

## RULES OF COOPERATION – WHAT’S CHANGING

<p style="text-align: center;"><b>Existing Rules August 2024</b> (deletions in <del>red</del>)</p>	<p style="text-align: center;"><b>New Rules Effective March 17, 2025</b> (additions in <u>blue</u>)</p>
<p><b>SECTION 3 – LISTINGS</b></p>	<p><b>SECTION 3 – LISTINGS</b></p>
<p><b>3.11 Listing Documentation</b> Documentation required for listings on the MLS® System shall include the standard form MLS® Listing Contract or Authority to Lease – Commercial Contract, including Schedule “A” describing the real estate services to be provided, and any completed <del>Irrevocable</del> Direction Regarding Presentation of Offers form. In the case of strata MLS® listings, documentation shall also include one of the following, in accordance with Section 6.04 [Strata Properties] of these Rules of Cooperation:</p> <ul style="list-style-type: none"> <li>(a) proof that the strata documents defined in Section 6.04(a) have been ordered or received; or</li> <li>(b) a copy of the Seller’s written instructions to the Listing Brokerage as set out in Section 6.04(c).</li> </ul> <p>Where a listing is to be entered onto the MLS® System by Board staff, all of the required documentation as noted above AND the data input form must be submitted to the Board.</p> <p>Where a listing is entered onto the MLS® System by the Listing Brokerage, listing documentation must not be sent to the Board unless specifically requested by the Board, in which case all requested documentation must be provided within one (1) business day.</p> <p>The Privacy Notice and Consent form shall be provided to every seller and a signed receipt retained on file in the office of the Listing Brokerage, as evidence of the Listing Brokerage’s efforts to comply with the <i>Personal Information Protection Act</i>. Where the</p>	<p><b>3.11 Listing Documentation</b> Documentation required for listings on the MLS® System shall include the standard form MLS® Listing Contract or Authority to Lease – Commercial Contract, including Schedule “A” describing the real estate services to be provided, and any completed Direction Regarding Presentation of Offers form. In the case of strata MLS® listings, documentation shall also include one of the following, in accordance with Section 6.04 [Strata Properties] of these Rules of Cooperation:</p> <ul style="list-style-type: none"> <li>(a) proof that the strata documents defined in Section 6.04(a) have been ordered or received; or</li> <li>(b) a copy of the Seller’s written instructions to the Listing Brokerage as set out in Section 6.04(c).</li> </ul> <p>Where a listing is to be entered onto the MLS® System by Board staff, all of the required documentation as noted above AND the data input form must be submitted to the Board.</p> <p>Where a listing is entered onto the MLS® System by the Listing Brokerage, listing documentation must not be sent to the Board unless specifically requested by the Board, in which case all requested documentation must be provided within one (1) business day.</p> <p>The Privacy Notice and Consent form shall be provided to every seller and a signed receipt retained on file in the office of the Listing Brokerage, as evidence of the Listing Brokerage’s efforts to comply with the <i>Personal Information Protection Act</i>. Where the</p>

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<p>seller refuses to sign, a notation to that effect, including the date the form was provided to the seller and by whom, shall be retained on file in the office of the Listing Brokerage. The Listing Brokerage shall produce any such documentation upon request by the Board. -- see also 6.06 Privacy-Protected Listings</p>	<p>seller refuses to sign, a notation to that effect, including the date the form was provided to the seller and by whom, shall be retained on file in the office of the Listing Brokerage. The Listing Brokerage shall produce any such documentation upon request by the Board. -- see also 6.06 Privacy-Protected Listings</p>
<p><b>3.18 Cancellation of Listing</b>  <del>Except where prohibited under Section 4.02(c) of these Rules of Cooperation, the</del> cancellation of an MLS® listing will be processed by the MLS® Department upon the written request of the Listing Brokerage, in a form acceptable to the MLS® Department, under the terms agreed to by all the contracting parties.</p> <p>The cancellation of an MLS® listing may not be Listing Brokerage loaded.</p> <p>Where an MLS® listing has been cancelled by the submission to the MLS® Department of a Cancellation Form, the MLS® Department will accept a new listing for the property with another Listing Brokerage during the Cancellation Period set out on the Cancellation Form (“Cancellation Period”) provided that the MLS® Department receives a letter signed by the seller(s) and the manager or managing broker of the new Listing Brokerage stating that the seller(s) understands, acknowledges and accepts that by signing the new listing contract within the Cancellation Period, the seller(s) agrees to pay commission under both the original listing contract and the new listing contract if an offer for sale is accepted or the property is sold during the Cancellation Period.</p> <p><b>3.22 Member Access to Listed Properties</b>                      Access to listings on the MLS® System shall be made available to all</p>	<p><b>3.18 Cancellation of Listing</b>  <u>The</u> cancellation of an MLS® listing will be processed by the MLS® Department upon the written request of the Listing Brokerage, in a form acceptable to the MLS® Department, under the terms agreed to by all the contracting parties.</p> <p>The cancellation of an MLS® listing may not be Listing Brokerage loaded.</p> <p>Where an MLS® listing has been cancelled by the submission to the MLS® Department of a Cancellation Form, the MLS® Department will accept a new listing for the property with another Listing Brokerage during the Cancellation Period set out on the Cancellation Form (“Cancellation Period”) provided that the MLS® Department receives a letter signed by the seller(s) and the manager or managing broker of the new Listing Brokerage stating that the seller(s) understands, acknowledges and accepts that by signing the new listing contract within the Cancellation Period, the seller(s) agrees to pay commission under both the original listing contract and the new listing contract if an offer for sale is accepted or the property is sold during the Cancellation Period.</p> <p><b>3.22 Member Access to Listed Properties</b>                      Access to listings on the MLS® System shall be made available to all</p>

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<p>Members subject to these Rules of Cooperation.</p> <p>(a) A <u>new</u> listing that cannot be shown for a defined period of up to five (5) calendar days from the effective date of the listing will be accepted as a contingent listing, and such contingency, including the specific date on which showings will be accommodated, must be stated on the Schedule “A” and noted in the REALTOR® Remarks. Any such written direction by a seller to delay showings must be complied with by the Listing Brokerage. A new listing that cannot be shown for an undefined period or a period that exceeds five (5) calendar days from the effective date of the listing will not be acceptable for listing on the MLS® System, and the Listing Brokerage will be advised accordingly.</p> <p>(b) If an <u>existing</u> listing cannot be shown for a defined period of up to five (5) calendar days, the listing will be considered a contingent listing and the details of the contingency, including the specific date on which showings will be accommodated, must be in writing on an Amendment of Multiple Listing Contract form signed by the seller and must be added to the REALTOR® Remarks by either the Listing Brokerage or the MLS® Department. Any such written direction by a seller to delay showings must be complied with by the Listing Brokerage. An existing listing that cannot be shown for an undefined period or a period that exceeds five (5) calendar days cannot be active on the MLS® System, and a Hold Action not exceeding fourteen (14) calendar days or cancellation instruction must be submitted in the appropriate form. Failure by the Listing Brokerage to submit the appropriate documentation will</p>	<p>Members subject to these Rules of Cooperation.</p> <p>(a) A <u>new</u> listing that cannot be shown for a defined period of up to five (5) calendar days from the effective date of the listing will be accepted as a contingent listing, and such contingency, including the specific date on which showings will be accommodated, must be stated on the Schedule “A” and noted in the REALTOR® Remarks. Any such written direction by a seller to delay showings must be complied with by the Listing Brokerage. A new listing that cannot be shown for an undefined period or a period that exceeds five (5) calendar days from the effective date of the listing will not be acceptable for listing on the MLS® System, and the Listing Brokerage will be advised accordingly.</p> <p>(b) If an <u>existing</u> listing cannot be shown for a defined period of up to five (5) calendar days, the listing will be considered a contingent listing and the details of the contingency, including the specific date on which showings will be accommodated, must be in writing on an Amendment of Multiple Listing Contract form signed by the seller and must be added to the REALTOR® Remarks by either the Listing Brokerage or the MLS® Department. Any such written direction by a seller to delay showings must be complied with by the Listing Brokerage. An existing listing that cannot be shown for an undefined period or a period that exceeds five (5) calendar days cannot be active on the MLS® System, and a Hold Action not exceeding fourteen (14) calendar days or cancellation instruction must be submitted in the appropriate form. Failure by the Listing Brokerage to submit the appropriate documentation will</p>

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<p>result in the listing being removed from “Active” status and placed in “Cancelled” status, and cancel protected until the expiry date of the listing.</p> <p>(c) <del>Unless there is an irrevocable direction by a seller to delay presentation of offers, in</del> the event the Listing Brokerage receives a written offer during a “no show” period, the Listing Brokerage shall, prior to presenting the offer, inform all Cooperating Brokerages that have requested a viewing appointment, or who have requested in writing to be kept informed about offers, that an offer is scheduled for presentation.</p>	<p>result in the listing being removed from “Active” status and placed in “Cancelled” status, and cancel protected until the expiry date of the listing.</p> <p>(c) <u>In</u> the event the Listing Brokerage receives a written offer during a “no show” period, the Listing Brokerage shall, prior to presenting the offer, inform all Cooperating Brokerages that have requested a viewing appointment, or who have requested <b>in writing</b> to be kept informed about offers, that an offer is scheduled for presentation.</p>
<b>SECTION 4 – OFFERS</b>	<b>SECTION 4 – OFFERS</b>
<p><b>4.02 Presentation of Offers</b></p> <p>(a) Unless otherwise instructed by the seller in a completed <del>Irrevocable</del> Direction Regarding Presentation of Offers form signed by the seller:</p> <ul style="list-style-type: none"> <li>(i) offers must be presented to the seller without delay; and</li> <li>(ii) offers must be presented to the seller through the Listing Brokerage, but a Cooperating Brokerage submitting an offer shall have the right to be present during the presentation.</li> </ul> <p>(b) A copy of the seller’s signed <del>Irrevocable</del> Direction Regarding Presentation of Offers form must be posted by the Listing Brokerage to the MLS® System as an associated document within 24 hours of the listing becoming active on the MLS® System or, if not a new listing, within 24 hours of</p>	<p><b>4.02 Presentation of Offers</b></p> <p>(a) Unless otherwise instructed by the seller in a completed Direction Regarding Presentation of Offers form signed by the seller:</p> <ul style="list-style-type: none"> <li>(i) offers must be presented to the seller without delay; and</li> <li>(ii) offers must be presented to the seller through the Listing Brokerage, but a Cooperating Brokerage submitting an offer shall have the right to be present during the presentation.</li> </ul> <p>(b) A copy of the seller’s signed Direction Regarding Presentation of Offers form must be posted by the Listing Brokerage to the MLS® System as an associated document within 24 hours of the listing becoming active on the MLS® System or, if not a new listing, within 24 hours of the seller</p>

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<p>the seller completing and signing the form.</p> <p>(c) <del>Any irrevocable direction by a seller to delay presentation of offers and/or to restrict the attendance of a Cooperating Brokerage at presentation must be noted in the REALTOR® Remarks.</del></p> <p><del>(d) — Once an irrevocable direction by a seller to delay presentation of offers has been received, the Listing Brokerage shall not accept a cancellation of the listing until the expiry of the delayed presentation period.</del></p> <p>(e) Any <del>irrevocable</del> direction by a seller to delay presentation of offers must be complied with by the Listing Brokerage. <del>None of the specifics or terms of any offer received by the Listing Brokerage during the delay of presentation period may be communicated to the seller until the expiry of the delayed presentation period even though the offer may meet or exceed the list price or the offer may be stated to expire prior to the delayed presentation period.</del></p>	<p>completing and signing the form.</p> <p>(c) <u>Any direction by a seller to restrict the attendance of a Cooperating Brokerage at presentation must be noted in the REALTOR® Remarks, and any direction by a seller to delay presentation of offers must be noted in both the Public and REALTOR® Remarks and must state, ‘No presentation of offers until (a specified date and/or time)’.</u></p> <p>(d) Any direction by a seller to delay presentation of offers must be complied with by the Listing Brokerage.</p> <p>(e) <u>When an MLS® listing indicates ‘No presentation of offers until (a specified date or time)’:</u></p> <p>(i) <u>the Listing Brokerage must maintain a record of all Cooperating Brokerages who have requested an appointment, have shown the property, have requested an offer presentation, or have requested in writing to be kept informed about offers or possible changes to the published offer presentation date and time;</u></p> <p>(ii) <u>in the event the Listing Brokerage receives a written pre-emptive offer and the seller wishes to consider it prior to the published presentation date and/or time, the Listing Brokerage must obtain a revised Direction Regarding Presentation of Offers form,</u></p>

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<p>(f) Unless otherwise instructed by the seller in writing, the Listing Brokerage shall without delay make the seller’s decision on the offer known in writing to the Cooperating Brokerage that submitted the offer. A copy of the seller’s written instruction shall be provided to the Cooperating Brokerage upon request.</p> <p>(g) The Listing Brokerage shall be required to retain a copy of all offers presented, in accordance with legal requirements but in any event for no less than one year after presentation.</p> <p><b>4.03 Presentation of Counter-offers</b>                      All counter-offers must be presented to the buyer through the</p>	<p><u>signed by the seller, and must update any such instruction that has been published on the MLS® System and posted as an associated document, all prior to presenting the offer; and</u></p> <p><u>(iii) prior to presenting the offer, the Listing Brokerage must notify all Cooperating Brokerages that have requested an appointment, have shown the property, have requested an offer presentation, or have requested in writing to be kept informed about offers or possible changes to the published offer presentation date and time, that the seller has changed their written instructions regarding offer presentations to an earlier date and/or time, and must give those Cooperating Brokerages equal and, where practical, concurrent opportunity to present their offer(s).</u></p> <p>(f) Unless otherwise instructed by the seller in writing, the Listing Brokerage shall without delay make the seller’s decision on the offer known in writing to the Cooperating Brokerage that submitted the offer. A copy of the seller’s written instruction shall be provided to the Cooperating Brokerage upon request.</p> <p>(g) The Listing Brokerage shall be required to retain a copy of all offers presented, in accordance with legal requirements but in any event for no less than one year after presentation.</p> <p><b>4.03 Presentation of Counter-offers</b>                      All counter-offers must be presented to the buyer through the</p>

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<p>Cooperating Brokerage unless otherwise instructed by the buyer in writing, and to the seller through the Listing Brokerage unless otherwise instructed by the seller in writing. With the consent of the buyer receiving the counter-offer, the Listing Brokerage submitting the counter-offer shall have the right to be present during the presentation. Unless otherwise instructed by the seller in a completed <del>Irrevocable</del> Direction Regarding Presentation of Offers form signed by the seller, the Cooperating Brokerage submitting the counter-offer shall have the right to be present during the presentation.</p>	<p>Cooperating Brokerage unless otherwise instructed by the buyer in writing, and to the seller through the Listing Brokerage unless otherwise instructed by the seller in writing. With the consent of the buyer receiving the counter-offer, the Listing Brokerage submitting the counter-offer shall have the right to be present during the presentation. Unless otherwise instructed by the seller in a completed Direction Regarding Presentation of Offers form signed by the seller, the Cooperating Brokerage submitting the counter-offer shall have the right to be present during the presentation.</p>
<p><b>4.04 Multiple Offers</b></p> <p>In the event that the Listing Brokerage has more than one written offer to be presented, the following procedures shall be adhered to:</p> <ul style="list-style-type: none"> <li>(a) unless otherwise instructed by the seller in writing, the Listing Brokerage shall, prior to any offer being presented, inform the other Cooperating Brokerages involved of the existence of the other offers or counter-offers, without disclosing their specific terms and conditions, provided, however, that should all but one offer or counter-offer be withdrawn prior to presentation resulting in there no longer being more than one written offer to be presented, the Listing Brokerage must so advise the remaining Cooperating Brokerage prior to presentation of their offer;</li> <li>(b) the Listing Brokerage should present each competing offer and counter-offer to the seller in the order in which they were received;</li> <li>(c) the Cooperating Brokerage submitting the offer or counter-</li> </ul>	<p><b>4.04 Multiple Offers</b></p> <p>In the event that the Listing Brokerage has more than one written offer to be presented, the following procedures shall be adhered to:</p> <ul style="list-style-type: none"> <li>(a) unless otherwise instructed by the seller in writing, the Listing Brokerage shall, prior to any offer being presented, inform the other Cooperating Brokerages involved of the existence of the other offers or counter-offers, without disclosing their specific terms and conditions, provided, however, that should all but one offer or counter-offer be withdrawn prior to presentation resulting in there no longer being more than one written offer to be presented, the Listing Brokerage must so advise the remaining Cooperating Brokerage prior to presentation of their offer;</li> <li>(b) the Listing Brokerage should present each competing offer and counter-offer to the seller in the order in which they were received;</li> <li>(c) the Cooperating Brokerage submitting the offer or counter-</li> </ul>

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<p>offer may be present, unless otherwise instructed by the seller in a completed <del>Irrevocable</del> Direction Regarding Presentation of Offers form signed by the seller, only during the presentation of their particular offer or counter-offer and then shall withdraw from the premises but hold themselves available while the other offers and counter-offers are being presented in a like manner;</p> <p>(d) the Listing Brokerage shall ensure that all offers and counter-offers are presented up until the time an offer has actually been accepted (NOTE: Listing Brokerages are required to notify the seller of all offers up to the time of completion.);</p> <p>(e) after all offers and counter-offers have been presented, the Listing Brokerage shall consult in private with the seller (NOTE: Subject to any limitations to which the seller has agreed, the Listing Brokerage has a responsibility to give the seller their proper recommendations without prejudice to any particular offer and always in the best interest of the seller.); and</p> <p>(f) prior to the presentation of any offer, the Listing Brokerage shall complete the standard Disclosure of Multiple Offers Presented form listing each offer to be presented, indicating for each the date of the offer and the name of the Cooperating Brokerage that submitted the offer or alternatively that the buyer was not represented by a brokerage. At the time of the acceptance of any offer, or in the event that all offers have been rejected, the Listing Brokerage shall have the completed Disclosure of Multiple Offers Presented form signed by the seller. The Listing</p>	<p>offer may be present, unless otherwise instructed by the seller in a completed Direction Regarding Presentation of Offers form signed by the seller, only during the presentation of their particular offer or counter-offer and then shall withdraw from the premises but hold themselves available while the other offers and counter-offers are being presented in a like manner;</p> <p>(d) the Listing Brokerage shall ensure that all offers and counter-offers are presented up until the time an offer has actually been accepted (NOTE: Listing Brokerages are required to notify the seller of all offers up to the time of completion.);</p> <p>(e) after all offers and counter-offers have been presented, the Listing Brokerage shall consult in private with the seller (NOTE: Subject to any limitations to which the seller has agreed, the Listing Brokerage has a responsibility to give the seller their proper recommendations without prejudice to any particular offer and always in the best interest of the seller.); and</p> <p>(f) prior to the presentation of any offer, the Listing Brokerage shall complete the standard Disclosure of Multiple Offers Presented form listing each offer to be presented, indicating for each the date of the offer and the name of the Cooperating Brokerage that submitted the offer or alternatively that the buyer was not represented by a brokerage. At the time of the acceptance of any offer, or in the event that all offers have been rejected, the Listing Brokerage shall have the completed Disclosure of Multiple Offers Presented form signed by the seller. The Listing</p>

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<p>Brokerage shall provide a copy of the signed form to each Cooperating Brokerage and unrepresented buyer as soon as possible, but at the latest within one (1) calendar day after acceptance of one (1) offer, or rejection of all offers, as the case may be.</p> <p>A copy of the seller’s written instruction obtained under subsection (a) shall be provided to the Cooperating Brokerage upon request.</p>	<p>Brokerage shall provide a copy of the signed form to each Cooperating Brokerage and unrepresented buyer as soon as possible, but at the latest within one (1) calendar day after acceptance of one (1) offer, or rejection of all offers, as the case may be.</p> <p>A copy of the seller’s written instruction obtained under subsection (a) shall be provided to the Cooperating Brokerage upon request.</p>