East MLS shall complete all required forms and pay the Participant Application Fee as stated in Section 3-1 (C) below, with such fee to accompany the application.

In the event the new Participant is opening a new firm with the Cascades East MLS the Participant Application Fee is waived and the applicant shall complete all required forms and pay the New Office Application fee as stated in Section 3-1 (C) below, with such fee to accompany the application.

B. PARTICIPANT WITH MULTIPLE OFFICES

Participants who belong to multiple firms, who are not set up as branch offices of each other, will be assessed monthly access fees to utilize each set of credentials they have been issued for each firm.

C. REACTIVATING PARTICIPANTS

If a Participant is inactive for more than thirty (30) days, the reactivating Participant will be required to pay a Participant Application Fee to reactivate.

D. TRANSFERRING PARTICIPANTS

In the event a current Participant or Subscriber is transferring to an already established office within the Cascades East MLS to be the Participant of that firm, the applicant shall complete all required forms and pay the transfer fee as stated in Section 3-1 (C) below, with such fee to accompany the completed paperwork. If a Participant transfers before the 10th of the month, a credit will be issued to the previous firm. If the transfer occurs after the 10th of the month, the Participant will be responsible for the monthly access fee as stated in Section 3-1 (C) below.

E. NEW OFFICE

To establish a new office in the Cascades East MLS, applicant shall pay a New Office Fee as stated in Section 3-1C below, with such fee to accompany the completed paperwork. Any office that reactivates after being inactive in the Cascades East MLS for two (2) or more years will be required to pay a New Office Application fee as stated in Section 3-1 (C) below, with such fee to accompany the application.

F. ADDITIONAL FIRM LOCATIONS

If a Participant of an office with access to the Cascades East MLS opens a registered branch office with the Oregon Real Estate Agency or Appraisal Board and wishes for that branch office to have access to the Cascades East MLS the

Participant shall complete the necessary forms and pay the Branch Office Fee as stated in Section 3-1 (C) below, with such fee to accompany the completed paperwork.

In the event the office is not classified as a registered branch office with the Oregon Real Estate Agency or Appraisal Board it shall be classified as a new office and is subject to Section 2-2 (E) above.

G. FIRM NAME CHANGES

If a Participant of an office wishes to change the firm name with the Cascades East MLS, the new firm's name must match the name on file with the Oregon Real Estate Agency or Appraisal Board and must retain the same business license number with the Oregon Real Estate Agency or Appraisal Board. In the event a new business license number is issued with the Oregon Real Estate Agency, the firm shall be classified as a new office and is subject to Section 2-2 (E) above.

H. PARTICIPANT MONTHLY ACCESS FEES

New, reactivating, or transferring Participants will be charged the full applicable monthly access fee as stated in Section 3-1 (C) below, if activating after the 15th of the month, half the monthly access fee as stated in Section 3-1 (C) below.

I. PARTICIPANT INACTIVATION

In the event a Participant is going inactive, the Participant must notify the Cascades East MLS in writing within two (2) business days. If a Participant is moving to inactive status before the 10th of the month, a credit will be issued to the firm.

SECTION 2-3 SUBSCRIBERS

A. Participants must report changes to licensees affiliated with said Participant to the Cascades East MLS within two (2) business days of licensee joining or leaving the Participant's firm using the appropriate form.

1. An applicant for subscription in the Cascades East MLS shall complete all required forms and pay the Subscription Application fee as stated in Section 3-1 (C) below, with such fee to accompany the application.
2. A Participant is to note the date the licensee is licensed with said Participant when adding a new licensee or when transferring an existing Subscriber from another Participant. A transfer fee as stated in Section 3-1 (C) below will be charged to Subscribers transferring from one Participant to another Participant provided the transfer occurs within a thirty (30) day period. If the transfer occurs before the 10th of the month, the original office will receive a credit. If the transfer occurs after the 10th of the month, the Subscriber will be responsible for the monthly access fee as stated in Section 3-1 (C) below. A Subscriber who inactivates from a Participant and re-activates with another or the same Participant more than thirty (30) days from the date of the inactivation will be charged an Application Fee as stated in Section 3-1 (C) below.
3. When deleting a licensee, the Participant is to note the date the licensee's license is inactivated from the firm with the Oregon Real Estate Agency or Appraisal Board. If the Subscriber is inactivated before the 10th of the month, the firm will receive a credit.
4. Fees are payable based upon the date the license change (adding or deleting) is made with the Oregon Real Estate Agency or Appraisal Board.

B. If a Participant fails to notify the Cascades East MLS of the addition of a licensee within the prescribed time period, the Participant shall be charged an administrative fee as stated in Section 3-1 (C) below and the Subscriber may be billed for monthly access fees retroactive to the date the licensee was first licensed with the Participant.

C. All new, transferring and renewing (if period of inactivation was greater than thirty (30) days) Subscribers will be charged an application fee as stated in Section 3-1 (C) below.

- D. New Subscribers will be charged the full applicable monthly access fee or, if activating after the 15th of the month, half the monthly access fee, as stated in Section 3-1 (C) below.

SECTION 2-4 USERS

- A. Changes to Clerical Users, Personal Assistants, or Registered Appraiser Assistants (collectively “Users”) affiliated with a Participant (or Subscriber in the case of a Personal Assistant) must be reported to the Cascades East MLS within two (2) business days of the User joining or leaving the firm using the appropriate form.
1. An applicant for user privileges in the Cascades East MLS shall complete all required forms and pay the User Application fee as stated in Section 3-1 (C) below, with such fee to accompany the application.
 2. The Participant or Subscriber is to note the date the User becomes affiliated with said Participant or Subscriber when adding a new User or when transferring an existing User from another Participant or Subscriber. A transfer fee as stated in Section 3-1 (C) below will be charged to Users transferring from one Participant or Subscriber to another Participant or Subscriber provided the transfer occurs within a thirty (30) day period. If the transfer occurs before the 10th of the month, the original office will receive a credit. If the transfer occurs after the 10th of the month, the User will be responsible for the monthly access fee as stated in Section 3-1 (C) below. A User who inactivates from a Participant or Subscriber and re-activates with another or same Participant or Subscriber more than thirty (30) days from the date of the inactivation will be charged an Application Fee as stated in Section 3-1 (C) below.
 3. When deleting a User, the Participant or Subscriber is to note the date the inactivation occurred. If the inactivation occurs before the 10th of the month, a credit will be issued to the firm.
 4. Applicable fees are payable based upon the date indicated on the form.
 5. Participants must notify the Cascades East MLS of Subscriber changes PRIOR to the first day of the month for the Subscriber to receive credit for that month’s billed fees.
- B. If a Participant or Subscriber fails to notify the Cascades East MLS of the addition of a User and is allowing that User to access the MLS utilizing another individual’s login credentials, the Participant and User will be assessed a fine as outlined in the Oregon Data Share Rules and Regulations.
- C. New Users will be charged the full applicable monthly access fee or, if activating after the 15th of the month, half the monthly access fee, as stated in Section 3-1 (C) below.
- D. In the event a User becomes licensed to actively practice real estate and hangs their license with a Participant in the Cascades East MLS, they will be required to become a Subscriber per the Oregon Data Share LLC Rules and Regulations.

SECTION 3: FEES

SECTION 3-1 SERVICE CHARGES AND FEES

- A. The established services charges and fees are in effect to defray the costs of operation and are subject to change from time to time by action by the Cascades East Association of REALTORS® Board of Directors.
- B. Monthly access fees, miscellaneous charges, late fees, and all other fees are established by the Cascades East Association of REALTORS® Board of Directors and are due in full monthly for each Participant, Subscriber, and User affiliated with the Participant.

C. FEE SCHEDULE

Fee	Amount
Participant or Subscriber Application Fee	\$250.00
Clerical User or Personal Assistant Application Fee	\$50.00
Monthly Access Fee-Participant or Subscriber	\$60.00
Monthly Access Fee- New Participant or Subscriber joining after 15 th of month	\$30.00
Monthly Access Fee-Clerical User or Personal Assistant	\$15.00
Monthly Access Fee-Clerical User or Personal Assistant joining after 15 th of month	\$7.50
New Office Application Fee	\$2,000.00
Transfer/Reactivation Fee (transfer or reactivation within thirty (30) days)	\$75.00
Office Name Change Fee	\$100.00
New Branch Office Set Up Fee	\$100.00
Administrative Fee for Unreported Licensee within Required Timeframe	\$50.00
Office Reactivation Fee (if reactivation is within two (2) years)	\$250.00
Late Fee	5%
Non-Honored Check Fee	\$50.00

- D. Any requests to waive fees, fines, and/service charges outlined in these policies and procedures shall be submitted in writing to the Cascades East Association of REALTORS® Executive Committee for consideration.

SECTION 3-2 MONTHLY ACCESS FEES

- A. All active Participants, Subscribers, and Users shall be charged a monthly access fee. Licensees affiliated with a Participant may waive subscription to the Cascades East MLS within the parameters and requirements outlined in Section 3-5 (B), below. Monthly access fees shall be as stated in Section 3-1 (C) above.
- B. All fees and charges are billed in advance and are due on the first business day of the month and are late the first business day after the 10th of the month. All fees and charges are sent to the Firm and the Participant is responsible for ensuring payment is received.

SECTION 3-3 LATE FEES AND COMPLIANCE

- A. Failure to pay any undisputed service charge or fee within ten (10) days of the date due will result in late fees as specified in Section 3-1 (C) above.
- B. If all fees and charges are not paid in full by the 1st business day after the 10th of the month, a late fee, as stated in Section 3-1 (C) above will be assessed.
- C. If the charges become thirty (30) days past due, the Participant will be suspended.
- D. Access and services may be reinstated after suspension, but prior to termination, by bringing all past due charges and late fees current.
- E. If charges become sixty (60) days past due, the Participant will be terminated.
- F. Once terminated, the Participant must pay all past due fees and charges along with an application fee and the current month fees as if the Participant is a new member.
- G. In the event a Participant is suspended and/or terminated for non-payment Oregon Data Share will be notified so that any active listings in the system can be addressed. If a Participant is terminated per part E above, the licensees affiliated

with the Participant will be given notice that they have five (5) business days to move their affiliation to another Participant or their Cascades East MLS subscription will be suspended.

- H. Checks not honored by the financial institution shall incur a service fee as stated in Section 3-1 (C) above. Payment of the amount of the non-honored check plus the service fee must be remitted to the Cascades East MLS office within two (2) business days. Payments must be made by credit/debit card, cashier's check, or bank money order.

SECTION 3-4 OFFICE AUDITS

Participants agree, as part of their participation in the Cascades East MLS, to random audits comparing the Oregon Real Estate Agency Roster or Appraisal Board against the Cascades East MLS roster for the Participants, Subscribers and Users to ensure the Cascades East MLS has received all the proper notifications throughout the year with respect to billable Participants, Subscribers and/or Users within the firm or alternatively, that we have received the appropriate waivers as specified in Section 3-5 below.

SECTION 3-5 PARTICIPATION AND SUBSCRIPTION WAIVERS

- A. In recognition of the sacrifice of military service, the Cascades East MLS will credit that portion of monthly MLS fees for Participants, Subscribers or Users who are called to active duty in the National Guard or Ready Reserve.

Prior to the date of active duty, the Participant, Subscriber or User will provide proof of activation (letter, orders, etc.) and the date the suspension will take effect. The Cascades East MLS will credit the individual's monthly fees from that date through the end of the period of service. Credit will be allowed even if the individual's real estate license remains active with the firm. Reactivation of the individual's Cascades East MLS access must be within thirty (30) days of end of military activation period. All fees associated with reactivation will be waived.

If the military waiver is for a Participant, a designee must be named as a Designated Broker for the firm. Such designation may be temporary for the duration of the Participant's waiver or ongoing, at the Participant's discretion.

- B. The Cascades East MLS will provide Participants a no-cost waiver of MLS fees and charges for any real estate licensee or licensed or certified appraiser affiliated with the Participant who can demonstrate subscription to a different MLS or Commercial Information Exchange ("CIE") where the Participant also participates. The waiver shall be completed by the Participant for certification of non-use of the Cascades East MLS by their licensees seeking a waiver. A waived individual may not derive any benefit from the Cascades East MLS. Therefore, a waived individual may NOT:

1. Be a listing broker for any active listing in the Cascades East MLS system.*
2. Possess, control, or use a Cascades East MLS key box access device to enter, view, or show any property that is listed in the Cascades East MLS system.*
3. Use any Cascades East MLS products or services available only to authorized Subscribers affiliated with the Participant.*
4. Access the Cascades East MLS system to view current or historical listing information, access or use comparable and statistical information/reports, or obtain a data use license.*
5. Use other services or devices provided by Cascades East MLS or its affiliated or licensed vendors/suppliers that permit access to, and use of, any listing information from the Cascades East MLS system.*
6. Use information from the Cascades East MLS system to:
 - i. procure listings of properties for sale or lease; OR
 - ii. identify or locate properties for any potential buyers or lessees.*
7. Be part of a designated real estate "Team" where one or more of the other Team members are Subscribers to Cascades East MLS.

*These prohibitions do not apply to those products and services provided by Oregon Data Share if the waived individual is a Subscriber in another MLS active in Oregon Data Share.

Violation of any of the above conditions will result in automatic revocation of the waiver for the individual recipient. The Participant will be invoiced for Cascades East MLS subscription fees, retroactive for one billing year or to the date Cascades

East MLS access was first waived, whichever is less, plus a one-thousand-dollar (\$1,000.00) non-compliance fee for each waiver recipient that has his or her waiver revoked. The invoice will be due within seven (7) calendar days after the waiver recipient becomes ineligible. Failure to pay the amounts owed by the due date will result in a suspension of MLS access for the Participant and all Subscribers associated with the Participant until all fees are paid.

If the Participant notifies the Cascades East MLS within two (2) business days of any waived individual affiliated with the Participant becoming ineligible for a waiver and simultaneously with such notice to the Cascades East MLS, either immediately informs the waived individual that they must subscribe to the Cascades East MLS within two (2) business days and pay the applicable retroactive fees OR severs the firm's relationship with the licensee, then the Participant shall not incur the non-compliance fee.

In the event the waived licensee utilized another Subscriber's login credentials to access the Cascades East MLS system, then the penalties and sanctions outlined in the Oregon Data Share Rules and Regulations shall apply.

APPENDIX A

CASCADES EAST MULTIPLE LISTING SERVICE TOUR RULES

SECTION 1. INTRODUCTION

As one of the three owners of the Oregon Data Share LLC., the Cascades East MLS is responsible for coordinating and conducting the Multiple Listing Service tours for our Participants and Subscribers throughout our region. In 2023 and 2023 a workgroup was created by the Board of Directors to streamline the MLS Tours within our jurisdiction. Effective January 1, 2025 this workgroup will be sunset and future changes shall be approved by the Board of Directors.

The goal of these streamlined meetings is to ensure we have a uniform and clear process for all members to put homes on tour and what expectations are when a home is on tour so that members can clearly articulate this to their sellers. Cascades East MLS has designed our MLS tour meetings to be as inclusive as possible, allowing our Participants and Subscribers to have more exposure to their listings and clients. Through these uniform rules specified below, we will make sure that all of our members and their clients/customers are being treated equally by setting clear expectations throughout our region.

SECTION 2. TOUR SCHEDULE

The Cascades East MLS operates seven (7) live tour meetings, held in-person with a virtual component on Zoom. To achieve uniformity and set consistent expectations for our members and their clients, the MLS schedules these meetings at the same time on varying days of the week. The Cascades East MLS is responsible for securing the venue and equipment.

The Cascades East MLS shall do its best to adhere to this schedule without alterations or changes however, there are some circumstances that may require a change to the schedule such as venue space conflicts, holidays etc. The Cascades East MLS shall distribute a schedule annually of the meetings scheduled for the year except for on certain holidays. In the event a change needs to be made outside of the schedule provided, the Cascades East MLS will email its Participants, Subscribers and Users regarding the change. Additionally, Association Affiliates will be informed of the change.

In the event the number of monthly meetings or sections/quadrants need to be changed for any of the below meetings, a recommendation from the tour meeting shall be submitted to the local director. This recommendation will then be brought to the Board of Directors for consideration. The schedule is as follows:

BEND:

The Bend Tour shall take place weekly on Tuesdays at 9am at the Association's office and a virtual option shall be provided. The Bend Tour is divided into 4 quadrants. These quadrants are defined as:

- NE Bend – 1st Tuesday of the month – North of Greenwood Ave/East of Hwy 97
- NW Bend – 2nd Tuesday of the month – North of Newport Ave/East of Hwy 97
- SE Bend – 3rd Tuesday of the month – South of Greenwood Ave/East of Hwy 97 (excluding 97707)
- SW Bend – 4th Tuesday of the month – South of Newport Ave/West of Hwy 97 (excluding 97707)
- NOTE: When there is a 5th Tuesday of the month, the Bend Tour will be open to any listing in Bend (excluding 97707).

The Bend quadrant schedule shall be listed on the Cascades East MLS Tour Schedule.

PRINEVILLE:

The Prineville Tour shall take place weekly on Tuesdays at 9am at a location secured by the Cascades East MLS and a virtual option shall be provided. The Prineville Tour is divided into two sections. These sections are defined as:

- North Prineville – 1st & 3rd Tuesday of the month – North of 3rd St. & includes Powell Butte listings
- South Prineville – 2nd & 4th Tuesday of the month – South of 3rd St.
- NOTE: When there is a 5th Tuesday of the month, no Prineville Tour meeting will be held.

The Prineville section schedule shall be listed on the Cascades East MLS Tour Schedule.

JEFFERSON COUNTY:

The Jefferson County Tour shall take place on the second and fourth Tuesday of each month at 9am at a location secured by the Cascades East MLS and a virtual option shall be provided. This tour is not divided into quadrants or sections. The Jefferson County Tour covers the following areas: Madras, Culver, Metolius, & Three Rivers.

SISTERS TOUR:

The Sisters Tour shall take place on the second and fourth Tuesday of each month at 9am at a location secured by the Cascades East MLS and a virtual option shall be provided. This tour is not divided into quadrants or sections. The Sisters Tour covers the following areas: Sisters, Black Butte Ranch, & Camp Sherman.

REDMOND TOUR:

The Redmond Tour shall take place every Wednesday at 9am at a location secured by the Cascades East MLS and a virtual option shall be provided. The Redmond Tour is divided into two sections. These sections are defined as:

- North Redmond – 1st & 3rd Wednesday of the month – North of Hwy 126/Highland Ave & includes Terrebonne listings
- South Redmond – 2nd & 4th Wednesday of the month – South of Hwy 126/Highland Ave
- NOTE: When there is a 5th Wednesday of the month, the Redmond Tour will be exclusively for Crooked River Ranch listings.

The Redmond section schedule shall be listed on the Cascades East MLS Tour Schedule.

LAPINE TOUR:

The LaPine Tour takes place on the first and third Wednesday each month at 9:00am at a location secured by the Cascades East MLS and a virtual option shall be provided. The LaPine Tour is divided into two sections. These sections are defined as:

- North La Pine – 1st Wednesday of the month – North of Burgess Rd
- South La Pine – 3rd Wednesday of the month – South of Burgess Rd

The LaPine Tour section schedule shall be listed on the Cascades East MLS Tour Schedule.

SUNRIVER

The Sunriver Tour shall take place weekly on Thursdays at 9:00am at a location secured by the Cascades East MLS and a virtual option shall be provided. This tour is divided into two sections. The Sunriver Tour covers the following areas:

- Sunriver/Caldera/Crosswater/Vandavert Ranch – 1st & 3rd Thursday of the month
- Three Rivers South – 2nd & 4th Thursday of the month
- NOTE: When there is a 5th Thursday of the month, no Sunriver area Tour meeting will be held.

SECTION 3: ADDING/REMOVING A PROPERTY

To ensure the process for adding homes to tour is consistent and can be done outside of office hours, Participants and Subscribers must add a home to tour utilizing the “Scheduled Marketing Activities” in Flexmls. The deadline to submit properties in Flexmls is noon on Monday’s, the week of the upcoming tour, unless otherwise specified in the MLS communications or on the Tour Schedule.

If you miss the deadline to add a listing to the tour, you will not be permitted to add the property to the tour list. However, you can hold an open house or leave the property available on lockbox during the same time period as the tour and announce the home during the tour meeting.

In the event a property needs to be removed from tour, the Participant or Subscriber shall contact the MLS staff, prior to the start of the tour meeting. Additionally, it is recommended that the Participant or Subscriber announce the removal at the tour meeting and place a sign on the door of the property stating that it has been removed from tour.

SECTION 4: TOUR MEETING FORMAT

The Cascades East MLS shall provide meeting space for each of the MLS Tour Meetings. This space will not be a real estate office of a Participant, Subscriber or User in the MLS. Additionally, a virtual option will be provided for every tour meeting so that any Participant, Subscriber or User and affiliates may participate in the tour meeting.

Effective January 1, 2025, the Redmond Tour shall be the only tour permitted to solicit contributions to their non-profit organization which was created by members in Redmond.

The Meeting Agenda shall be as follows for all tours:

- A. Introduction of Hosts
- B. Antitrust Compliance Statement (Appendix B of these Policies and Procedures)
- C. Announcements
- D. Speaker (if applicable)
- E. Price Improvements & Haves and Wants*
- F. Properties Submitted to Tour
- G. Adjournment

*NOTE: Please see rule regarding Have and Wants under the Tour Rule Section below.

SECTION 5: TOUR HOST RESPONSIBILITIES

Two tour hosts are recommended for each tour meeting; one to run the meeting and one to monitor the virtual participants via Zoom. It is preferable that one of the hosts is a Participant or Subscriber as they are familiar with the Flexmls platform that the tour is run out of. Hosts should be regular attendees of the tour meeting so they are familiar with the meeting. In the event it is the first time hosting a meeting, the host shall schedule time with MLS staff to go over the technology portion of the meeting.

The Cascades East MLS shall provide our Participants and Subscribers an opportunity to sign up for Hosting meetings thirty (30) days in advance of the affiliate members of the Cascades East Association of REALTORS®. Anyone interested in hosting an MLS Tour meeting should contact the MLS staff to sign up and review the responsibilities.

Tour hosts are responsible to arrive thirty (30) minutes early to make sure the Zoom and computer equipment is running properly. They are responsible for opening the Zoom meeting room fifteen (15) minutes prior to the start of the meeting. The tour host shall be responsible for any room set up or clean up required at the tour location. The tour hosts are responsible for ensuring the meeting starts promptly at the scheduled start time.

SECTION 6: TOUR RULES

Property Types Permitted on Tour: The only property type restrictions are vacant land, mobile home without land conveyed, and commercial properties. This does not preclude a Participant or Subscriber discussing these listings in the Haves and Wants section of the meeting.

Frequency of Property on Tour: Listings can be placed on tour every six (6) months if they are still listed with the same Participant or Subscriber. If the property has substantially changed and/or the sellers are working with a new Participant or Subscriber, the property can be added back to the tour without waiting six (6) months.

Meeting Attendance: It is not required that our Participants and Subscribers attend the tour meetings as they are an optional member benefit for our Participants and Subscribers for their clients and customers to get more exposure for listing. Attending these meetings is highly encouraged.

However, if you have a property on a tour, you are required to attend the tour meeting either in person or virtually to announce the listing and answer any questions other attendees may have about the listing. If you are unable to attend either in person or virtually you may have a representative there in your place. If you and/or a representative do not attend the meeting in person or virtually to announce the listing, it will be removed from the tour automatically on site at the tour meeting.

Timeframe of Tour: Properties must be available on lockbox from 9:30am-11:30am in order to be placed on tour. You are not required to be there in person at the property during this timeframe, however, you are more than welcome to be there, in order to answer questions from Participants and Subscribers viewing the property. Sellers may be there if needed, so long as they understand that Participants and Subscribers may come through the property from 9:30am-11:30am.

Clients Touring: Clients are welcome to attend the listings on tour with you as long as they are accompanied by you at each listing. If you are planning on bringing a client with you, you are expected to notify the listing Participant or Subscriber the day prior to let them know you will be bringing a client with you. NOTE: Clients are not permitted to attend the tour meeting, in person or virtually.

Caravaning: Several of our tours offer a caravan option. We highly encourage members to attend these caravans when possible. This is part of the local culture and promotes community within our brokerage community. However, you are not required to attend the full caravan or to tour properties in the order of the caravan, as they will be available during the required timeframe.

Open Houses: Participants and Subscribers may hold an open house simultaneously with the MLS tour to encourage more people to come through the listing.

Price Changes: While price changes do not qualify to place a property on tour again within six (6) months, Participants and Subscribers are welcome to discuss these changes during the tour meeting.

Affiliates: Affiliates of the Cascades East Association of REALTORS® are permitted and encouraged to attend the tour meetings. This is their opportunity to network with our Participants and Subscribers and provide important announcements on the products and services they offer. Affiliates are also permitted to provide promotional materials at the tour meeting however, they are not permitted to provide any marketing materials at homes on tour. Affiliates are also permitted to tour homes if accompanied by a Participant or Subscriber.

Price improvements and Haves & Wants: This section of the tour agenda must comply with the MLS Clear Cooperation Policy. This means that you cannot discuss a listing for which you have a listing contract that is NOT in Coming Soon or Active Status in the MLS unless you are scheduled to enter them within one (1) business day.

Anti-Trust Compliance: To ensure all Tour meetings are following anti-trust guidelines and complying with the 2024 National Association of REALTORS® Settlement, tour hosts and attendees are prohibited from discussing compensation at any tour or MLS meeting.

SECTION 7: TOUR COMMUNICATIONS POLICIES

To ensure that our Participants and Subscribers are not receiving too many emails regarding the MLS Tours, the MLS shall condense all tour information into one email that is sent weekly. In the event of a major change, after the weekly email has been sent, the MLS may, at its discretion, send an updated email. (For example, if the scheduled venue cancels our reservation at the last minute). To ensure all Participants and Subscribers receive the tour information to the correct email the MLS has on file and to ensure anti-trust compliance, members are prohibited from sending any group correspondence regarding tour meetings.

APPENDIX B
CASCADES EAST MULTIPLE LISTING SERVICE
ANTITRUST COMPLIANCE & CLEAR COOPERATION STATEMENT

As Participants, Subscribers or Users in the Cascades East Multiple Listing Service who are also competitors, we need to be mindful of the constraints of antitrust laws. There shall be no discussions of agreements or concerted actions that may restrain competition. This prohibition includes the exchange of information concerning individual prices, rates, coverages, market practices, broker commissions, collective business practices, or any other competitive aspect of an individual company's operation. Each Participant, Subscriber or User is obligated to speak up immediately for the purpose of preventing any discussion falling outside these bounds.

Additionally, as Participants and Subscribers of the Cascades East Multiple Listing Service, you have agreed to abide by the clear cooperation policy. You are prohibited from sharing information publicly, which includes Association and MLS meetings, on a listing for which you have a listing agreement, and that listing is not in Coming Soon or Active in the multiple listing service. In the event this occurs, the Participant and/or Subscriber will have one (1) business day to enter the property into the MLS accordingly.