



APPLICATION FOR MEMBERSHIP IN MULTIPLE LISTING SERVICE

Participant (Broker/Appraiser) Name:

Name of Firm:

Firm Street Address:

City:

Zip Code:

Firm Mailing Address:

City:

Zip Code:

Broker/Appraiser Direct Email:

General Firm Email:

Website:

Firm Phone w/area code:

Fax w/area code:

Cell phone w/area code:

Cell Provider:

Board/Association where primary membership is held:

****Application Fee of \$300 and quarterly MLS Service Fee of \$138.00**

Broker will then be assessed quarterly MLS fees for themselves and each licensee under their sponsorship. It is the broker's responsibility to collect the fees** and submit a single payment.

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 fax, emails, or text messages sent by or on behalf of the Kerrville Board of REALTORS®.

Signature of Participant (Broker/Appraiser)

Date

Individual Broker/Appraiser License #:

KERRVILLE BOARD OF REALTORS® MLS ONLY ACCESS FOR BROKERS

Your Name:

License #

Firm Name:

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

☐ Office ☐ Cell/Mobile

Secondary phone # w/area code:

☐ Office ☐ Cell/Mobile

Cell Phone Provider:

Broker/Appraiser Direct Email:

Website:

Each agent in the office, along with any staff (paid employees) who will be entering and maintaining MLS listings, must complete an MLS Access form. ***An MLS Waiver is available for sponsored agents not wanting KBOR MLS access. Contact KBOR for waiver form.**

Security Levels

All Brokers will be assigned Broker Security Level. It is up to the broker to assign security levels for any sponsored agents. Please indicate what security level you would like sponsored agents to be assigned. If you want different security levels for each individual include list of agent names and their security level with application.

The MLS System has 4 different security levels:

- 1 - Agent w/Listing Approval – Able to view listings, but not able to enter/maintain any listings
- 2 - Agent – Able to view listings and enter/maintain their own listings
- 3 - Broker – Able to view listings and enter/maintain all office listings

Security level for agents:

See page 4 for unlicensed Office Staff Access Form

*I acknowledge that the Logon Name and Password that are assigned to me are unique and highly confidential. I agree that I will keep the Logon Name and Password confidential and that I will not share them with, or otherwise disclose them to, any other person (including another Broker with my firm), nor will I allow another person to access the MLS using my Logon Name and Password. I acknowledge that, upon breach of this nondisclosure obligation, Systems Engineering, Incorporated (Navica) will have the right to terminate my MLS access/privileges.

☐ **I have read and agree to this paragraph.**

Signature of Participant (Broker/Appraiser)

Date

Save as a .pdf then email completed document to application@kerrvillerealtors.com
KBOR Staff will contact you for your credit card information

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

KERRVILLE BOARD OF REALTORS® MLS ONLY ACCESS FOR REALTOR®

REALTOR® Name: License #

Office Name:

Primary Board:

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:

☐ Office ☐ Cell/Mobile

Secondary phone # w/area code:

☐ Office ☐ Cell/Mobile

Cell Phone Provider:

Email:

Website:

I acknowledge that the Logon Name and Password that are assigned to me are unique and highly confidential. I agree that I will keep the Logon Name and Password confidential and that I will not share them with, or otherwise disclose them to, any other person (including another Broker with my firm), nor will I allow another person to access the MLS using my Logon Name and Password. I acknowledge that, upon breach of this nondisclosure obligation, Systems Engineering, Incorporated (Navica) will have the right to terminate my MLS access/privileges.

☐ **I have read and agree to this paragraph.**

Signature of REALTOR®

Date

Signature of MLS Participant (i.e. Broker/Appraiser)

Date

MLS Service fee is \$138 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 \$46 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.

Save as a .pdf then email completed document to application@kerrvillerealtors.com
KBOR Staff will contact you for your credit card information

REALTOR® - Include a .jpeg file of a headshot photo of yourself along with application to be used on your listings and in SentiLock lockbox service

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KERRVILLE BOARD OF REALTORS® MLS ONLY ACCESS FOR UNLICENSED STAFF

Staff Name:

Office Name:

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. 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:

I acknowledge that the Logon Name and Password that are assigned to me are unique and highly confidential. I agree that I will keep the Logon Name and Password confidential and that I will not share them with, or otherwise disclose them to, any other person (including another Broker with my firm), nor will I allow another person to access the MLS using my Logon Name and Password. I acknowledge that, upon breach of this nondisclosure obligation, Systems Engineering, Incorporated (Navica) will have the right to terminate my MLS access/privileges.

☐ **I have read and agree to this paragraph.**

Signature of Staff

Date

Signature of MLS Participant (i.e. Broker/Appraiser)

Date

(Unlicensed staff are not assessed a quarterly MLS fee)

Save as a .pdf then email completed document to application@kerrvillerealtors.com