

Business Rules for Maine Association of REALTORS®
Copyrighted Forms Access/Use

1. The Maine Association of REALTORS® provides forms and contracts as a member benefit through a site license with zipLogix. Any other request for a forms vendor shall be approved by the MAR Board of Directors, if the vendor can comply with these Rules and at no cost to MAR upon entering into an agreement. Access to any MAR-sanctioned forms shall only be accomplished in conjunction with MAR and its approved forms vendor(s).
2. MAR-sanctioned forms shall be stored in a secure data warehouse. The MAR forms vendor (s) shall protect access to MAR-sanctioned forms utilizing secure login and verification methods.
3. The MAR selected forms vendor(s) will maintain the most current MAR-sanctioned forms. MAR requires that its forms vendor(s) provide MAR members with the most current MAR-sanctioned forms. MAR shall ensure that sanctioned forms are updated by its vendor(s) upon approval and release for use.
4. MAR requires that its members utilize up-to-date forms.
5. Proper use of MAR sanctioned forms is a membership duty. Only validated MAR REALTOR® members, shall be provided access to and utilize MAR-sanctioned forms. Terms for the validation and use of MAR-sanctioned forms are developed at the sole discretion of MAR. Forms may not be provided to others not authorized to obtain or use MAR forms.
6. The MAR forms vendor(s) shall ensure that logins are validated real-time against NRDS. Any individual not current with REALTOR® dues will be denied access to MAR-sanctioned forms.
7. Access to the secure data warehouse by an approved vendor on behalf of a validated MAR member requires prior authorization by MAR and strict adherence to MAR forms access/use business rules.
8. MAR- sanctioned forms, when printed or used electronically, shall include the REALTOR® “R” logo and Equal Housing Opportunity logo, copyright, and revision notices. In addition, a personal identifiers including REALTOR name, agency name, address, and telephone number shall be used on each page.
9. MAR-sanctioned forms may not be altered in any manner. For example, users are prohibited from changing fonts, editing out any part of the form or changing the length of

any data field. The forms, as used, need to be identical in all manners to the MAR-sanctioned copy.

10. Approved forms vendor(s) may not share or sell any data derived from any MAR-sanctioned form. This includes, but is not limited to, personal information for agents, brokers, clients, customers, or any individual involved in the real estate transaction.
11. In order to use MAR-sanctioned forms as part of live, online, or correspondence course materials and handouts, continuing education providers must complete the Educators Agreement for Maine Association of REALTORS® Copyrighted Forms Access/Use annually. (Appendix A to these Rules).
12. At its sole discretion, MAR may revoke permission for any forms use hereunder, at any time, by providing written notice (via mail or email) for violations of these Rules. In such an event, the member (s), vendor(s) or educator(s) shall immediately discontinue providing and using the forms. Failure to comply with these Rules will entitle MAR to pursue all legal remedies available for copyright violations as well as sanctions for violation of membership duties.

Approved by the MAR Board of Directors: August 3, 2016

APPENDIX A:

Educators Agreement for Maine Association of REALTORS® Copyrighted Forms Access/Use

DATE

NAME

ADDRESS

Dear XXXXX,

This is to confirm that XXXXX may use the Maine Association of REALTORS® (MAR) copyrighted forms attached as Appendix I from January 1, 20XX through December 31, 20XX as part of live, online, or correspondence course materials and handouts.

Permission is contingent on adherence to the following requirements:

- Each page of each distributed document must clearly state “SAMPLE” watermarked through the text.
- Any electronic version of a form, or part thereof, must be in PDF (uneditable) format and must also state “SAMPLE” watermarked through the text.
- Each form must have the MAR copyright information in the footer.
- Educator must inform the students that the documents are copyrighted materials, owned by the Maine Association of REALTORS®.
- Educator must inform the students that the documents are for educational purposes only and that language, taken in full or in part, may not be reprinted or reused for any personal or business purposes other than by members of the Maine Association of REALTORS® authorized to use those forms.
- Educator agrees to notify MAR of any content questions which arise from use of the forms in the educational setting.
- If educator disagrees with the content or intent of any aspect of any MAR form, the educator will refrain from criticizing MAR or the forms in a public or educational setting.
- Upon request, MAR may review educational course materials at any time during the term of this permission.
- This permission is not transferable.

Please sign below and return to suzanne@mainerealtors.com to agree to these conditions. We look forward to working with you to provide high quality educational programming for REALTORS®.

Name: _____

Signature: _____

Date: _____

Sincerely,

Suzanne L. Guild
Chief Executive Officer

XXXXX: 20XX Appendix I:

- LIST OF FORMS