

Billing Procedure and Schedule

1/2017

Annual Billing Schedule

Date	Event
December 1 st thru December 31 st	All New Subscribers must pay \$40.00 for December 2016, \$490.00 Annual 2017 MLS fee and \$200.00 application fee.
Wednesday, December 14 th	Invoices email & mail to each Subscriber. Once a billing invoice has been sent to Participant and Subscriber, their bill cycle preference (Annual/Quarterly) cannot be changed.
Tuesday, January 17 th	Subscriber/Participant/Administrative Assistant Payment Due Date .
Wednesday, January 18 th	All Received bridgeMLS Payments must include \$40.00 late fee .
Wednesday, January 18 th	bridgeMLS will email Late Notices to each Subscriber.
Friday, January 27 th	Disconnect members who have not paid. <u>To be reconnected members must pay \$490.00 MLS fees plus a \$100.00 reinstatement fee.</u>
Friday, January 27 th thru, Thursday June 30 th	Reinstatement fee and full payment must be collected from anyone wishing to re-activate an account that has been terminated. <u>Pro-rated fees are for new customers only and do not apply to late payments.</u>
Saturday, July 1, 2017 and beyond	All Subscribers must be treated as a new member – new paperwork must be filled out, \$200.00 application fee and pro-rated MLS amount paid before service is activated.

Once a billing invoice has been sent to a Participant and Subscriber, their bill cycle preference (Annual/Quarterly) cannot be changed.

Annual Subscriber Pro-rated MLS Fees

Only new subscribers to the MLS may pay the pro-rated MLS fee.

	<u>Subscriber</u>	<u>Administrative Assistant</u>
Jan 1 – Jan 31	\$490.00	\$150.00
Feb 1 – Feb 28	\$449.13	\$137.50
Mar 1 – Mar 31	\$408.30	\$125.00
Apr 1 – Apr 30	\$367.47	\$ 112.50
May 1 – May 31	\$326.64	\$ 100.00
June 1 – June 30	\$285.81	\$ 87.50
July 1 – July 31	\$244.98	\$ 75.00
Aug 1 – Aug 31	\$204.15	\$ 62.50
Sept 1 – Sept 30	\$163.32	\$ 50.00
Oct 1 – Oct 31	\$122.49	\$ 37.50
Nov 1 – Nov 31	\$81.66	\$ 25.00
Dec 1 – Dec 31	\$40.87	\$ 12.50

Once a billing invoice has been sent to Participant and Subscriber, their bill cycle preference (Annual/Quarterly) cannot be changed.

Billing Procedure and Schedule

10/13/2015

Quarterly Billing Schedule

Date	Event
December 1 st thru December 31, 2016	All New Subscriber must pay \$50.00 for December 2016, MLS 2017 quarterly amount of \$150.00 plus a \$200.00 application fee.
	<u>Invoices mailed and emailed to each Subscriber.</u>
Mail/Email Invoices	Wednesday, December 14 th 2016 (Jan-March 2017) Wednesday, Mar 2 nd(April-June 2017) Thursday, June 1 st(July-Sept 2017) Friday, Sept 1 st(Oct-Dec 2017)
Quarterly Due Date: \$150.00	<u>Subscriber/Participant/Administrative Assistant Payment Due Date.</u> Wednesday, January 17 th Wednesday, April 3 rd Wednesday, July 5 th Tuesday, Oct 3 rd
Quarterly Due Date: \$150.00 plus \$40.00 Late fee	<u>bridgeMLS will email Late Notices - Payments must include \$40 late fee.</u> Wednesday, January 17 th Wednesday, April 3 rd Wednesday, July 5 th Monday, October 2 nd
Mail Late Notices	<u>Mail Late Notices and Broker Notification Statement.</u>
Charge \$100.00 reinstatement fee plus \$150.00 quarterly payment	<u>Disconnect customers who have not paid. To be reconnected customers must pay MLS fees plus a \$100.00 Reinstatement fee.</u> Friday, January 27 th Monday, April 11 th Thursday, July 13 th Tuesday, October 10 th
July 1, 2017 and beyond	All Subscribers must be treated as a new member including subscribers who received an bridgeMLS Invoice. New paperwork must be filled out, \$200.00 application fee, pro-rated quarterly amount must be paid before service is activated.

Quarterly Subscriber Pro-rated MLS Fees

	<u>Subscriber</u>
Jan 1 – Jan 31	\$150.00
Feb 1 – Feb 28	\$100.00
Mar 1 – Mar 31	\$50.00
April 1 – April 30	\$150.00
May 1 – May 31	\$100.00
Jun 1 – Jun 30	\$50.00
Jul 1 – Jul 31	\$150.00
Aug 1 – Aug 31	\$100.00
Sept 1 – Sept 30	\$50.00
Oct1 – Oct 31	\$150.00
Nov 1 – Nov 30	\$100.00
Dec 1 – Dec 31	\$50.00

Once an invoice has been sent to a Participant and Subscriber, Their bill cycle preference (Annual/Quarterly) cannot be changed.