



## 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.

<b>THE NOTIFICATION PROCESS</b>	
 <b>COURTESY NOTICE</b>	<ul style="list-style-type: none"><li>• Broker A &amp; Agent receive email notice</li><li>• No fines are issued</li></ul>
<b>The Agent has three days to correct the listing.</b>	
 <b>SECOND NOTICE</b>	<ul style="list-style-type: none"><li>• Broker A &amp; Agent receive email notice</li><li>• A fine is issued for sales*</li><li>• A fine is issued for rentals*</li></ul>
<b>The Agent has two days to correct the listing &amp; pay the fine.</b>	
 <b>THIRD NOTICE</b>	<ul style="list-style-type: none"><li>• Broker A &amp; Agent receive email notice</li><li>• A second fine is issued for sales*</li><li>• A second fine is issued for rentals*</li></ul>
<b>The Agent has one day to correct the listing &amp; pay the fine.</b>	
 <b>SUSPENSION NOTICE</b>	<ul style="list-style-type: none"><li>• Broker A &amp; Agent receive a final email</li><li>• The Agent's access to RLS is suspended</li><li>• The Broker A is responsible to correct the violation and re-assign the suspended agent's listings</li><li>• The Agent is responsible for all fines</li><li>• A fine must be paid to be reinstated</li></ul>
<small>*Please see the UCBA for applicable fines.</small>	


Questions? Contact us at [RLSupport@rebny.com](mailto:RLSupport@rebny.com)



## FHA INFORMATION

Listings with Fair Housing Administration (FHA) or other technical violations in the body of the listing description will be flagged and subject to fines. Below is the violation notification process. The agent will be responsible for correcting violations immediately after being notified.

### FHA NOTIFICATION PROCESS

 <b>VIOLATION NOTICE &amp; IMMEDIATE FINE</b>	<ul style="list-style-type: none"><li>• Your listing content has a violation of Fair Housing Laws</li><li>• Broker A &amp; Agent receive email notice</li><li>• A fine is issued for Sales*</li><li>• A fine is issued for Rentals*</li></ul>
<p><b>The Agent has two days to correct the listing &amp; pay the fine.</b></p>	
 <b>SUSPENSION NOTICE</b>	<ul style="list-style-type: none"><li>• Broker A &amp; Agent receive a final email</li><li>• The Agent's access to RLS is suspended</li><li>• The Broker A is responsible to correct the violation and re-assign the suspended agent's listings</li><li>• The Agent is responsible for all fines</li><li>• A fine must be paid to be reinstated</li></ul>

\*Please see the UCBA for applicable fines.

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