

Schedule of Fees and Charges

Effective January 1, 2023

This schedule of fees may be amended upon 30 days advance notice to the subscribers. All notices required to be served from the service to subscribers shall be mailed, sent via facsimile transmission, or electronically mailed at the respective addresses which subscribers have advised the service in writing or as they have updated in their profiles in the system from time to time during the term of their participation.

MLS SERVICE FEES & SUBSCRIPTION FEES

PBS, PAS or Associate Subscriber Subscription Fees	\$187.50 per quarter, \$375 semi-annually & \$750 annually (Based on a monthly rate of \$62.50 per month*)
Licensed Support Subscriber Subscription Fees	\$120 per quarter, \$240 semi-annually & \$480 annually (Based on a monthly rate of \$40 per month*)
Unlicensed Support Subscriber Subscription Fees	\$125 annually
MLS of Choice (Outside Kauai and Hawaii Island Only)	\$55 per month, \$165 per quarter, \$330 semi-annually & \$660 annually
New Office Set Up Fee	\$250 one-time fee per Office
New PBS, PAS or Associate Subscriber Account Set Up Fee	\$250 one-time fee per PBS, PAS or Associate Subscriber
New Support Subscriber Account Set Up Fee	No set up fee
Change in Office (Transfer) Fee	\$50 per change per change/ transfer
Change of Office Information	\$25 per change
Change of Subscriber Information	\$25 per change. Subscribers have the ability to change their profile information on-line. This fee is charged if they request that HIS make the changes for them.
Reinstatement Fee	Within 180 days: \$200 After 180 days: \$250

*** Subscription fees are billed no more frequently than quarterly. Quarterly billing periods are July-September, October-December, January-March and April-June. Semi-Annual billing periods are July-December and January-June. Annual billing occurs each July. Fees are billed and payable in advance. Note: General Excise Tax added to all fees. There are no refunds for services already paid. Subscribers are responsible for notifying HIS of license status changes within 24 hours of the change.**

OTHER SERVICE FEES

Photo Loading/Management Assistance	\$5 per photo. Subscribers have the ability to load and manage their listing photos on-line. This fee is charged if they request that HIS load or manage photos for them.
Changes to payment method or billing cycle after billing has been sent out	\$25 per occurrence
Returned check or credit card denial fee	\$25 per occurrence
Parcel Maps	Included with MLS service at no charge
Tax Maps	\$420 annually
Reciprocal/Foreign Listings (for non-MLS Licensees)	\$150 set up and maintenance fee per listing for up to 1 year. Limit 2 per year.

PROCESSING FEES FOR RULES VIOLATIONS

HIS may but is not obligated to provide notices of violations. However, as a courtesy, 48-hour notices are currently sent to listors for violations. If the violations are not remedied within the notice period, the listors will be assessed processing fees. Processing fees not paid by the due date may result in the interruption or termination of service. Notices are emailed to listors and their respective PBs, BICs and DRs to the email addresses last provided to HIS. Subscribers must report changes to their email addresses in writing to HIS or update them in their profiles in the system.

See Schedule of Processing Fees for Rule Violations (Exhibit B-2).

TERMS & DEFINITIONS

TYPE OF SUBSCRIBERS

Principal Broker Subscriber (PBS) – The chief principal officer of the firm who is capable of offering and accepting compensation and/or cooperation to and from other Principal Brokers. (May or may not be a member of a board of REALTORS®.) Must subscribe to HIS before any of their staff can apply for HIS Service. PBSs are responsible for having all of their actively licensed employees who are physically located on the islands of Hawaii and Kauai subscribe to the service and/or complete and submit Waiver Applications as required by the service. PBSs are also responsible for reporting any changes of the licensure status of their employees or of any additions or deletions to their employee rosters to the service within 24 hours of the change. Failure to comply with these requirements may cause the suspension or termination of service to the PBS and all of their subscriber affiliates.

Principal Appraiser Subscriber (PAS) – An individual or entity that is licensed to appraise real property pursuant to HRS Chapter 466k. (May or may not be a member of a board of REALTORS®.) Must subscribe to HIS before any of their staff can apply for HIS Service. All PAS subscriber affiliates who possess active and current licenses must subscribe to the service as required by the service. Failure to comply with this requirement may cause the suspension or termination of service to the PBS and all of their subscriber affiliates.

Associate Subscriber – An individual who is associated with a Principal Broker Subscriber or a Principal Appraiser Subscriber either as a licensed employee or independent contractor who performs acts related to real estate sales and/or receives commissions or referral fees or quotes prices. Associate Subscriber's subscription for HIS Service is subordinate to and dependent upon a PBS or PAS subscription. The service may not be accessed by anyone unless his/her PBS or PAS is already a subscriber.

Subscriber Affiliates – Subscriber and its Associate Subscribers, Licensed Support Subscribers, Support Subscribers, employees, and contractors. Subscriber affiliate subscriptions are subordinate to and dependent upon a PBS or PAS subscription. The service may not be accessed by anyone unless his/her PBS or PAS is already a subscriber.

Licensed Support Subscriber – A licensed individual who works in a support capacity to brokers and/or agents who does not receive any commissions, quote prices or attend any open houses or caravans, or performs any acts related to real estate sales. Must complete and submit a Waiver Application upon subscribing for HIS Service to have initial fees waived and to be charged the lower support staff monthly fees. Waivers terminate on June 30th each year. New waiver applications must be submitted by June 30th for the next fiscal year. Licensed Support Subscriber's subscription for HIS Service is subordinate to and dependent upon a PBS subscription. The service may not be accessed by anyone unless his/her PBS is already a subscriber.

Unlicensed Support Subscriber – An unlicensed individual who works in a support capacity to brokers, appraisers and/or agents who may or may not be seeking licensure. Support subscriber does not receive any commissions, quote prices, attends any open hours or caravans, performs any acts related to real estate sales, or appraises real property. If the Support Subscriber is seeking licensure, upon acquiring a license he/she or his/her PBS or PAS must report it to HIS within 24 hours of the license effective date. Support Subscriber's subscription for HIS Service is subordinate to and dependent upon a PBS or PAS subscription. The service may not be accessed by anyone unless his/her PBS or PAS is already a subscriber.

Waivered Subscriber – If an actively licensed employee of a PBS does not participate in the sales of real property, and does not receive any compensation in the way of commissions or referral fees, and does not need access to the service, he/she may be eligible for a waiver from subscribing to the service. Such employees may be property managers, time share agents, officers, partners or consultants. Any licensee with the position of Principal Broker, Broker-in-Charge, or Individual (Sole Owner) as shown in his/her license record displayed in the State of Hawaii Department of Commerce and Consumer Affairs Professional Vocational Licensing Search site is not eligible for a waiver. Waiver application forms must be completed annually and submitted to the HIS Board of Directors for approval. Currently, any actively licensee employed by a PBS who is not physically located on the islands of Kauai or Hawaii is exempt from this requirement. Waivers are not available to actively licensed appraisers employed by a PAS.