



(Dates are approximate, to be used based on the closest date, for that audit year. Also to be used with business days):

- 1.** Send firm audits February 1
- 2.** Audit due completed to MLS by March 31
- 3.** First reminder sent via email to all firms February 15
- 4.** Second reminder sent March 7
- 5.** Final reminder sent March 21
- 6.** Past due email sent April 1 notifying Firms of late fee and that failure to comply by April 15 will result in the late fee as well as payment for all boxes assigned to be added to their next Monthly MLS bill.
- 7.** Late fee is 1% of Lockbox replacement cost (currently would equal 1% of box cost of \$99.00 = .99cents per lockbox assigned) with a minimum of \$15.00 to be charged.
- 8.** MLS to invoice for any missing lockboxes reported on returned MLS Audit as received or by April 1 at latest.