

# What You Should Know About Waivers



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1323

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## Waiver Rules and Guidelines:

- To be waived from incurring further RMLS fees, subscribers must agree to NOT list, sell or show properties learned of through RMLS systems while on waiver.
- Licensed Administrative staff (RMLS user access level of IN, OM, or ST) must provide an RMLS Subscriber Agreement Document #1320 A signed by them and their Participant Broker with this Waiver Application.
- Appraisers do not need to apply for waiver.
- Principal Brokers owning their own office, with no other active subscribers, DO NOT need apply for waiver. Submit Document #1322 Subscriber Change form for termination, which will also terminate the office account.
- Waiver request must be signed by both the agent going on waiver and their Participant Broker.
- Waivers must be approved by the RMLS Board of Directors.
- An outstanding SentiLock equipment invoice must be paid before going on waiver.
- A waived Broker is prohibited from using the multiple listing service, accessing RMLS SentiLock Lockboxes or using access codes. Further, a waived Broker may not share or use RMLS Web Subscriber ID(s).
- Any listings on RMLSweb must be canceled or transferred to another agent before submitting a waiver application.
- The minimum waiver term is 3 months for a health/illness waiver and 6 months for all other waiver types. Back fees to the time of waiver application may be required from subscribers returning from waiver before completing the minimum term. Maximum term is one year.
- Waiver status will be monitored and approval for extension will be required. *The RMLS Board of Directors has mandated a yearly re-certification of all agents on waiver.* Participant Brokers must approve each agent's waiver status.
- Violations of the waiver agreement are punishable by fines of \$250 to both the waived Broker and Participant Broker. Licensed personal assistants found in violation of the waiver agreement will additionally be responsible for full subscriber dues back to the date of waiver application or most recent waiver renewal.

## While on Waiver:

- A waived broker:
  - may not cause or allow their listings to be entered into the RMLS system under any other Broker's codes, including their Participant Broker.
  - may not have their contact information displayed on marketing materials for any active listed property in the RMLS system.
  - with the exception of licensed administrative staff and personal assistants, who may sign up for a separate administrative/assistant account to access the RMLS on-line system, waived Broker cannot have access to RMLS systems.
  - will not have access to, nor use of, any RMLS SentiLock lockbox access devices or codes permitting entry to properties listed in the RMLS system.

**Important:** A waiver of RMLS fees does not serve as a waiver for or in any way impact payment of REALTOR® Board or Association fees.

# Waiver Application Form



Document #1323

Please print clearly

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## REQUEST FOR WAIVER FROM MINIMUM SERVICE REQUIREMENTS AND RMLS SUBSCRIBER FEES:

<b>WAIVER APPLICANT INFORMATION</b> (Required)					
Name: _____	Web Subscriber ID: _____				
Email: _____	Office Web ID: _____				
Office Name: _____					
Office Address: _____					
City: _____	County: _____ State: _____ Zip: _____				
<b>WAIVER TYPE</b> <small>(select one)</small>	<table style="width:100%; border: none;"> <tr> <td style="width: 50%; border: none; vertical-align: top;"> <input type="checkbox"/> <b>Administrative Licensee (OM, IN)</b>  <small>(If Administrative access to RMLSwab is required, please submit Doc #1332: Staff Registration Form.) <i>RMLS Subscriber Agreement is required.</i></small> </td> <td style="width: 50%; border: none; vertical-align: top;"> <input type="checkbox"/> <b>Personal Assistant Licensee (ST)</b>  <small>(If Assistant access to RMLSwab is required, please submit Doc #1332: Staff Registration Form.) <i>RMLS Subscriber Agreement is required.</i></small> </td> </tr> <tr> <td style="border: none; vertical-align: top;"> <input type="checkbox"/> Health or Illness  <input type="checkbox"/> Commercial Agent  <input type="checkbox"/> Property Manager                 </td> <td style="border: none; vertical-align: top;"> <input type="checkbox"/> <b>Courtesy Licensee</b>  <small>(Continuing to hang license in office but no longer actively practicing real estate.)</small>  <input type="checkbox"/> <b>Other Primary MLS:</b> _____  <small style="margin-left: 150px;">Name of MLS</small>  <input type="checkbox"/> <b>Referral Only</b> <small>(No Referral office designated with the state to move license to.)</small> </td> </tr> </table>	<input type="checkbox"/> <b>Administrative Licensee (OM, IN)</b> <small>(If Administrative access to RMLSwab is required, please submit Doc #1332: Staff Registration Form.) <i>RMLS Subscriber Agreement is required.</i></small>	<input type="checkbox"/> <b>Personal Assistant Licensee (ST)</b> <small>(If Assistant access to RMLSwab is required, please submit Doc #1332: Staff Registration Form.) <i>RMLS Subscriber Agreement is required.</i></small>	<input type="checkbox"/> Health or Illness <input type="checkbox"/> Commercial Agent <input type="checkbox"/> Property Manager	<input type="checkbox"/> <b>Courtesy Licensee</b> <small>(Continuing to hang license in office but no longer actively practicing real estate.)</small> <input type="checkbox"/> <b>Other Primary MLS:</b> _____ <small style="margin-left: 150px;">Name of MLS</small> <input type="checkbox"/> <b>Referral Only</b> <small>(No Referral office designated with the state to move license to.)</small>
<input type="checkbox"/> <b>Administrative Licensee (OM, IN)</b> <small>(If Administrative access to RMLSwab is required, please submit Doc #1332: Staff Registration Form.) <i>RMLS Subscriber Agreement is required.</i></small>	<input type="checkbox"/> <b>Personal Assistant Licensee (ST)</b> <small>(If Assistant access to RMLSwab is required, please submit Doc #1332: Staff Registration Form.) <i>RMLS Subscriber Agreement is required.</i></small>				
<input type="checkbox"/> Health or Illness <input type="checkbox"/> Commercial Agent <input type="checkbox"/> Property Manager	<input type="checkbox"/> <b>Courtesy Licensee</b> <small>(Continuing to hang license in office but no longer actively practicing real estate.)</small> <input type="checkbox"/> <b>Other Primary MLS:</b> _____ <small style="margin-left: 150px;">Name of MLS</small> <input type="checkbox"/> <b>Referral Only</b> <small>(No Referral office designated with the state to move license to.)</small>				
<b>REQUIRED</b>	Anticipated length of Waiver (select one): <input type="checkbox"/> 3mo <input type="checkbox"/> 6mo <input type="checkbox"/> 9mo <input type="checkbox"/> 12mo <small>(Minimum 3 months for health/illness, 6 months all other waiver types; 1 year max)</small> Detailed explanation for waiver request: _____ _____ Detailed explanation of Admin/Personal Assistant Job Duties: _____ _____				

Further, the licensee is contractually prohibited from doing any of the following (see page 1 for details):

- a. Transact any business listing, selling or showing properties listed only in the RMLS Multiple Listing Service;
- b. Access the RMLS System (other than Personal Assistants or Administrative personnel);
- c. Have access to, or use of, any lockbox access device or code permitting entry to properties listed in the RMLS system; or
- d. Have contact information displayed on marketing materials for an active listed property in the RMLS system.

A waiver of RMLS dues does not serve as a waiver for or in any way impact payment of REALTOR® Board or Association dues. Upon any breach of Waiver granted, RMLS shall assess fees retroactive to the breach of the Waiver and such licensee shall thereafter be deemed a Subscriber. Participant and Subscriber will also be subject to a fine of \$250 each.

**CONTINUED**

Please <b><i>EITHER</i></b> fax to 503-230-0689 (877-256-2170 outside Portland Metro Area) <b>OR</b> email a PDF copy to <a href="mailto:frontdesk@rmls.com">frontdesk@rmls.com</a> Please do not do both.	<p style="text-align: right; font-size: small;">For RMLS use only</p> CRM ID #: _____ Ofc. CRM ID #: _____ Initials: _____ Date: _____ Open fees inv. deleted: Y ___ N ___ N/A ___ Open SL eqpt. inv. pd.: Y ___ N ___ N/A ___ Listings: No ___ Yes ___ Cancelled ___ Shell acct. added: Y ___ N/A ___ CRM note: _____
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## CERTIFICATION OF LICENSEE AFFILIATED WITH REALTOR® PARTICIPANT IN RMLS:

*While on waiver status, I will not use the Multiple Listing Service and understand that if I should utilize the Multiple Listing Service at any time I will be obligated to pay subscription fees. I also understand that I am not to use any RMLS lockbox access device or code permitting entry to properties listed in the RMLS system under any circumstances, or share or use RMLS passwords.*

\_\_\_\_\_  
Subscriber Signature

\_\_\_\_\_  
Date

## CERTIFICATION BY REALTOR® PARTICIPANT OF RMLS:

*I agree that if the above named agent utilizes the Multiple Listing Service in any way at a future date, I will notify RMLS. Additionally I agree to notify RMLS at the time this agent is no longer associated with this firm or if the agent's license expires.*

\_\_\_\_\_  
Authorizing Participant Broker Print Name

\_\_\_\_\_  
Authorizing Participant Broker Signature

\_\_\_\_\_  
Date

**Waiver must be approved by the RMLS Board of Directors (Board). RMLS will contact the Waiver Applicant and their Participant Broker post Board review. Board approval for extensions will be required.**