



APPLICATION AND MLS PROCEDURES FOR NEW AGENTS

Fill out all paperwork. Have your broker sign the Agent MLS Lockbox Use/Active Key agreement (page 3). Fax the completed package back to the MLS office to 478.746.4472 or scan and email to staff@midgamls.com. Our physical address/ mailing address is Mid GA MLS, 2385 Vineville Avenue, Macon, GA 31204. If you have questions please call us at 478.742.1262. Please keep the original and bring to the MLS office to your set-up appointment. Include a copy of your real estate pocket card. This is a must have; we cannot set you up until we have a copy of your real estate license.

If you get an Active Key or EKey from us a payment to Supra will be made when you come for your appt. The amount is determined on the day your key is assigned. The system will allow you to use a Credit /Debit card or Check. NO CASH!

Once you complete all of the attached paperwork please send the completed package to us and will contact you to schedule an appointment to activate your membership. The appointment will take approximately 30 minutes to set up the key and go through a brief MLS overview.

PIN# (4 digits) _____ (Your choice) Co-op must use same PIN.

ActiveKey # if key is co-op _____

EKey # if key is co-op _____

If key is co-op please give us the name of your primary Board _____

Password for our database, NAVICA (Numbers or Letters must be 6 digits)

Middle Georgia Multiple Listing Service Membership Data Sheet - Agent

_____ (First Name)	_____ (Middle Initial)	_____ (Last Name)
_____ (Nickname)	_____ (Real Estate Firm You Are Joining)	
_____ (Real Estate License Number)	<i>Attach A Copy Of Your License Card</i>	
<p>Please let us know which number you would like listed as your main contact number by placing an asterisk (*) next to the number.</p>		
_____ (Cell Phone number)	_____ (Home Phone number)	
_____ (Office Phone Number)	_____ (Office Fax Number)	
_____ (Email Address)	Sex (Circle One) Male Female	
<p>Have you been a Middle GA MLS member before? YES NO (Circle One)</p> <p>If so, what year: _____ with which Broker: _____</p> <p>Have you had the MLS orientation training? YES NO (Circle One) Year _____</p> <p>Are you married? YES NO (Circle One)</p>		
Home Address: _____		
City: _____	State: _____	Zip Code: _____
If married , spouse's name: _____		
<p>Have you ever been convicted of a crime? YES NO (Circle One)</p> <p>If so, please provide explanation:</p>		

AGENT - MLS LOCKBOX USE/ACTIVE KEY AGREEMENT

IT IS HEREBY AGREED AMONG THE MIDDLE GEORGIA MULTIPLE LISTING SERVICE, AND

_____ (BROKER) OF _____ (COMPANY),

AND SALES ASSOCIATE _____ (HOLDER), AS FOLLOWS:

1. ENTRY CARD RECEIPT: The Holder acknowledges receipt of Active Key number _____. MLS acknowledges receipt of full payment for said key with title passing to the Holder.
2. RETURN OF ACTIVE KEY: The Holder agrees to return the Active Key for de-programming within 24 hours of receipt of any of the following:
 - a. Request for return by MLS.
 - b. Termination of Broker as a member of MLS
 - c. Termination of the Holder's association with Broker for any reason. In the event of the death of the Holder, the Holder's heirs or personal representatives, shall bring the Active Key to the MLS for refund of Holder's deposit.
3. SAFE PLACE: The Holder shall keep the Active Key in his/her possession or in a safe place at all times.
4. THE HOLDER WILL NOT LOAN THE ACTIVE KEY TO ANY PERSON FOR ANY REASON.
5. THE HOLDER WILL ONLY USE THE KEY FOR ENTRY INTO MIDDLE GA MLS PROPERTIES PER THE RULES AND REGULATIONS.
6. LOSS OF ACTIVE KEY: The Holder will notify the MLS office immediately after the loss of the Active Key.
7. USE OF THE LOCKBOX SYSTEM: Lockbox Use Policies and Procedures are attached to and considered part of this agreement. The Holder agrees to abide by the policies and follow the procedures as they may be revised from time to time. Any unauthorized use of the Active Key or eKey will result in a first offense penalty of **\$250.00**, second offense penalty of **\$500.00, and/or suspension of services. Additionally any unauthorized use within the MGMLS and CGMLS lockbox agreement will result in a fine of \$1000.00, and or suspension of Services.**
8. INDEMNIFICATION: The Holder covenants and agrees to and hereby does indemnify and hold harmless from any and all liability, obligations or demands against the MLS as a result of the Holder's loss or misuse of the Active Key, including, but not limited to, any and all liabilities, including attorneys' fees incurred by the MLS as a result of damage or injury to premises, or persons, arising out of the entry by the Holder, or any other person, into the premises by the use of the Active Key.
9. BROKER RESPONSIBILITY: The Broker confirms that the Holder is associated with the Broker, holds a current Georgia Real Estate License, and that the Broker will notify MLS when either of these conditions changes. The Broker agrees that he/she is jointly and severally liable with the Holder for all the duties and responsibilities under this agreement.

HOLDERS SIGNATURE: _____ DATE: _____

BROKER'S SIGNATURE: _____ DATE: _____

FOR MIDDLE GEORGIA MLS: _____ DATE: _____



**BIBB MULTI-LIST INC.
d.b.a. Mid GA MLS**

SUBSCRIBER FEES & BILLING INFORMATION

SUBSCRIPTION FEES

New subscribers may lease an Active Key or E-Key from SUPRA. The lease agreement will be completed at the MLS office at the time you join. Rates are prorated based on the date you join. A onetime activation fee of \$60 is charged when you get a key and then a monthly rate for an eKey or an annual rate for an Active Key. The amount is determined on the day your key is assigned. The system will allow you to use a Credit /Debit card or Check. NO CASH!

BILLING INFORMATION

The monthly amount for membership for an agent is \$40. New subscribers/agents joining will be added to the company's bill. If subscribers elect to receive books by completing a book subscription form, the company will be billed at the beginning of each quarter. For a period between quarters the book amount will be prorated. This amount is billed to the company in addition to the first full month's services for that subscriber. All billing for service will be done exclusively through the subscriber's company.

Once the company is billed for the subscriber, it is the subscriber's **responsibility** to pay the company. Therefore, the subscriber must come to the MLS Office and return their ActiveKey to cancel their MLS service before the company is billed for that subscriber. For example, if you decide the third day of any month that you want to cancel your MLS service, you will owe your company for that full month's service because you have already been billed for your subscription to MLS on the first day of that month. **You must come to the MLS office and bring your ActiveKey, pouch & charger before the first business day of any month for which you do not wish to receive or be charged for your MLS service. Once the subscription has been terminated, no more MLS services will be provided.**

LOCKBOX USE POLICIES & PROCEDURES

If you are with a subscriber company that purchased lockboxes, you will use your brokerage's Supra iBoxes per their terms of use.

ISSUE OF ACTIVEKEYS

Only authorized subscribers may lease an Active Key. If your Active Key stops working, the MLS will check to see why it may not be working. If the key is damaged, lost or stolen then a new key will have to be leased at a cost of approximately \$263.00 unless you purchased insurance from Supra. The MLS office must be notified immediately when the Active Key is stolen or misplaced.

CODES

It is up to you to keep track of your codes for lockboxes and your Active Key.

**MLS WILL NOT GIVE CODES FOR ACTIVEKEYS OVER THE PHONE.
DO NOT WRITE YOUR PIN CODE ON YOUR ACTIVEKEY OR KEEP YOUR PIN
CODE WITH THE ACTIVEKEY.**

**I have read and been given a copy of the above information regarding MLS
subscription fees/billing and policies. I fully understand the policies of the MLS
regarding the above information.**

SIGNATURE OF SUBSCRIBER

DATE

PLEASE ATTACH A COPY OF YOUR POCKET LICENSE CARD.

**Please review the Rules & Regulations and Listing Policies documents under
Governing Documents before submitting this application.**

Submit the application by email to staff@midgamls.com or fax to 478.746.4472