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## Official MLS Waiver Request Form

*A waiver request must be filed with and approved by the MLS Committee for each year that you are seeking waiver. This form is valid for the July 1, 2015-June 30, 2016 MLS Year.*

Effective July 1, 2015, any person(s) holding an active real estate license in the state of Maryland, regardless of what brokerage their license is affiliated with, is not eligible for waiver of MLS Service Fees.

**Waiver Policy:** Section 6.3.3 of the Coastal MLS Rules and Regulations

It is the general policy of CAR that MLS fees shall be charged and MLS services shall be made available for every individual licensed with or under each Participant of the Service. Exceptions to this general policy shall be made only through approval by the CAR MLS Committee of a Waiver Request submitted by the Participant on the approved Waiver Request Form, and only under the specific circumstances detailed in this policy.

The CAR MLS Committee shall consider each waiver request on its own merits, adhering to the guidelines set forth in this policy. Waivers shall be granted only to individuals who qualify under one or more of the following circumstances:

- a) REALTORS® who are rendered temporarily unable to use or otherwise benefit from the services of the MLS due to illness, or personal or family emergency, in cases where such situation is expected to last for at least one quarter, but not more than six months. A Waiver under these circumstances shall be considered a “temporary waiver” and the individual so waived shall be required at the end of six months to return to full fee-paying status, re-apply for an additional six month waiver or transfer his or her license to inactive status with the Real Estate Commission. There shall be no reinstatement fee for an individual who returns to fee-paying status at the end of a temporary waiver.
- b) REALTORS® who wish to request a waiver for a reason not listed above will fall under the category of “other” which will be addressed on a case by case basis. The Waiver Request Form is to be accompanied by a written explanation from the REALTOR® making the request as to why their functions and activities do not include the opportunity to list, or market real estate for sale, to sell or appraise real estate, that



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they do not have access to MLS services in any way, shape, or form and that they do not otherwise personally use the services of the MLS. (Amended December 2014; Effective June 2015)

Administrative and/or personal assistants who are duly licensed with a Participant and who work for one or more non-participant REALTOR® members are not eligible for waiver status.

When a waiver request is received by CAR, it will be time/date stamped and considered effective immediately. Access to MLS services will be ceased pending final approval by the MLS Committee. If a waiver request is ultimately denied by the MLS Committee, MLS services and fees will resume from the date of denial. Except for “temporary waivers,” all waivers will be granted for the remainder of the calendar year, and must be re-applied for at the beginning of the New Year.

Except for “temporary waivers,” a reinstatement fee of \$100.00 shall be charged to cover the cost of reinstating services to the individual, whenever an individual waiver status requests reinstatement of MLS services before the end of the waiver period (before the end of the calendar year). If, however, the individual on waiver status had not been an active fee-paying user of the MLS prior to being placed on waiver status, the \$100.00 reinstatement fee shall not apply.

It is the recommendation of CAR that any licensee not actively involved in the real estate business at the present time place his or her license on inactive status with the Maryland Real Estate Commission. Anyone who does so should immediately notify CAR.

Applying for: <input type="checkbox"/> Medical Waiver ( <i>up to 6 months</i> ) <input type="checkbox"/> Other ( <i>please provide explanation</i> )
Waiver Applicant Name:
Waiver Applicant Signature:
Brokerage:
Broker   DR   Manager Name:
Broker   DR   Manager Signature: