

MLS Participation Agreement

(For MLS access by REALTOR® (principals) or a firm comprised of REALTOR® (principals) who are not members of the Jacksonville Board of REALTORS®, Inc.)

Jacksonville Board of REALTORS®

Name: _____

Office Address: _____

Primary Board or Association: _____

I agree as a condition of participation in the MLS to abide by all relevant Bylaws, Rules and other obligations of participation including payment of fees. **I confirm that I currently, and will on a continual and ongoing basis in the operation of my real estate business activities, actively endeavor to list real property of the type filed with the MLS and/or accept offers of cooperation and compensation made by other Participants through the MLS or are licensed or certified by an appropriate state regulatory agency to engage in the appraisal of real property. I agree that I must continue to engage in such activities during my participation in the MLS.** I further agree to be bound by the Code of Ethics on the same terms and conditions as board/association members including the obligation to submit to ethics hearings and the duty to arbitrate contractual disputes with other REALTORS® in accordance with the established procedures of the board/association. I understand that a violation of the Code of Ethics may result in termination of my MLS privileges and that I may be assessed an administrative processing fee which may be in addition to any discipline, including fines, that may be imposed .

Signature _____

Date _____

Jacksonville Board of REALTORS® , Inc.
MLS Application
For Firm and Broker-in-Charge
2010

(For MLS access by REALTOR® (principals) or a firm comprised of REALTOR® (principals) who are not primary or secondary members of the Jacksonville Board of REALTORS®, Inc.) I hereby apply for Participation in the MLS, and have enclosed a check in the amount of \$200.00 as the application fee for the firm and broker in charge.

Company Name: _____

Designated REALTOR®: _____

Primary Board of Association: _____

I agree to provide a letter of good standing from my primary Board to the Jacksonville Board of REALTORS® MLS.

I further understand the following:

- 1) There is a \$200 application fee for the company and broker in charge who does not hold primary or secondary membership in the Jacksonville Board of REALTORS® MLS;
- 2) There is a \$200 application fee per user who wishes to have access to, use of, or benefit from the Jacksonville Board of REALTORS® MLS service;
- 3) That the monthly participation fee is \$51.00 per month for each salesperson and licensed or certified appraisers, or individuals seeking licensure or certification as real estate appraisers who are under the direct supervision of an MLS Participant or the Participant's license designee, who has access to and use of the service, whether licensed as a broker, sales licensee or licensed or certified appraiser, or individuals seeking licensure or certification as real estate appraiser who is employed by or affiliated as an independent contractor with such Participant that desires to have access;
- 4) Those that do not desire access will be required to submit a wavier properly filled out and signed by both the broker in charge and licensee. All waivers must be submitted at the same time the broker/firms submits their application.
- 5) The exemption for an individual shall automatically be revoked upon the individual's utilization of the service in any manner and the Participant shall pay \$100 or back MLS fees, whichever is greater.

Designated REALTOR® Signature

Date

Further, as a condition of MLS membership: Any applicant for MLS participation and any licensee (including licensed or certified appraisers) affiliated with an MLS participants who has access to and use of MLS-generated information shall complete an orientation program of no more than eight (8) classroom hours devoted to the MLS rules and regulations and computer training related to MLS information entry and retrieval and the operation of the MLS within two (2) offerings or within sixty (60) days, whichever is longer, of said class or their access to the MLS and their agent ID number will be restricted and inactivated until said class is completed. A \$25 deposit is required when the student is signed up for the MLS class. This deposit will be returned when the student attends the class. If the student needs to re-schedule the class, they may do so PRIOR to the class date without penalty. Any “no show” forfeits their deposit. An additional \$25 deposit will be required to attend another class if not re-scheduled prior to the class date.

I further agree that I have read the above paragraph and understand this rule and agree to be bound by its terms.

By signing below I consent that the REALTOR® Associations (local, state, national) and their subsidiaries, if any (e.g., MLS, Foundation) may contact me at the specific address, telephone numbers, fax numbers, email address or other means of communication available. This consent applies to changes in contact information that may be provided by me to the Association(s) in the future. This consent recognizes that certain state and federal laws may place limits on communications that I am waiving to receive all communications as part of my membership

Designated REALTOR® Signature

Date: _____

SECTION I – Company Information
(must be completed in it's entirety) – Please print

Company Name: _____

Business Address: _____
Address City State Zip

Mailing Address: _____
Address City State Zip

Office Phone: _____

Office Fax: _____

E-Mail address: _____

Website: _____

Section II - Desingated REALTOR® (Broker in Charge) Information:

Name: _____
As it appears on your real estate license

Phone numbers you wanted displayed:

Cell Phone: _____ Pager Number: _____

Home Phone: _____ Alternate Number: _____

E-Mail address: _____

Website: _____

License number: _____

License type:

Broker

Are you a member of any other real estate Board/Association? Yes _____ No _____

If yes, Board/Association Name: _____

NRDS #: _____

I hereby certify that the foregoing information furnished by me is true and correct, and I agree that failure to provide complete and accurate information as requested, or any misstatement of fact, may be grounds for revocation of my membership, if granted.

Designated REALTOR® Signature

Date

For Board Use Only:

Date/Check #: _____

Login: _____

Password: _____

Date: _____

Letter of Good Standing: _____



Statement of Security Level

(must accompany MLS Application)

Office: _____

Broker in Charge: _____

Security Level for agents: _____

Date: _____

DR (BIC) Signature: _____

Logon Security Permissions

User ID	Typical User	Descriptions/Permissions
0	Inactive users	User is not allowed access to any portion of the online system.
1	Export Clients and lenders	Limited to running export for export clients and loan descriptions for lenders -- no search or maintenance functionality.
2	Members with reduced access	Sold Listings Only -- Searches are limited to Sold listings only.
3	Agents	Full Read Access -- users are able to perform all functions and see all listings, but cannot add or modify listings.
4	Agents/Brokers	Full Read Access and User Input -- ability to input and maintain your <i>own</i> listings.
5	Brokers/Broker Staff	Full Read Access and Office Input -- ability to input and maintain all listings with your <i>office</i> and run Firm Inventory searches for <i>entire office</i> .
6	Firm Presidents/Staff	Full Read Access and Multiple Office Input -- ability to input and maintain all listings within <i>all branch offices</i> and run Firm Inventory searches for <i>all branch offices</i> .

Section 6.1

Participants that join who are not primary or secondary REALTOR® members of the Jacksonville Board of REALTORS®:

- a. **Initial Participation Fee:** An applicant for participation in the Service shall pay an application fee of \$200.00 for the company and broker in charge and \$200.00 for each user, with such fee to accompany the application.
- b. **Recurring Participation Fee:** The monthly participation fee of each Participants shall be an amount to be established by the Board of Directors of the Jacksonville Board of Realtors, Inc., times each salesperson and licensed or certified appraisers, or individuals seeking licensure or certification as real estate appraisers who are under the direct supervision of an MLS Participant or the Participant's license designee, who has access to and use of the service, whether licensed as a broker, sales licensee or licensed or certified appraiser, or individuals seeking licensure or certification as real estate appraiser who is employed by or affiliated as an independent contractor with such Participant that desires to have access. Those that do not desire access will be required to sign a wavier.
- c. **Exemptions:** Participants of the service may be exempted from payment of a recurring participation fee by approved written subscription waiver for anyone who is under the direction supervision of a participant or the participant's licensed designee. The person waived shall not be classified as a subscriber and the participant shall be exempt from the recurring participation fees. MLS Coordinator grants or denies all waivers. Participants may appeal a denied waiver to the Board of Directors.

Recurring participation fees shall commence when the participant notifies the staff that a new subscriber is affiliated with him/her (within 3 business days). If an exemption is granted, the staff shall make an adjustment back to the date of notification. All exemptions shall be submitted upon the approved waiver form. The exemption for any individual shall automatically be revoked upon the individual's utilization of the Service for any reason other than that allowed under the waiver.

Section 6.2 - Service Changes: Participants shall notify the Board staff in writing within three (3) business days when a subscriber/user is no longer affiliated with that firm.

**Jacksonville Board of REALTORS® Multiple Listing Service
Subscription Waiver**

I, _____, associated with _____,
(name of licensee) *(firm name)*

and I, _____, the Multiple Listing Service Participant for the firm,
(name of participant)

do individually and jointly affirm and certify that we have read and understood the Rules and Regulations of the Multiple Listing Service of the Jacksonville Board of REALTORS®, Inc. We individually and jointly certify that said named individual:

Is not an authorized user of the service and request that the Participant be exempted from paying of MLS fees for said licensee. We hereby certify that the above licensee will not have access to, use of, or benefit from any part of the Multiple Listing Service during the current calendar year to include submission of agents listings by the agents principal (company)

The exemption for an individual shall automatically be revoked upon the individual's utilization of the service in any manner and the Participant shall pay \$100 or back MLS fees, whichever is greater.

OR

Is not actively engaged in the listing of sale of real estate, i.e., clerical/secretarial staff or property managers who are under the direct supervision of the MLS Participant or the Participant's licensed designee.

We further understand that the Subscription Waiver must be resubmitted each year for consideration by the MLS Committee. Failure to resubmit the request will result in the revocation of the waiver. The exemption, if recommended by the multiple listing committee, shall be effective when approved by the board of directors.

We understand that failure to comply with the conditions of this exemption could result in possible suspension of the services to the Participant for violation of the rules and regulations of this service.

Participant's Signature

Date

Licensee's Signature

Date

**** Licensees acting in the capacity of personal assistants are not eligible for exemption from MLS fees.**

MLS Action:

Recommended Not Recommended _____ (date)

MLS Coordinator

Date