



APPLICATION FOR MEMBERSHIP IN MULTIPLE LISTING SERVICE

Participant Name: _____

Name of Firm: _____

Office Street Address: _____

Office Mailing Address: _____

Email Address: _____

Web page address: _____

Phone #: _____ Fax # _____

Toll-free # _____ Cell # _____

Board/Association where primary membership is held: _____

****My application fee of \$300 and quarterly MLS Service Fee of \$97.50 is attached.**

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 that a violation of the Code of Ethics may result in suspension or termination of MLS rights and privileges and that I may be assessed an administrative processing fee not to exceed \$500 which may be in addition to any discipline, including fines, that may be imposed. I understand that by providing the mailing address, fax number, and email address above, I am authorized and hereby consent for the company to receive faxes or emails sent by or on behalf of the Kerrville Board of REALTORS®.

**Application fee is one time fee with continuous membership.

Signature of Participant: _____

Date: _____ Real Estate License #: _____

KERRVILLE BOARD OF REALTORS® MLS ACCESS FOR BROKERS

Your Name: _____

Office Name: _____

Select a Login/User name (case sensitive):

--	--	--	--	--	--	--	--	--	--

You should preferably use your real estate license number;
If not, then select a user name that is at least 3 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 3 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 want 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 address and website.

Primary phone #: _____ Secondary phone #: _____
 Home Office Cell/Mobile Other Home Office Cell/Mobile Other

Email: _____ Website: _____

Each agent in the office, along with any staff people who will be entering and maintaining MLS listings, should also complete an MLS Access form.

Security Levels

The MLS System has 3 different security levels:

- 3 – Able to view listings, but not able to input/maintain any listings
- 4 – Able to view listings and input/maintain their own listings
- 5 – Able to view listings and input/maintain any of the offices listings (brokers/office staff)

Brokers are automatically assigned a security level of 5. It is up to the broker to assign security levels for staff and agents. Please let us know what security levels you would like your agents and staff to have. 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 agents: _____

Security level for staff: _____

KERRVILLE BOARD OF REALTORS® MLS ACCESS FOR AGENTS

Your Name: _____

Office Name: _____

Select a Login/User name (case sensitive):

--	--	--	--	--	--	--	--	--	--

You should preferably use your real estate license number;
If not, then select a user name that is at least 3 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 3 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 want 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 address and website.

Primary phone #: _____
 Home Office Cell/Mobile Other

Secondary phone #: _____
 Home Office Cell/Mobile Other

Email: _____

Website: _____

KERRVILLE BOARD OF REALTORS® MLS ACCESS FOR STAFF

Your Name: _____

Office Name: _____

Select a Login/User name (case sensitive):

--	--	--	--	--	--	--	--	--	--

You should preferably use your real estate license number;
If not, then select a user name that is at least 3 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 3 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 that 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 and MLS participant.

Office phone #: _____

Email: _____

Staff Signature

Date

Signature of MLS Participant (i.e. Broker)