



## APPEAL PROCESS

If you wish to petition a fine due to extenuating circumstances, please note the following:

Petitions must be submitted on the Petition to Appeal form within 10 days of the date of fine notice/invoice date. A copy can be obtained from the Regional MLS website, [www.rmlsfl.com](http://www.rmlsfl.com) under the Compliance link.

Please e-mail your explanation of extenuating circumstances along with any supporting documentation to [Appeals@rmlsfl.com](mailto:Appeals@rmlsfl.com) prior to 5pm on the 10<sup>th</sup> day. If the 10 day period has expired, petitions will no longer be accepted.

We request that all submissions be typed to ensure legibility.

Petitions are reviewed by the Appeals Panel which is comprised of RMLS staff who are extremely familiar with the Rules and Regulations and Compliance Guidelines. No single person at the RMLS can make the decision to remove or reduce a fine amount.

Upon the decision of the Appeal Panel you will receive written notification via the email or the US Postal service.

Please note that fines are due upon receipt. Petitioning the fine(s) does not extend the due date. If a petition has been approved and the fine had been paid then a credit would be made to the same credit card in which the fine was paid. If fine were paid by cash or check then a check would be sent in the amount equal to the amount approved by the Appeal Panel.

Please ensure that your balance does not exceed 30 days to avoid possible finance charges and/or suspension.

Finance Charges Per RMLS Rules and Regulations, Section 8.6:

*A finance charge of eighteen percent (18%) per year (one and one-half percent (1 ½%) per month) will be added to all unpaid fees, charges and fines that remain unpaid by thirty (30) days from invoice by RMLS.*

**Reference: RMLS Rules and Regulations, Section 8.6 and RMLS Compliance Guidelines, Section 9 and 10.**