



## 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)