*APPROVED*

*by protocol №2 of the Company's general meeting of the Association of Realtors of St. Petersburg*

*15.11.2022*

***Regulation on the standards of professional real estate market participants in the field of advertising and information and on the information resources of the Association of Realtors of St. Petersburg and the Leningrad Oblast***

*This Regulation determines general principles and main policy directions of the Association of Realtors of St. Petersburg and Leningrad Oblast in the field of information and advertising, fixes generally accepted professional standards of activity in the field of distribution, sharing and receiving information in the field of services advertising, information about real estate properties as well as professional occupation of real estate market participants, defines the procedure for the formation, use, dissemination, analysis and processing of information of the Association of Realtors of St. Petersburg and Leningrad Oblast databases.*

*1. Used terms*

***1.1 The Association of Realtors of St. Petersburg and the Leningrad Oblast –*** *a non-profit organization, an association of professional participants in the real estate market of St. Petersburg and the Leningrad oblast.*

*1.2. Development Committee of Real Estate Database and Inter-agency Real Estate Database (hereafter referred to as The Committee) – a special body of The Association of Realtors of St. Petersburg formed in accordance with the Regulation carrying out the development of the main policy directions of The Association of Realtors of St. Petersburg in the field of information and advertising, supervising compliance by participants of the professional realtor information space with the established rules, is a regional management body of the Federal Real Estate Database of the Russian Guild of Realtors.*

*1.3.* ***Professional realtor information space*** *– a set of promotional information distributed by professional participants of the real estate market in the process of doing business.*

*1.4****.******Participant of the professional realtor information space*** *(hereafter referred to as the the Participant) – a business entity engaged in real estate activities in the real estate market of St. Petersburg and the Leningrad oblast, having a certified broker of the Association of Realtors of St. Petersburg on the staff of the enterprise who complies with the rules established by this Regulation and other acts the Association of Realtors of St. Petersburg. Among the leaders and founders of the Participant, there should not be persons who violate the norms of the the Association of Realtors of St. Petersburg, including persons deprived of certificates or as a result of whose actions the agencies in which they previously worked were excluded from the ARSP for violating professional standards.*

*1.5.* ***Real Estate Agency*** *– a legal entity or an individual entrepreneur (business entity) providing real estate services to a client on the basis of an agreement concluded with him;*

*1.6.* ***Promotional information*** *– any information disseminated by a participant in the real estate market related to the implementation of professional real estate activities or those that can generate or maintain interest in this Participant, including information about the characteristics of the objects offered for sale, as well as information about the Participant or the services provided by them.*

*1.7****. Advertising (lot)*** *– a commercial offer coming from the Participant that contains information about an individually defined real estate object and assumes that the Participant carries out real estate activities when making a transaction with the property.*

*1.8.* ***Net sales*** *– sale of a real estate property, not conditioned by the acquisition of another real estate property;*

*1.9.* ***Counterpurchase (exchange)*** *– sale of a real estate peoperty due to the acquisition of another real estate property(ies);*

*1.10.* ***Counterpurchase is found*** *– sale of a real estate property due to the acquisition of another real estate property(ies), for which the realtor has the written consent of the client to purchase it as an alternative in place of the one put up for sale;*

*1.11.* ***Lot (properties) listing*** *– any list (or lists) of real estate properties offered for sale, rent, or lease, combining the offers of more than one market participant, with the exception of lists in which the objects-offers of participants are placed sequentially in full;*

*1.12.* ***Real Estate Market Specialist*** *– this is a person who has been trained and/or certified under the voluntary certification system of Russian Guild of Realtors and having a valid certificate of a real estate agent, real estate broker, mortgage consultant.*

*1.13.****Professional information*** *– information disseminated in any form about persons, objects, facts, phenomena and processes related to the real estate market or real estate services related to special professional according to local regulatory documents of the Association of Realtors of St. Petersburg and intended exclusively for use by Participants as professional operators of the real estate market.*

*1.14.* ***Disputing party*** *– a person or group of persons acting as an applicant or defendant in the committee in case of violation of professional standards of activity in the dissemination of information and advertising.*

*1.15* ***Landlord*** *– proprietor*

*1.16.* ***Unified Database Of The Russian Guild Of Realtors*** *– the database contains up-to-date information about all members of Russian Guild of Realtors (Collective, member companies of Russian Guild of Realtors), certified companies, certified specialists, partners of Russian Guild of Realtors, provides services for identifying companies, specialists and users, as well as their access to all services of Russian Guild of Realtors.*

*1.17.* ***Interregional Database Of The Russian Guild Of Realtors*** *– a database for storing and exchanging information about real estate properties at the federal level, including a set of information about real estate properties transmitted by its participants for exchange, analysis and dissemination in accordance with the procedure provided for by this Regulation. Provides collection and exchange of information with professional participants of the real estate market and regional databases of professional associations. It is the main system supporting the showcase of real estate objects of the Federal Real Estate Database, on the website of the Russian Guild of Realtors fbn.rgr.ru, sites of regional professional associations and business card sites of companies created on the platform of the Real Estate Database.*

*1.18.* ***Regional Interagency Database*** *– the database of information exchange at the regional level (is a subsection of the Interagency Database**and is located on the same server with the Interagency Database created to optimize the requests of regional users).*

* *Ensures the exchange of information of all market participants at the regional level, including companies, regional Multi-listing systems, information systems of professional associations-members of the Russian Guild of Realtors accredited CRM systems, CRM systems of RGR members and non-members integrated with The Interagency Database*
* *Contains all information on real estate properties, including information without division by commission.*
* *Provides information exchange with the Federal Interregional Database*

*\* Interagency Database and Regional Interagency Database is an automated "file sharing service" that provides users with the ability to upload their database and simultaneously receive the resulting (combined) feed from all its system participants.*

*1.19.* ***Official information resources of the Russian Guild of Realtors*** *– information systems created and maintained by the Russian Guild of Realtors as the main information channels for positioning and communication of the guild with consumers, member companies of the Russian Guild of Realtors, partners and other professional participants of the Russian real estate market :*

* ***rgr.ru*** *– The official website of the Russian Guild of Realtors;*
* ***reestr.rgr.ru*** *– Unified Register of Companies and Specialists of the Russian Guild of Realtors;*
* ***fbn.rgr.ru*** *– Federal Real Estate Database of the Russian Guild of Realtors;*
* ***congressrgr.ru*** *– website of the Real Estate Congress of the Russian Guild of Realtors;*
* ***profpriznanie.ru*** *-contest website of the Russian Guild of Realtors «Professional Recognition»*

*All official information resources of the Russian Guild of Realtors are hosted exclusively on the servers of the Russian Guild of Realtors.*

*1.20* ***Federal Real Estate Database of the Russian Guild of Realtors -*** *a set of integrated Internet resources, software packages and products, regulations and rules that ensure the formation, dissemination and exchange of databases on real estate objects by operators of the real estate market of the Russian Federation (real estate agencies).*

*1.21.* ***Showcase of the******Federal Real Estate Database (fbn.rgr.ru):***

*1.21.1.* ***Public section.*** *A website for external users with a database of real estate objects, business card sites of companies, registries, News Stream services, event calendar, Banner Ad Unit and other services for external positioning of the Russian Guild of Realtors.*

* *Information about real estate objects with a commission division, if any, is not displayed from the interagency real estate database for clients and external users.*

*1.21.2.* ***Private******section. Personal Accounts of the Federal Real Estate Database users.***

*Access to the* ***Private******section*** *is provided by individual user authorization.*

*1.21.2.1.* ***Personal Account of the******Executive Office of the Russian Guild of Realtors provides the following services:***

* *Management of registers of companies and specialists at the federal level (including the functionality of the Central Certification and Attestation Body – УС РОСС : maintaining a register of certified companies and certified specialists);*
* *Information resource management of the Russian Guild of Realtors ( by official website of the Russian Guild of Realtors rgr.ru, A unified Register of Companies and Specialists of the Russian Guild of Realtors reestr.rgr.ru, Federal Real Estate Database of the Russian Guild of Realtors fbn.rgr.ru) content filling and moderation;*
* *Filling and managing a Single News Stream at the federal level;*
* *Managing the Banner Ad Unit of advertising modules on all Russian Guild of Realtors information resources;*
* *Filling and management of the "Preferences" section for partner programs at the federal level;*

*1.21.2.2.* ***Personal Account of the Regional Professional Association*** *provides the following services:*

* *Management of registers of companies and specialists at the level of their region (including the functionality of the Territorial Certification Body: maintaining a register of certified companies and certified specialists);*
* *Managing the portal of a Professional association created on the platform of the Federal Real Estate Database**of the Russian Guild of Realtors (content filling and management);*
* *Filling and managing a Single News Stream at the level of Professional Associations and companies in their region;*
* *Managing the Banner Ad Unit of advertising modules*
* *Filling and management of the "Preferences" section for partner programs at the regional level;*

*1.21.2.3.* ***Personal Account of the Company*** *provides the following services****:***

* *Maintaining by the company independently, in an up-to-date form, all information about the company (including, without fail, the Taxpayer Identification Number), for its translation into the Registers of Professional Associations and information resources of the Russian Guild of Realtors as well as linking all information about the company and Personal Account companies to services of the Federal Real Estate Database**of the Russian Guild of Realtors;*
* *Services for maintaining a database of real estate objects in all markets of their region (with the exception of rental and primary market) with the possibility of posting information on real estate objects with and without commission division.*
* *Filtering services for the entire Federal Real Estate Database by objects, including those with the sign of division by commission.*
* *Human resources department management services at the agency level with access to their specialists (agency administrative account).*
* *Services for participation in a Single News Stream;*
* *Services for informing about partner programs of the Professional Association and the Russian Guild of Realtors (section "Preferences")*
* *Services for creating and managing the company's business card website*

*1.21.2.4.* ***Personal Account of the company's specialist:***

* *Services for maintaining a database of real estate objects in all markets of their region (with the exception of rental and primary market) with the possibility of posting information on real estate objects with and without commission division.*
* *Filtering services throughout the Federal Real Estate Database by objects, including those with the sign of division by the commission.*

*All Personal Accounts have personal authorized access to users and a set of services, depending on their rights, obligations and affiliation to the trade union and the company;*

*1.22. The portal of the regional association on the platform of the Federal Real Estate Database:*

*Includes:*

* *content about the activities of the trade union (organizational structure, sections of committees and commissions, regulatory documents, contacts, etc.);*
* *a showcase of real estate objects*
* *Private section - Personal Accounts of users at the level of the executive directorate of the professional association, the company and the specialist (public/private section unified with information resources of the Russian Guild of Realtors including a unified user authorization system of the Russian Guild of Realtors;*
* *registers of member companies and specialists;*
* *the section of company's business card website of professional association companies;*
* *module for linking and positioning the addresses of the offices of member companies to the map of the region;*
* *a news block and an event calendar integrated into a Single News Stream of the Russian Guild of Realtors;*
* *banner Ad Unit;*
* *the partner line;*
* *Regional Interagency Database, ensuring the exchange of information between all companies in the local market;*
* *the functionality of the regional multi-listing platform (provided that it is created in the region);*
* *additional elements of positioning and lead generation;*
* *All personal account management services of the article 5.2.2.*

*1.23.* ***Information resources of the trade union of the Association of Realtors of St. Petersburg and Leningrad Oblast:***

*arspb.ru – the official website of the Association of Realtors of St. Petersburg and the Leningrad Oblast;*

*The website of the Association of Realtors of St. Petersburg and the Leningrad Oblast created on the platform of the Federal Real Estate Database of the Russian Guild of Realtors and supports the services described in sections 1.21.2.2. and 1.22. of this «Regulation...», being an integral part of the information ecosystem of the Federal Real Estate Database of the Russian Guild of Realtors.*

*1.24.* ***Multi-listing platform*** *— a system of interaction between real estate market participants operating through electronic databases, or through a single platform in which an agency interested in the quick sale or rent of its exclusive real estate objects (objects for which an agreement has been concluded with the owner, ensuring that the agency receives remuneration in the event of its sale) is ready to share part of its commission and attracts other agencies to cooperation in the search for a buyer/tenant on account of part of their commission. The service records the amount of monetary compensation paid by the realtor who has received an agreement with the seller of the property to other realtors for providing a potential buyer or for cooperation in finding a buyer.*

*1.25.* ***CRM system (****Customer Relationship Management) — application software for organizations designed to automate strategies for interacting with customers (clients), Specifically, to increase sales, optimize marketing and improve customer service by preserving information about customers and the history of relationships with them, establishing and improving business processes and subsequent analysis of results.*

*1.26.* ***The website of the professional association*** *— The official information resource of the regional association of realtors, created and maintained by the regional association independently. The list of services provided by this site is formed by the executive office of the trade union and is included in the regulation "On the information system of the regional association of realtors of of the Russian Guild of Realtors for this region.*

***2. General provisions***

*2.1 The Association of Realtors of St. Petersburg and Leningrad Oblast in accordance with the constituent documents and statutory objectives, it pursues a policy aimed at protecting the interests of all participants in the real estate market, including protecting the interests of the real estate community related to market information coverage. Policy of the Association of Realtors of St. Petersburg and Leningrad Oblast in this area, it is aimed at combining the efforts and capabilities of all market participants to consolidate civilized forms of activity and cooperation of interested parties in matters of information and advertising.*

*2.2. The Regulation is a local regulatory (corporate) act of the Association of Realtors of St. Petersburg and Leningrad Oblast.*

*Compliance with the requirements of the Regulation is mandatory for all Participants.*

*2.3. The Regulation is adopted and may be amended by the general meeting of members of the Association of Realtors of St. Petersburg and Leningrad Oblast unless a different procedure for changing it is established by a decision of the General Meeting of Members of the Association of Realtors of St. Petersburg and Leningrad Oblast*

*2.4 On issues not regulated by this Regulation related to the circulation of information in the real estate market, the Association of Realtors of St. Petersburg and Leningrad Oblast Council has the right to make decisions binding on the Participants for the period between the general meetings of the Association of Realtors of St. Petersburg and Leningrad Oblast members.*

***3. Professional standards of activity in the field of advertising and information circulation.***

*3.1. Participants of the professional realtor information space, united by common interests in the professional field and striving to consolidate civilized forms of activity and cooperation between all Participants and their clients in the real estate market, voluntarily establish rules and conditions for the dissemination of their own advertising information by the Participant (professional standards), which are mandatory for all Participants, compliance with which is a condition and guarantee for the Participant to receive special professional information.*

*3.2. The participant must comply with the laws of the Russian Federation and local acts (corporate norms) of the Association of Realtors of St. Petersburg and Leningrad Oblast the rules for the dissemination of advertising information and the restrictions established by them, including on the free dissemination of special professional information, as well as restrictions on the forms and means of presenting advertising information.*

*3.3. The dissemination of advertising or other information should not harm the legitimate interests of other market participants. Special professional information, advertising information and sources (resources) of their dissemination should not be used by the Participant to obtain unreasonable advantages over other Participants (unfair competition).*

*3.4. The Participant must use the advertising information of other Participants in good faith and for the intended purpose, including personal contact information of employees of other Participants posted by them on professional resources of the Association of Realtors of St. Petersburg and Leningrad Oblast and/or third parties.*

*In particular, the misuse of information and/or resources (unfair competition) is the use by a Participant or his representative of the contact details of other Participants to address them with any counter-proposals that do not relate to the subject of advertising information posted by other Participants as well as sending offers of employment or other cooperation on a temporary, one-time or permanent basis to specialists of other Participants with the performance of identical labor functions.*

*3.5. The indication by the Participant in his advertisement of the cost of services that do not correspond to reality, free services for the sale of real estate, including on condition of a counter purchase, as well as the indication in the advertisement of the characteristics of remuneration or deductions of realtors in any form, is unacceptable and is regarded as unfair competition.*

*3.6. The information disseminated by the Participant must not contain provisions discrediting of the Association of Realtors of St. Petersburg and Leningrad Oblast and honest participants in the real estate market, as well as those who are otherwise capable of damaging business reputation of the Association of Realtors of St. Petersburg and Leningrad Oblast and honest participants in the real estate market.*

*3.7. Any advertising information distributed by the Participant must correspond to reality. The participant is responsible for the unreliability of the advertising information distributed by the participant.*

*3.8. The Participant is obliged to prevent the disclosure of information that is confidential by virtue of the law or classified as such by an agreement concluded by the Participant with another market participant.*

*3.9. Information about the Participant's object-offer may be distributed in any sources only in cases where the Participant has received the right to do so on the basis of a written agreement with the owner of the real estate object specified in the offer or with his representative.*

*3.10. It is not allowed for the Participant to post information about any real estate objects in any summary tables of objects-offers (lots) in any printed publications. At the same time, it is allowed for the Participant to submit advertising information in the form of separate text ads, as well as to place an independent (that is, separate from the objects-offers of other market participants) advertising module (or advertising table) with objects-offers indicating the price of the offer.*

*3.11. It is allowed for a Participant to post information about any real estate objects (lots) in any electronic media in accordance with the Procedure for transmitting information approved by the Association of Realtors of St. Petersburg and Leningrad Oblast Council. At the same time, the Participant's submission of separate ads in the form of advertising modules, banners, individual Internet pages and their own sites is not limited.*

*3.12 Participant-member of the Association of Realtors of St. Petersburg and Leningrad Oblast may use a logo (brand name) in its advertising information of the Association of Realtors of St. Petersburg and Leningrad Oblast and also refer in the advertising information to the fact of your membership in the Association of Realtors of St. Petersburg and Leningrad Oblast. The use of other symbols of the Association of Realtors of St. Petersburg and Leningrad Oblast as well as links to the Association of Realtors of St. Petersburg and Leningrad Oblast to the advertising information must be agreed with the Development Committee of federal real estate database and interagency real estate database.*

*3.13. When distributing advertising information that uses symbols or contains links to the Association of Realtors of St. Petersburg and Leningrad Oblast The Participant is obliged to take all necessary measures to ensure that the advertising information is freely recognized as an advertisement of the Participant and cannot be perceived as information spread by the Association of Realtors of St. Petersburg and Leningrad Oblast.*

*3.14. Special professional information is intended for its use by Participants, designed to facilitate their entrepreneurial activities as professional operators of the real estate market. The free dissemination of special professional information is not allowed. Access to this information can be provided on a paid basis by a specialized partner of the Association of Realtors of St. Petersburg and Leningrad Oblast (appraisal, credit, insurance, etc. organizations engaged in activities related to the real estate market) without the right to put objects in the Database.*

*3.15. The participant ensures that its employees comply with the rules for distributing advertising information, is obliged to take any necessary actions to prevent or stop violations of these rules and is responsible for non-compliance with the rules by its employees.*

*3.16. The participant is responsible for his technical errors that caused the dissemination of false information.*

*3.17. The participant is obliged to provide information to the Association of Realtors of St. Petersburg and Leningrad Oblast about cases of violations of the established rules for the dissemination of advertising information, as well as special professional information, known to him.*

***4. Regional Interagency Database of the Association of Realtors of St. Petersburg and Leningrad Oblast (hereafter referred to as Database)***

*4.1. Database is the property of the Association of Realtors of St. Petersburg and Leningrad Oblast. The formation, use and distribution of the Database is carried out in accordance with this Regulation and other local acts of the Association of Realtors of St. Petersburg and Leningrad Oblast and the legislation of the Russian Federation.*

*4.2. The Database is designed to meet the information needs of the members of the Association of Realtors of St. Petersburg and Leningrad Oblast and other professional participants in the real estate market, including for the dissemination by Participants of information about objects-ads (lots) as product offers among professional participants in the real estate market, obtaining such information, storing it, as well as analyzing it.*

*4.3. The database is a source of special professional information. All information contained in the Database refers to special professional information.*

*4.4. Maintenance (functioning) the database is provided by the Association of Realtors of St. Petersburg and Leningrad Oblast specialized organizations with the participation of the Association of Realtors of St. Petersburg and Leningrad Oblast , or on the basis of contracts with them. The formation and dissemination of the Database is financed from the budget of the Association of Realtors of St. Petersburg and Leningrad Oblast and other sources.*

*4.5. The material and technical base (equipment, technologies, software, etc.) of the Association of Realtors of St. Petersburg and Leningrad Oblast the is used to ensure the functioning of the Database, Russian Guild of Realtors and specialized organizations with participation of the Association of Realtors of St. Petersburg and Leningrad Oblast or on the basis of contracts with them.*

*Database processing of the Association of Realtors of St. Petersburg and Leningrad Oblast in electronic form, it is carried out exclusively on software developed by the Association of Realtors of St. Petersburg and Leningrad Oblast , Russian Guild of Realtors and specialized organizations with the participation or by order of the Association of Realtors of St. Petersburg and Leningrad Oblast.*

*The transfer of the database or the use of external software can only be made on the basis of a separate decision of the Association of Realtors of St. Petersburg and Leningrad Oblast Council.*

*4.6. The database of the Association of Realtors of St. Petersburg and Leningrad Oblast is generated electronically from the information provided by the Participants.*

*The list of characteristics required for placement in the database, by objects, is determined by the decision of the Association of Realtors of St. Petersburg and Leningrad Oblast upon prior approval by the Development Committee of the Federal Real Estate Database and Inter-agency Real Estate Database*

*4.7. The terms and forms of submitting information to the Database by its participants, the duration of its storage are determined by the executive bodies and approved by the Development Committee of the Federal Real Estate Database and Inter-agency Real Estate Database. The participant is obliged to post information about the offer object in the the Association of Realtors of St. Petersburg and Leningrad Oblast database within 2 working days from the moment of signing an exclusive contract for the sale of the object.*

*4.8. The participant is obliged to upload from CRM system or post in the Regional Interagency Database (through the services of the "User's Personal Account" of the Association's website) the volume of advertising information on real estate is no less than on other leading Internet sites of the real estate market in St. Petersburg and the Leningrad Oblast.*

*4.9. Only Participants (authorized users) have the right to post their own information in the Database.*

*4.10. The participant is obliged to monitor the accuracy, completeness and relevance of the information posted by him about his company in the company's Personal Account on the website of the Association of Realtors of St. Petersburg and Leningrad Oblast (Federal Real Estate Database) including the correctly entered INN. If the Participant provides false information (or changes the information to incorrect) and this fact is revealed by the executive bodies of the Association of Realtors of St. Petersburg and Leningrad Oblast the Participant's access may be suspended until the moment of providing reliable information.*

*4.11. The information posted by the Participant in the Database must contain the mandatory characteristics of the Ad (Lot), the list of which is determined by the Development Committee of the Federal Real Estate Database and the Interagency Real Estate Database*

*4.12. It is recommended to post information about the objects offered by the Participants on the basis of written agreements with copyright holders in the Database.*

*4.13. The number of ads (lots) placed by the Participant in the Database is unlimited.*

*4.14. The amount of the fee for receiving information from the Participants in the Database is determined by the Association of Realtors of St. Petersburg and Leningrad Oblast Council on the proposal of the Federal Real Estate Database and the Interagency Real Estate Database*

*4.15. If the Participant's membership in the Association of Realtors of St. Petersburg and Leningrad Oblast is suspended in accordance with the procedure provided for by local acts of the Association of Realtors of St. Petersburg and Leningrad Oblast from the moment the decision is made to suspend membership until the Participant's membership in the Association of Realtors of St. Petersburg and Leningrad Oblast restored, information reception and access of the Participant to the Database are provided in the mode provided for Participants who are not members of the Association of Realtors of St. Petersburg and Leningrad Oblast.*

*4.16. All Participants posting information in the Database have the right to use the Database in equal volume. Restriction of the Participant's rights to use the Database, which is not established by this Regulation or other local regulations of the Association of Realtors of St. Petersburg and Leningrad Oblast is not allowed.*

*4.17. Association of Realtors of St. Petersburg and Leningrad Oblast in accordance with this Regulation, it provides all Participants who are not limited in the rights of users of the Database with access to all information contained in the Database when they adopt the rules and procedure for posting information.*

*4.18. The creation of information blocks (sectors) in the Database, access to which is closed to all or some Participants, is allowed on the basis of a decision of the Association of Realtors of St. Petersburg and Leningrad Oblast Council and the Association of Realtors of St. Petersburg and Leningrad Oblast Law on the proposal of the Federal Real Estate Database and Interagency Real Estate Database Development Committee for example, when creating an Multi-listing platform database, with rules and responsibilities approved by the Association of Realtors of St. Petersburg and Leningrad Oblast Council, which must be assumed by Multi-listing platform participants. Upon acceptance of these rules and their implementation, the Participant is allowed to access this information block without any discriminatory conditions.*

*4.19. The Participant must not use the information obtained in the Database in unfair competition, allow the disclosure of special professional information and must use all available means to prevent harm to the interests of other Participants and third parties as a result of such disclosure.*

*4.20. The Participant has the right to distribute only the information included in the Database that was transferred to it by this Participant.*

*4.21. Determining the amount of the fee for access to the Database, methods of using the Database, frequency, order and forms of distribution of the Database, the circle of persons distributing (delivering) the Database to Participants, solving other operational issues related to the use and distribution of the Database that are not regulated by this Regulation, carried out by the the Association of Realtors of St. Petersburg and Leningrad Oblast Council on the recommendation of the Committee for the Development of the Federal Real Estate Database and Interagency Real Estate Database Development Committee or the executive bodies of the Association of Realtors of St. Petersburg and Leningrad Oblast accordance with the legislation of the Russian Federation and local regulations of the the Association of Realtors of St. Petersburg and Leningrad Oblast.*

*4.22. The Association of Realtors of St. Petersburg and Leningrad Oblast can provide, including with the involvement of third parties, analytical studies of the Database and disseminate their results among Participants and in the media in the amounts established by the Association of Realtors of St. Petersburg and Leningrad Oblast Council.*

*4.23. The distribution of the Database among the Participants who have the right to access it is the responsibility and exclusive right of the Association of Realtors of St. Petersburg and Leningrad Oblast. No one, except the Association of Realtors of St. Petersburg and Leningrad Oblast in the person of its authorized bodies, has the right to distribute the Database on a reimbursable or gratuitous basis, except in cases where the Participant provides the Database to its employees for professional activities.*

*4.24. The procedure, rules, features and other conditions for the dissemination of the Database in the form of an electronic directory, including on the Association of Realtors of St. Petersburg and Leningrad Oblast website on the Internet, are established by the Association of Realtors of St. Petersburg and Leningrad Oblast Council on the recommendation of the Federal Real Estate Database and Interagency Real Estate Database Development committee*

***5. Functions, competence, procedure for the election of the Committee for the Development of the Federal Real Estate Database and Interagency Real Estate Database.***

*5.1. The Committee is a permanent body of the Association of Realtors of St. Petersburg and Leningrad Oblast and consists of at least three and no more than seven members. A member of the Committee may be a representative of the Association of Realtors of St. Petersburg and Leningrad Oblast member who has at least 3 years of managerial and realtor experience, confirmed by a valid broker's certificate or otherwise (at the discretion of the Committee). The Chairman heads the work of the committee.*

*5.2. The Chairman of the Committee is elected for a two-year term by the General Meeting of the Association of Realtors of St. Petersburg by direct majority vote.*

*The candidacies of the Chairman of the Committee, elected by the General meeting of the Association of Realtors of St. Petersburg and Leningrad Oblast, are proposed by the Council of the Association of Realtors of St. Petersburg and Leningrad Oblast or by the participants of the General Meeting of the Association of Realtors of St. Petersburg.*

*The Chairman of the Committee proposes the list of members of the committee and forms an annual work plan of the committee, which is submitted for approval by the Association of Realtors of St. Petersburg and Leningrad Oblast Council.*

*The Chairman of the Committee is a member of the Association of Realtors of St. Petersburg and Leningrad Oblast Council.*

*5.3. The Secretary of the Commission is a staff member of the Association of Realtors of St. Petersburg and Leningrad Oblast.*

*5.4. The general control over compliance with the rules established by this Regulation is carried out by the Committee and the executive bodies of the Association of Realtors of St. Petersburg.*

*The main activities of the Committee are:*

*- control of the information discipline of the members of the Association of Realtors of St. Petersburg and Leningrad Oblast on compliance with the norms of the Association of Realtors of St. Petersburg and Leningrad Oblast in the field of information and advertising;*

*- development of the effectiveness of the advertising campaign and PR campaigns of the Association of Realtors of St. Petersburg and Leningrad Oblast related to the distribution of the Database;*

*- development of Association of Realtors of St. Petersburg and Leningrad Oblast information sources.*

*- development of the services of the Association of Realtors of St. Petersburg and Leningrad Oblast and Federal Real Estate Database of the Russian Guild of Realtors portal.*

*5.4. Competence of the Committee:*

*5.4.1. Issues requiring coordination with the commission:*

*- Determining the direction of development of information services;*

*- Issues of creating new databases;*

*- Definition and modification of fields and data exchange format in the Regional Interagency Database**of**the Association of Realtors of St. Petersburg and Leningrad Oblast information base;*

*- Methods and procedures for sorting objects in the Regional Interagency Database**of**the Association of Realtors of St. Petersburg and Leningrad Oblast information base;*

*- Changes to the user interface of the Association of Realtors of St. Petersburg and Leningrad Oblast electronic databases;*

*- Formation of conditions and procedures for the placement of object advertising of the information base of the Regional Interagency Database**of**the Association of Realtors of St. Petersburg and Leningrad Oblast in the media through a single feed;*

*5.4.2. The Committee has the right to:*

*- to make representations to the Association of Realtors of St. Petersburg and Leningrad oblast Council on all issues of the Association of Realtors of St. Petersburg and Leningrad oblast information policy, including:*

*- conditions and methods of dissemination of Regional Interagency Database**of**the Association of Realtors of St. Petersburg and Leningrad Oblast information base and access to it;*

*- suspension of membership in the Association of Realtors of St. Petersburg and Leningrad oblast of a Participant who systematically violates the standards of the Association of Realtors of St. Petersburg and Leningrad in the field of advertising and information.*

*5.5. The Committee monitors the implementation of the Participants/Operators of professional standards of activity during his work in the Regional Interagency Database**of**the Association of Realtors of St. Petersburg and Leningrad Oblast information base.*

*5.6. Consideration of cases of violations of professional standards in the field of advertising and information and joint transactions are considered by the Commission on Consumer Rights and Professional Ethics of the the Association of Realtors of St. Petersburg and Leningrad oblast at the request of any of its members, according to the information of the executive bodies of the the Association of Realtors of St. Petersburg and Leningrad oblast, as well as at the request of any interested person, with the attachment of documents confirming the violation.*

*5.7. Organization of the Committee's work and principles of meetings:*

*5.7.1. Meetings of the Committee are held at least once a month by decision of the Chairman of the Committee.*

*5.7.2. The Chairman of the Committee forms the agenda of the meeting, which contains: the date, time, place of the meeting of the Committee and a list of issues proposed for discussion. The agenda is formed and sent to the members of the Committee no later than 3 days before the date of the meeting.*

***6. Rules for the formation of the Multi-listing systems (partner sales) database of the Association of Realtors of St. Petersburg and Leningrad oblast***

*6.2. The objects of the Multi-listing systems**database are part of the general database of the Regional Interagency Database**of**the Association of Realtors of St. Petersburg and Leningrad Oblast with the following mandatory features:*

* *the property is put into the database by the company participating in the Multi-listing systems**project (legal entity);*
* *an agreement has been concluded with the owner for the property, which assumes a commission fee;*
* *there is a division of the commission fee for the property in the amount not lower than the approved minimum;*
* *the seller guarantees the accuracy and relevance of the information;*
* *The minimum amount of commission division is 1% of the value of the object, and for low-value objects at least 10 thousand rubles (for the Leningrad Oblast), 20 thousand rubles (for St. Petersburg);*

*6.3. Participation in the Multi-listing systems**is voluntary.*

*6.4. Joining the Multi-listing systems**is carried out upon written application of the Association of Realtors of St. Petersburg member company.*

*6.5. Admission and exclusion of companies as participants of the Multi-listing systems**that are not members of the Association of Realtors of St. Petersburg and Leningrad oblast is carried out by the Development Committee of the Federal Real Estate Database and Interagency Real Estate Database of the Association of Realtors of St. Petersburg and Leningrad oblast.*

*6.6. Controversial issues on joint transactions are considered by the Commission on Consumer Rights and Professional Ethics of the Association of Realtors of St. Petersburg and Leningrad oblast.*

*6.7. The Multi-listing systems database with information about the division of the commission is available to participants in full through uploading the combined participant feed to corporate CRM systems, Personal Accounts of companies on the Association of Realtors of St. Petersburg and Leningrad oblast website (arspb.ru ) and Federal Real Estate Database (fbn.rgr.ru).*

*6.8. The Multi-listing system of the Association of Realtors of St. Petersburg database, as an open database, without information about the division by the commission, is available to consumers on the websites of participating companies, Federal Real Estate Database, on the Association of Realtors of St. Petersburg website, as well as specially accredited Association of Realtors of St. Petersburg and Leningrad oblast Internet sites.*

*6.9. Setting up an object with a division of commissions in the Multi-listing system Database is an offer for firms representing the interests of the buyer. The acceptance of the offer is sent by the company representing the buyer's interests in writing (according to the rules determined by the Regional Interagency Database Multi-listing system Committee).The protocol of the terms of the joint transaction is agreed upon by authorized persons of the company in writing.*

*6.10. Each company can choose one of three formats of interaction within the Multi-listing system:*

*- Interaction with Multi-listing system participating companies;*

*- Interaction with Multi-listing system participating companies that have signed a separate bilateral agreement;*

*- Interaction with all market participants.*