

REALTRACS FEE SCHEDULE AND FEE POLICIES

Last Revised: January 1, 2026

1. Participant Fee. The Participant's fee is based on the number of Users (licensed real estate brokers and affiliate brokers, licensed or certified real estate appraisers, and others authorized to use the Multiple Listing Service) affiliated with the Participant, except that this fee shall be reduced for licensees subject to a fee waiver (listed below). The following fees apply:

- Office Activation Fee - \$500.00
- Account Activation Fee - \$250.00 (Application fee for a new User or for a User who has not placed his or her license with a new firm within 30 days of being released from another firm. This fee is billed to the individual.)
- User Fee - \$60.00 per month (billed to the individual User)
- Secondary MLS User Fee - \$60.00 per month (billed to the individual User)
- Realtracs Reach - \$45.00 per month (billed to the individual User)
- Licensed Personal Assistant - \$60.00 per month (billed to the individual User)
- Unlicensed Personal Assistant - \$25.00 per month (billed to the individual User)
- Business Affiliate Application Fee - \$250.00
- Business Affiliate Fee (sold information only) - \$60.00 per month
- Broker-employed office staff - \$15.00 per month (Unlicensed office staff doing brokerage business that requires access to Realtracs will each be charged for access to Realtracs. Realtracs may request proof of employment to verify requests for broker-employed office staff who utilize Realtracs.)

All applicable federal, state and local taxes will be applied.

2. Fee Waivers. Fee Waiver requests will be considered for the following categories:

- a) auctioneers who do not use Realtracs' services,
- b) property managers who do not use Realtracs' services,
- c) licensed brokers and agents who broker only commercial properties and who do not use Realtracs' services, and
- d) appraiser trainees prior to licensing or certification.

User Fee Waivers for licensees or licensed or certified appraisers who maintain primary Participation in an approved MLS may be eligible for a no-cost waiver under Section 7 below.

3. Additional and Optional Service and Product Costs

Relist Fee	New listing entered within 5 days of being Cancelled	\$75.00
Listing Alerts Fee	0 – 100 searches	Free
	>100 searches	Tiered
Non-MLS Listing Fee	Non-MLS listings added within 60 days of closing for comp purposes	\$30.00

User Transfer Fee	Transfer fee for affiliated licensee transferring from one company to another	\$100.00
Class No-Show Fee		\$25.00
NSF/Chargeback Fee	To cover institutional charges for rejected payments.	\$30.00
Engineering Data Correction Fee	To cover database changes that require the use of development/product engineering resources	\$150 per change
SentriLock Annual Access Fee	Provides access to the SentriLock Lockbox System and SentriKey app	\$140
	Provides business affiliates access to the SentriLock Lockbox System and SentriKey app	\$249
SentriLock Lockbox Services and Products	Realtracs, Middle Tennessee Association of REALTORS and Clarksville Association of REALTORS operate separate, but cooperative, SentriLock systems. Costs may vary.	Call for pricing

4. Initial Participation Fee. The initial application fee for a firm's Participant in Realtracs shall be tendered to Realtracs prior to accessing the Realtracs System. The application of a former Participant who has been expelled, cancelled or whose participation has been terminated for any reason whatsoever shall not be accepted unless accompanied by payment in full of all account balances due as of the date of termination.

5. Recurring Participation Fee. The fees to be paid periodically shall be payable in advance. Participating brokers are responsible for all fees incurred by his or her firm and Users affiliated with the firm. The fee shall be waived for licensees subject to a fee waiver. In the event of termination or suspension of the Realtracs service, Realtracs will not refund nor pro-rate fees.

6. Delinquent Accounts. A Participant whose account is delinquent shall automatically have all Realtracs services suspended. All accounts suspended for non-payment will be charged a reactivation fee of \$250.00. A Participant may be reinstated by paying all outstanding fees (account balance due) within ninety (90) days after termination. After the ninety days, and in addition to paying all outstanding fees (account balance due), a new Office Activation Fee is required.

7. Secondary Participants' User Fee Waivers. Realtracs provides Secondary Participants the option of a no-cost waiver of Realtracs' fees and charges for any real estate licensee or licensed or certified appraiser in a participating office who maintains an active subscription with another approved multiple listing service or broker listing cooperative that is not a direct competitor of Realtracs in its Mandatory Listing Area, as set forth in Exhibit A of the Realtracs Rules. Secondary Participants are not financially responsible for payment of fees related to their affiliated Secondary Users. Realtracs requires Secondary Participants to certify that waiver recipients will not use any Realtracs' services and agree that any violation of the waiver will be subject to penalties and termination of the waiver.

Any per-User fee is calculated based on each salesperson and licensed or certified appraiser affiliated with a participating office. The effect of fee waiver is that the number of Users in a participating office for purposes of any recurring per-User fees paid by a Participant shall be

reduced by the number of licensees and certified appraisers who are subject to a waiver. For purposes of this Section 7, “licensee” refers to non-principal salespersons and licensed and certified appraisers. Section 7.1 sets out the conditions for fee waiver, and Section 7.2 the process for obtaining and maintaining waivers.

7.1 Conditions for Waiver. Fee waivers are available for non-principal broker real estate licensees and non-principal appraiser licensees in offices participating in Realtracs, provided the Participant and any fee-waived licensee(s) meet all the following requirements:

- a. Any fee-waived licensee must maintain an active subscription in an approved multiple listing service that has adopted a policy, in Realtracs’ reasonable judgment, substantially similar to this Section 7 and that will certify this information to Realtracs on the frequency established by Realtracs.
- b. Realtracs reserves the sole right to determine if another organization qualifies as a multiple listing service as contemplated by this Section 7.

7.2 Process for Obtaining and Maintaining Waivers. The Participant must, at all times, provide Realtracs up-to-date information on all licensees, whether they are Users or fee-waived licensees, in each participating office in accordance with Realtracs Rules. The Participant must identify which licensees are subject to fee waivers and the approved MLS in which they are a subscriber via the waiver certification process.

In order to obtain a waiver for any licensee in the Participant’s office, the Participant must complete the Realtracs’ waiver certification process. In order to maintain a waiver for any licensee, the Participant and licensee must continue to satisfy the requirements of Section 7 and must recertify the tenets in this Section with the frequency set by Realtracs.

8. User Fee Waiver Restrictions. During any period for which a licensee’s fees are waived, the licensee shall refrain from using any of the following services of Realtracs:

1. Using Realtracs’ systems, databases, lockboxes, etc. (A fee-waived licensee is not prohibited from using listing information of his or her Participant, so long as the information is not obtained through Realtracs.)
2. Being identified as a listing agent on an Active, Coming Soon/Hold, Under Contract-Showing, or Under Contract-Not Showing listing in Realtracs.
3. Working as the buyer’s representative on a property listed in Realtracs by a firm other than his or her Participant’s, unless the listing appears in another multiple listing service to which the buyer’s representative maintains an active subscription. This prohibition does not apply to the listings of the Participant with whom the fee-waived licensee is affiliated.
4. Use of any data feed from Realtracs (except a data feed that contains only the listings of the Participant with whom the fee-waived licensee is affiliated).
5. Using Listing Content on an IDX or VOW website identified as the fee-waived licensee’s site or page.
6. Using Realtracs’ data in an automated valuation product or tool in any product or service identified as coming from a fee-waived licensee.

9. Revocation of Fee Waivers. The fee waiver for a licensee may be revoked under various circumstances, and the consequences of the revocation vary depending on its circumstances, as provided in this section.

- a. The Participant or fee-waived licensee may revoke the waiver at any time upon notice to Realtracs. In that case, the fee-waived licensee immediately becomes a User and any fees due to Realtracs under its normal fee schedule for the current period for the User (including pro-rata fees for any partial service period and any application fees if none have previously been paid for the User) shall immediately become due and payable. In the event a fee-waived licensee appears as a listing agent on an Active, Coming Soon/Hold, Under Contract-Showing, or Under Contract-Not Showing listing in Realtracs, the Participant and fee-waived licensee shall be deemed to have revoked the waiver under this subsection (a).
- b. If Realtracs determines that a fee-waived licensee has used any of the services of Realtracs listed in Section 8 during a fee-waiver period, Realtracs may terminate the fee waiver upon notice to the Participant and fee-waived licensee. In this case, the consequences of this subsection (a) apply, and in addition to them, Realtracs may recover from the Participant or fee-waived licensee the fine established in Realtracs' Infractions and Fines Schedule. After six months, the Participant and fee-waived licensee can re-certify the individual to be a fee-waived licensee.

10. Consequences of Repeated Violations. A pattern of repeated violations of Section 8 exists when a Participant allows any combination of three or more violations of Section 8, whether the Participant is aware of the violations and whether committed by one fee-waived licensee or more; or when a licensee commits three or more violations of Section 8. In the event that a Participant or licensee exhibits a pattern of repeated violations of Section 8, Realtracs may suspend all fee waivers for the Participant or licensee (or both) for a period of up to three years. If, after such a period of suspension, a Participant or licensee again exhibits a pattern of repeated violations, Realtracs may permanently terminate fee waivers for the Participant or licensee (or both). In the event a licensee subject to suspension or termination of waivers moves to a new office, that office shall be ineligible for waivers during the pendency of its Participant's suspension or termination. In the event a licensee subject to suspension or termination of waivers moves to a new office as a non-principal licensee, that non-principal licensee shall be ineligible for waivers during the pendency of his or her suspension or termination.