



**APPLICATION FOR MEMBERSHIP IN MULTIPLE LISTING SERVICE**

Participant (Broker) Name:

Name of Firm:

Office Street Address:

City:  Zip Code:

Office Mailing Address:

City:  Zip Code:

Email Address:

Website address:

Phone w/area code:  Fax w/area code:

Cell phone w/area code:  Toll-free #:

Cell Phone Provider:

Board/Association where primary membership is held:

**\*\*Application Fee of \$300 and quarterly MLS Service Fee of \$135.00**  
**Save as a .pdf then email completed document to [application@kerrvillerealtors.com](mailto:application@kerrvillerealtors.com)**  
**KBOR Staff will contact you for your credit card information**

I understand the application fee is with continuous service. Should I cancel the service or the service is deactivated and I return after 30 days the application fee and all past due amounts must be paid before reactivation is implemented. MLS R&R Sect 6 & 7

I agree as a condition of participation in the MLS to abide by all relevant bylaws, rules and regulations and other obligations of participation, including payment of fees. I further agree to be bound by the Code of Ethics on the same terms and conditions as board/association members, as established in the *Code of Ethics and Arbitration Manual*, including the obligation to submit to ethics hearings and the duty to arbitrate contractual and specific non-contractual disputes with other REALTORS® in accordance with the established procedures of the board/association. I understand a violation of the Code of Ethics may result in suspension or termination of MLS rights and privileges and I may be assessed an administrative processing fee not to exceed \$500 which may be in addition to any discipline, including fines, may be imposed. I understand by providing the mailing address, fax number, and email address above, I am authorized and hereby consent for the company to receive faxes, emails or text messages sent by or on behalf of the Kerrville Board of REALTORS®.

**Signature of Participant (Broker):**

**Date**

Individual Broker License #:



# KERRVILLE BOARD OF REALTORS® MLS ACCESS FOR BROKERS

Your Name:  License #

Office Name:

**\*\*If you have or previously had access to the NAVICA MLS system in a different location, you must use a different user name and password for the Kerrville MLS.**

Select a Login/User name (case sensitive)\*\*:

You may use your real estate license number:  
If not, then select a user name that is at least 4 characters long.  
If you use zero or the letter "o" please note which one it is.

Select a password (case sensitive):

Your password must be at least 4 characters long; you can use letters and/or numbers, but if you use zero or the letter "o" please note which one it is.

The MLS system will show the office phone number for all agents. It can also display two other contact numbers. Which contact numbers would you like to have in the MLS System? Your name and primary phone number will be displayed at the bottom of your listings along with your e-mail and website address.

Primary phone # w/area code

Secondary phone # w/area code:

Home  Office  Cell/Mobile  Other

Home  Office  Cell/Mobile  Other

Cell Phone Provider:

Email:

Website:

Each agent in the office, along with any staff (paid employees) who will be inputting and maintaining MLS listings, must complete an MLS Access form. **An MLS Waiver may be signed if sponsored agent(s) will not access the MLS system.**

## Security Levels

The MLS System has 4 different security levels:

Agent w/Listing Approval – Able to view listings, but not able to input/maintain any listings

Agent – Able to view listings and input/maintain their own listings

Broker – Able to view listings and input/maintain any of the offices listings

Office Staff – must be unlicensed person, able to view, input and maintain all office listings

It is up to the broker to assign security levels for agents. Please indicate what security level you would like all agents to be assigned. If you want to assign different security levels to different agents, write their names and security levels below or on the back of this sheet.

Security level for all agents:

Signature:  Date:



**Include a .jpg file of a headshot photo of yourself and company logo along with application**

# KERRVILLE BOARD OF REALTORS® MLS ACCESS FOR AGENTS

Agent Name:  License #

Office Name:

Office Address:

**\*\*If you have or previously had access to the NAVICA MLS system in a different location, you must use a different user name and password for the Kerrville MLS.**

Select a Login/User name (case sensitive)\*\*:

You may use your real estate license number:  
If not, then select a user name that is at least 4 characters long.  
If you use zero or the letter "o" please note which one it is.

Select a password (case sensitive):

Your password must be at least 4 characters long; you can use letters and/or numbers, but if you use zero or the letter "o" please note which one it is.

The MLS system will show the office phone number for all agents. It can also display two other contact numbers for each agent. Which contact numbers would you like to have in the MLS System? Your name and primary phone number will be displayed at the bottom of your listings along with your e-mail and website address.

Primary phone # w/area code

Secondary phone # w/area code:

Home  Office  Cell/Mobile  Other

Home  Office  Cell/Mobile  Other

Cell Phone Provider:

Email:

Website:

**Signature of Agent**

**Date**

**Signature of Broker**

**Date**

MLS Service fee is \$135 per quarter (Jan 1–Mar 31, April 1–Jun 30, Jul 1–Sep 30, Oct 1–Dec 31)  
This fee will be pro-rated at \$45 per month should agent join during the quarter.

Future quarterly MLS billings will be made to the broker who will pay this service fee for the agent.

No refunds will be made should an agent cancel their KBOR MLS service during the quarter.

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Agent - Include a .jpg file of a headshot photo of yourself along with application

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## KERRVILLE BOARD OF REALTORS® MLS ACCESS FOR STAFF

Staff Name:

Office Name:

Office Address:

**\*\*If you have or previously had access to the NAVICA MLS system in a different location, you must use a different user name and password for the Kerrville MLS.**

Select a Login/User name (case sensitive)\*\*:

You may use your real estate license number:  
If not, then select a user name that is at least 4 characters long.  
If you use zero or the letter "o" please note which one it is.

Select a password (case sensitive):

Your password must be at least 4 characters long; you can use letters and/or numbers, but if you use zero or the letter "o" please note which one it is.

I understand my access to the MLS is contingent upon my abiding by the rules, regulations and policies of the Kerrville MLS, and by my continued employment with an MLS participant or a REALTOR who is licensed with an MLS participant. I also submit I will not use my authorized access for any personal interest or gain outside of my employment hours.

Office phone #   
w/area code

Cell Phone #   
w/area code

Cell Phone Provider:

Email:

**Signature of Staff**

**Date**

**Signature of MLS Participant (i.e. Broker)**

**Date**

Active licensed agents are not permitted to have "Staff" level access and must join the KBOR MLS.  
(Staff are not assessed a quarterly MLS fee)

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