

WVMLS Billing Policy

INDIVIDUAL BILLING: WVMLS Members are responsible for all payment of dues and other charges for all affiliated licensees. However, as a courtesy, Willamette Valley MLS will bill Members and their licensees individually.

To assist Members, WVMLS will make reasonable attempts to collect dues and alert Members of licensee non-payment of 30 days or more. Members shall be invoiced directly for licensees who fail to keep individual accounts current.

ADVANCE PAYMENT: WVMLS collects dues and office fees on a monthly basis, in advance. Advance, quarterly, or yearly billing is also available upon request.

INVOICES: Invoices for dues and office fees are emailed on the first of the month and are due on the first of each month. Billable supplies and services are invoiced at the point of purchase and are due upon receipt.

METHODS OF PAYMENT: Recurring AutoPayment with a designated credit or debit card is strongly encouraged. Online and phone payments are accepted by credit or debit card. Checks, money orders, and cash payments may be made at the WVMLS office.

OVERDUE INVOICES: Invoices are overdue 15 days from the invoice date. Overdue notices will be emailed at 15 and 30 days, but it is the responsibility of each Member and licensee to keep their accounts current. Refer to Fee Schedule below.

SUSPENSION: At 45 days from invoice date, all services will be suspended, including KeyCard access, WVMLS database, and any active listings in the WVMLS database. Note: For overdue Member accounts, suspension includes WVMLS services for all their affiliated licensees. Refer to Fee Schedule below.

REINSTATEMENT: Members may be reinstated when all past due amounts are paid. Members and licensees may be required to authorize recurring AutoPayment with a credit or debit card and/or be added to Members monthly invoice. Refer to Fee Schedule below.

REFUNDS: Upon termination of WVMLS service, Members or licensees may request a refund of funds on account. No refunds will be given for any amount equal to or less than one month's regular billing, or for any interest or reinstatement fees. Key deposit, if applicable, may be applied to any unpaid balance due, with any remainder refunded.

FEE SCHEDULE & TIMELINE

15 days from invoice date	Overdue notice emailed	
30 days from invoice date	2 nd overdue notice w/Member (as appropriate)	\$15
	Late Fee	
45 days from invoice date	Suspension of Service	
60 days from invoice date	Interest begins to accrue	1.5% interest per month (18% Annum)
	Member invoiced for licensee overdue amounts and licensee added to their account for future dues	
On Occurrence	Return Check Fee	\$25
On Reinstatement	Reinstatement Fee	\$50