**Model Citation Schedule of Fines**

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|  | **Applicable Article and Standard of Practice** | **Fine** | **Ethics Training available in lieu of or in addition to fine?** |
| **Article 1** |  |  |  |
| Failure to fully disclose and obtain consent from both parties when representing both the seller/landlord and buyer/tenant in the same transaction | Article 1, supported by Standard of Practice 1-5 |  |  |
| Failure to submit offers and counter-offers objectively and as quickly as possible | Article 1, supported by Standard of Practice 1-6 |  |  |
| Failure on the part of a listing broker to provide, as soon as practical, written affirmation that an offer was presented or written notification that the seller/landlord has waived the obligation to have the offer presented, upon written request of a cooperating broker submitting an offer. | Article 1, supported by Standard of Practice 1-7 |  |  |
| Failure to advise sellers/landlords of information specified in Standard of Practice 1-12 prior to entering into a listing contract | Article 1, supported by Standard of Practice 1-12 |  |  |
| Failure to advise buyers/tenants of information specified in Standard of Practice 1-13 prior to entering into a buyer/tenant agreement | Article 1, supported by Standard of Practice 1-13 |  |  |
| Accessing or using, or allowing others to access or use, a property managed or listed on terms other than those authorized by the owner or seller | Article 1, supported by Standard of Practice 1-16 |  |  |
| **Article 3** |  |  |  |
| Failure to communicate a change in compensation for cooperative services prior to the time that REALTOR® submits an offer to purchase/lease the property | Article 3, supported by Standard of Practice 3-2 |  |  |
| As a listing broker, attempting to unilaterally modify the offered compensation with respect to a cooperative transaction after a REALTOR® has submitted an offer to purchase or lease that property | Article 3, supported by Standard of Practice 3-2 |  |  |
| Failing to disclose existence of dual or variable rate commission arrangements | Article 3, supported by Standard of Practice 3-4 |  |  |
| Failure to disclose to cooperating brokers differential that would result in dual or variable rate commission arrangement if sale/lease results through efforts of seller/landlord | Article 3, supported by Standard of Practice 3-4 |  |  |
| Failing to disclose existence of accepted offers, including offers with unresolved contingencies, to cooperating brokers | Article 3, supported by Standard of Practice 3-6 |  |  |
| Misrepresenting the availability of access to show or inspect a listed property | Article 3, supported by Standard of Practice 3-8 |  |  |
| Providing access to listed property on terms other than those established by the owner or the listing broker | Article 3, supported by Standard of Practice 3-9 |  |  |
| **Article 4** |  |  |  |
| Failing to disclose REALTOR®’s ownership or other interest in writing to the purchaser or their representative | Article 4 (second sentence) |  |  |
| **Article 5** |  |  |  |
| Providing professional services without disclosing REALTOR®’s present interest in property | Article 5 (limited to present interest, not contemplated) |  |  |
| **Article 6** |  |  |  |
| Accepting any commission, rebate, or profit on expenditures without client’s knowledge or consent | Article 6 (first paragraph) |  |  |
| Failure to disclose to a client or customer REALTOR®’s financial benefits or fees received as a direct result of recommending real estate products or services | Article 6 (second paragraph) |  |  |
| Failure to disclose REALTOR®’s direct interest in an organization or business entity when recommending to a client or customer that they use the services of that organization or business entity | Article 6, supported by Standard of Practice 6-1 |  |  |
| **Article 12** |  |  |  |
| Failing to present a true picture in real estate communications and advertising | Article 12 |  |  |
| Failing to disclose status as real estate professional in advertising and other representations | Article 12 |  |  |
| Failure to provide all terms governing availability of a “free” product or service in an advertisement or other representation | Article 12, supported by Standard of Practice 12-1 |  |  |
| Failure to disclose potential to obtain a benefit from third party when REALTOR® represents their services as “free” or without cost | Article 12, supported by Standard of Practice 12-2 |  |  |
| Failure to exercise care and candor when communicating the terms and conditions of premiums, prizes, merchandise discounts or other inducements to list, sell, purchase, or lease | Article 12, supported by Standard of Practice 12-3 |  |  |
| Advertising property for sale/lease without authority of owner or listing broker | Article 12, supported by Standard of Practice 12-4 |  |  |
| Failing to disclose name of firm in advertisement for listed property | Article 12, supported by Standard of Practice 12-5 |  |  |
| Failing to disclose status as both owner/landlord and REALTOR® or licensee when advertising property in which REALTOR® has ownership interest | Article 12, supported by Standard of Practice 12-6 |  |  |
| Falsely claiming to have “sold” property | Article 12, supported by Standard of Practice 12-7 |  |  |
| Failure to take corrective action when it becomes apparent that information on a REALTOR®’s website is no longer current or accurate | Article 12, supported by second sentence of Standard of Practice 12-8 |  |  |
| Failure to disclose firm name and state of licensure on REALTOR® firm website | Article 12, supported by Standard of Practice 12-9 |  |  |
| Misleading consumers through deceptive framing, manipulating content, deceptively diverting internet traffic, presenting other’s content without attribution or permission, or using misleading images | Article 12, supported by Standard of Practice 12-10 |  |  |
| Registering or using of deceptive URL or domain name | Article 12, supported by Standard of Practice 12-12 |  |  |
| Representing that the REALTOR® has a designation, certification, or other credential they are not entitled to use | Article 12, supported by Standard of Practice 12-13 |  |  |
| **Article 14** |  |  |  |
| Failing to cooperate in a professional standards proceeding or investigation in circumstances when cooperation has been demanded by the association and association has advised REALTOR® failure to cooperate could result in an allegation of a violation of Article 14 | Article 14 |  |  |
| **Article 16** |  |  |  |
| Conditioning submission of a buyer’s offer on additional compensation from a listing broker | Article 16, supported by Standard of Practice 16-16 |  |  |
| Placing for sale/lease sign on property without permission of seller/landlord | Article 16, supported by Standard of Practice 16-19 |  |  |

**NOTE:** Associations may adopt all or some of the above citations. No additional citations may be added. Fines for each citable offense, as well as any possible training requirements, must be established in advance and should be followed consistently.

Associations, at their discretion, may adopt an escalating fine schedule for repeat citations and also may impose a training requirement in addition to or as an alternative to payment of a fine for any of the citable offenses adopted. If an escalating fine schedule is adopted, it may only be used in circumstances where citations are issued by the same association.

The amount of fine for any citation is at the option of the association, but aggregated fines levied against any member may not exceed $5,000 in any three (3) year period.