

**Waiver Request**  
**NC Regional Multiple Listing Service**  
**Topsail Island Association of Realtors**

The monthly participation fee of each Participant shall be an amount equal to an amount, as from time to time prescribed by the Managers, times each Subscriber (anyone who has access to the Service). Participants of the Service may be exempted, by approved written waiver, from the payment of a recurring participation fee for any 1) clerical/secretarial staff or 2) property management staff who is under the direct supervision of an MLS Participant or the Participant's licensed designee. The person waived shall be exempt from MLS recurring participation fees.

**Certification**

I, \_\_\_\_\_, certify that \_\_\_\_\_ is  
Participant Member (broker-owner) Name of Individual

Individual email address \_\_\_\_\_ Phone Number \_\_\_\_\_

(check all that apply):

- |   |   |
|---|---|
| <input type="checkbox"/> Clerical/Secretarial (explain below if licensed)       | <input type="checkbox"/> Property Manager (explain below if licensed) |
| <input type="checkbox"/> Unlicensed employed by <u>company</u>                  | <input type="checkbox"/> Unlicensed                                   |
| <input type="checkbox"/> Unlicensed employed by <u>agent</u>                    | <input type="checkbox"/> Licensed but inactive*                       |
| <input type="checkbox"/> Licensed but inactive*                                 | <input type="checkbox"/> Licensed on active status*                   |
| <input type="checkbox"/> Licensed on active status employed by <u>company</u> * |   |

**Security Level (please check one)**

- ☐ Receptionist Only
- ☐ Personal Assistant – ability to change listings for only \_\_\_\_\_
- ☐ Office Administrator – ability to change listings for all agents within one office
- ☐ Company Administrator – ability to change anyone in the company (multiple offices)

\* Includes all types of license(s) designation(s) conferred by an appropriate regulatory agency

**If Licensed: Your explanation must include why a license is necessary to perform their duties.**

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- 1) Staff will immediately grant access to the service upon notification. Billing will commence immediately. If a waiver is granted, staff will reverse the charges.
- 2) Staff grants and denies all waivers. Participants may appeal a denied waiver to the Managers.
- 3) Licensees employed by the company are waived unless #5 below applies.
- 4) If a person waived becomes licensed, or if a licensee currently on inactive status goes on active status, the Participant must immediately notify the Service in writing.
- 5) If a person so waived uses the service for the purpose of finding properties for clients, customers, themselves, or for any other purpose for which a Subscriber would normally use the service, the Participant shall pay \$100 or back MLS fees, whichever is greater.

Date submitted: \_\_\_\_\_ Company Name: (Please print): \_\_\_\_\_

\_\_\_\_\_  
Participant's Signature

\_\_\_\_\_  
Subscriber's Signature

Approved: \_\_\_\_\_

Denied: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_