

ADDENDUM H



CAPE COD & ISLANDS
 MULTIPLE LISTING SERVICE, INC.

Participant Procedure for Registering for Broker Reciprocity (BR) - Sharing Listings Online

1. All Cape Cod & Islands Multiple Listing Service, Inc. (CC&IMLS) Participants wishing to participate in the Broker Reciprocity - Sharing Listings Online program should contact the Broker Reciprocity Coordinator at BR@cciaor.com or visit www.cciaor.com to obtain complete registration packet.
2. The CC&IMLS Participant requesting Broker Reciprocity (BR) data must fill out the “Broker Reciprocity Registration” form, making sure all information is complete. CC&IMLS Participant must disclose which solutions they will be participating in, and who will be managing their websites, whether it is themselves, a Webmaster, Consultant, or a 3rd Party Vendor providing a Virtual Office Website (VOW). The CC&IMLS will not under any circumstances release any information to any party not disclosed on the Registration form. This form should be faxed or emailed to the Broker Reciprocity Coordinator at (508) 771-0067 or emailed to BR@cciaor.com.
3. CC&IMLS Participant must then contact their “3rd Party Vendor/Consultant and/or Webmaster/Consultant, to verify that they have registered and signed the necessary contracts with the CC&IMLS. If the 3rd Party Vendor/Consultant, or Webmaster/Consultant has not previously signed a 3rd Party Vendor/Consultant, or Webmaster/Consultant Contract, they will need to do so, and provide to the Broker Reciprocity Coordinator via fax to (508) 771-0067. No CC&IMLS participant will be registered without a signed contract from their vendor. Third Party Vendor contracts may be obtained from the www.cciaor.com website in the Broker Reciprocity section.
4. Once forms are received, the CC&IMLS Participant will receive an email from Broker Reciprocity Coordinator confirming the receipt of their forms. At this time, if a Vendor fee is required, the CC&IMLS Participant and the vendor will be contacted by email regarding the fee and instructions to send fee to the CC&IMLS Accounting Department at 22 Mid Tech Drive, W. Yarmouth, MA 02673. Any Vendor servicing CC&IMLS Participants will be required to remit a \$1,000 access fee. The payment must be accompanied by a copy of the “3rd Party Vendor/Consultant Information & Signature” form to ensure proper credit. Access to the Data and BR logo will not be given to the CC&IMLS Participant or their 3rd Party Vendor/Consultant until confirmation is received from the CC&IMLS Accounting Department that the access fee has been paid in full.
5. After the fee is received, the Broker Reciprocity Coordinator will forward the “CC&IMLS Information and Signature” form by Fax to the CC&IMLS Participant, their supervising Designated REALTOR[®], and their Webmaster/Consultant/Vendor. This form will confirm access to the Broker Reciprocity system. At this time the Broker Reciprocity Coordinator will also forward by email the Broker Reciprocity logo, set up instructions if necessary, and the CC&IMLS Webmaster/Information Technology Administrator contact name for Webmasters/ Consultants/Vendors should they need any further assistance.
6. Broker Reciprocity Coordinator will check websites of new users Periodically days after initial issue of user name and password for Broker Reciprocity Guidelines’ compliance.
7. CC&IMLS Participants not in compliance will work with Broker Reciprocity Coordinator and the CC&IMLS Webmaster/Information Technology Administrator to solve issues and bring site into compliance within a reasonable period of time. If however the site remains in non-compliance the Broker Reciprocity Coordinator will send notice via U. S. Certified Mail to the CC&IMLS Participant and their supervising Designated Realtor. The CC&IMLS Participant will have a period of 15 days to correct the outstanding issues on receipt of Certified notice. If site fails to be brought to compliance, after the notice, the issue will be then referred to the CC&IMLS Fines Committee for further response and the CC&IMLS Participant will be subject to termination of the Data download.

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