



New Participant Application

This Application is for New MLSU Participants (Designated REALTORS®) Only

MLS United, LLC is a REALTOR® Member MLS.

Instructions:

- All applicable forms **must be filled out entirely and accurately.**
- All fees are **non-refundable** and must be paid in full before membership will be granted or renewed. All payments will be made online through the member's dashboard.
- All applications must include a copy of an active Mississippi Real Estate License for the Participant, the Company, and or all active agents/users under a broker.
- Applicants who are not a member of Central Mississippi REALTORS®, Gulf Coast Association of REALTORS®, or Northwest Mississippi REALTORS® must have a letter of good standing from his/her primary REALTOR® Board submitted directly to memberservices@mlsunited.com to accompany this application.
- **All completed applications and required forms should be submitted by email to MemberServices@MLSUnited.com.**

***Applications submitted after 3:00pm are not guaranteed same-day access.**

If you need assistance completing these forms, contact MLS United at 601-755-6578. Once the application and all required paperwork have been received, an invoice will be created to be paid online in your member dashboard which can be accessed at MLSUnited.com. Visa, MasterCard, Discover, American Express, or TeleCheck are all acceptable forms of online payment. Paper Checks or Cash will **not** be accepted.

Requirements for MLSU Participant Membership:

- Applicant must be a member in good standing with a REALTOR® Association.
- The Designated Broker for an office is considered the Participant Member. The Participant is responsible for all licensed agents within that company including agents in branch offices. All licensees associated with a Participant MLS Member must pay an MLS service fee unless a waiver has been granted.
- Participants must pay an application fee at time of application. The Participant application fee is \$800 for members of GCAR, CMR, and NWMR and \$1000 for MLS-only members. Participants applying who are not currently a subscriber of MLS United will also pay a \$100 online access fee (Totals \$900 and \$1100 respectively).
- All new subscribers (agents) under a Participant must also pay an access fee at the time of application. The access fee is \$100 for members of GCAR, CMR, and NWMR and \$250 for MLS-only members.
- As a courtesy, invoices are billed to individuals, however, Participants are ultimately responsible for the fees and charges of all users in their office. MLS Fees are billed twice yearly to the individual. Invoices will be available 45 days in advance and will be payable online as of **February 15 and August 15** of each year and are **due upon receipt. April 1 and October 1** are the final days to pay to avoid suspension of service and reconnection fees. Invoices not paid by the due date will result in the suspension of MLS services and service will not be restored until the original invoice is paid in full along with a \$100 reconnect fee. Full billing timelines and late fee policies can be found in the MLS United, LLC Fee Policy Manual.

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REALTOR® Membership Information:

Which Association do you hold Primary REALTOR® Membership:

Central Mississippi REALTORS® Gulf Coast Association of REALTORS®
 Northwest Mississippi REALTORS® Other: _____ (MLS Only Member*)

*Please note: Members of CMR, GCAR and NWMR pay discounted fees. Members of other REALTOR® Associations (MLS Only) pay a higher monthly service rate and application fee. Please refer to the MLS United Proration Chart for fee amounts.

Participant/ New Office Information:

Name of Designated Broker/Principal Appraiser (as reads on license):

NRDS #: _____
Nickname or name variations if you are a previous REALTOR® member
(ex. Maiden Name, Nickname, Middle Name): _____
Current Home Address: _____
City: _____ State: _____ Zip Code: _____
Email address* _____ Date of Birth: _____
MS Real Estate or Appraiser License #: _____ License Date: _____
Preferred Phone #: _____ Other Contact#: _____

Company Name: _____
Company NRDS#: _____
Company's MS Real Estate or Appraiser License #: _____
Business Address: _____
City: _____ State: _____ Zip Code: _____
Mailing Address (if different): _____
City: _____ State: _____ Zip Code: _____
Email Address*: _____
Company Phone #: _____

*Note: All billing notices and invoices are delivered electronically to the email address listed above (one for personal and one for the company/office. Please initial that you understand that if you unsubscribe, you will no longer receive any communication from MLS United, LLC. concerning your billing notices and invoices, and that you shall remain liable for all invoices and fees. **Initials:** _____

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Licensee Information:

List below the name and information for licensee in your office and submit a copy of an active Mississippi Real Estate License for each. You may use an additional document if necessary.

Licensee Name	License Number	Email Address	Phone Number
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____
8. _____	_____	_____	_____
9. _____	_____	_____	_____
10. _____	_____	_____	_____
11. _____	_____	_____	_____
12. _____	_____	_____	_____
13. _____	_____	_____	_____
14. _____	_____	_____	_____
15. _____	_____	_____	_____
16. _____	_____	_____	_____
17. _____	_____	_____	_____
18. _____	_____	_____	_____
19. _____	_____	_____	_____
20. _____	_____	_____	_____
21. _____	_____	_____	_____
22. _____	_____	_____	_____
23. _____	_____	_____	_____
24. _____	_____	_____	_____
25. _____	_____	_____	_____

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Participant Agreement:

I, _____ (print), the REALTOR® Principal of the firm who applied for and was approved by the MLSU Board of Managers for Participatory rights to the MLS understand that by becoming and remaining an MLS Participant I agree to/acknowledge that:

- I (and all licensed agents for whom I am responsible) will abide by the rules and regulations, bylaws(including Article 4. Participation, MLSU Bylaws), and all other applicable governing documents of MLSU that are from time to time amended.
- I acknowledge that the MLS Board of Managers may administratively impose sanction or discipline on me for my failure to abide by the rules and regulations.
- I understand that under no circumstances is any individual firm, regardless of membership status, entitled to MLS "Membership" or "Participation" unless they hold a current, valid real estate broker's license and offer or accept compensation to and from other Participants or are licensed or certified by an appropriate state regulatory agency to engage in the appraisal of property.
- I confirm that I currently, and will on a continual and ongoing basis in the operation of my real estate business activities, actively endeavor to list real property of the type filed with the MLS and/or accept offers of cooperation and compensation made by other Participants through the MLS.
- I agree that I must continue to engage in such activities during my participation in the MLS. I acknowledge that failure to abide by these conditions of participation on an ongoing basis may result in potential suspension or termination of MLS participatory rights after a hearing in accordance with the MLS's established procedures.
- I acknowledge that I am responsible for the MLS fees owed by Subscribers affiliated with my firm even though the MLS invoices the Subscribers directly as a courtesy to me.
- I understand MLS access to my FIRM can be denied for my failure to pay unpaid fees owed by me or any Subscribers affiliated with my firm.
- I acknowledge that I am required to report a new licensee joining or leaving my firm immediately through the Licensee Status Form.
- I have been instructed on how to access a copy of the current MLS Rules and Regulations and MLS Violation and Fine Structure.

Applicant Signature: _____ Date: _____

Applicant Name (Print) : _____

KEEP A COPY FOR YOUR RECORDS.

A COPY OF THIS AGREEMENT BECOMES A PART OF THE PARTICIPANTS MEMBERSHIP RECORDS.

Participation Defined as by NAR and MLSU:

Definition of MLS Participation

Article 4, Participation

A. Participation Defined

Participation in the Service is available to the firm, partnership, or corporation of any REALTOR® Principal of this or any other Association of REALTORS® without further qualification except payment of required dues and fees and agreement to abide by these Bylaws and the Rules and Regulations of the Service. (or as otherwise stipulated in these Bylaws). ** However, under no circumstances is any individual or firm, regardless of membership status, entitled to Multiple Listing Service "membership" or "participation" unless they hold a current, valid Mississippi real estate broker's license and offer or accept compensation to and from other Participants or are licensed or certified by an appropriate state regulatory agency to engage in the appraisal of real property. Use of information developed by or published by an Association Multiple Listing Service is strictly limited to the activities authorized under a Participant's licensure(s) or certification and unauthorized uses are prohibited. Further, none of the foregoing is intended to convey "Participation" or "Membership" or any right of access to information developed by or published by an Association Multiple Listing Service where access to such information is prohibited by law.

The REALTOR® of any firm, partnership, corporation or the branch office manager designated by the said firm, partnership, or corporation shall be termed the "Participant" in the Service and shall have all rights, benefits, and privileges of the Service, and shall accept all obligations to the Service for the Participant's firm, partnership, or corporation, and for compliance with the Bylaws and Rules and Regulations of the Service by all persons affiliated with Participant who utilize the service.

Mere possession of a broker's license is not sufficient to qualify for MLS participation. Rather, the requirement that an individual or firm offers or accepts cooperation and compensation means that the participant actively endeavors during the operation of its real estate business to list real property of the type listed on the MLS and/or to accept offers of cooperation and compensation made by listing brokers or agents in the MLS. "Actively" means on a continual and ongoing basis during the operation of the participant's real estate business. The "actively" requirement is not intended to preclude MLS participation by a participant or potential participant that operates a real estate business on a part-time, seasonal, or similarly time-limited basis or that has its business interrupted by periods of relative inactivity occasioned by market conditions. Similarly, the requirement is not intended to deny MLS participation to a participant or potential participant who has not achieved a minimum number of transactions despite good faith efforts. Nor is it intended to permit an MLS to deny participation based on the level of service provided by the participant or potential participant as long as the level of service satisfies state law.

The key is that the participant or potential participant actively endeavors to make or accept offers of cooperation and compensation with respect to properties of the type that are listed on the MLS in which participation is sought. This requirement does not permit an MLS to deny participation to a participant or potential participant that operates a "Virtual Office Website" (VOW) (including a VOW that the participant uses to refer customers to other participants) if the participant or potential participant actively endeavors to make or accept offers of cooperation and compensation. An MLS may evaluate whether a participant or potential participant actively endeavors during the operation of its real estate business to offer or accept cooperation and compensation only if the MLS has a reasonable basis to believe that the participant or potential participant is in fact not doing so. The membership requirement shall be applied in a nondiscriminatory manner to all participants and potential participants.

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REALTOR® Participant Acknowledgement:

In the event you hire licensees to affiliate with your firm, the following rules apply in accordance with the MLSU bylaws and rules and regulations: **(Read & Initial Below)**

____ Adding and Terminating Licensees

Participant Brokers must notify MLSU within 72 hours upon adding or removing a subscriber from their roster with the Mississippi Real Estate Commission. Notification by the newly licensed Subscriber will be by submission of a Membership Application and a copy of the licensee's active wall license. Fees will be calculated based on the MREC license issuance date. New subscribers will have 30 days to pay all associated MLS service fees. Notification of adding or removing a Subscriber due transfer of license, return of license to MREC or inactivation of license by MREC will be by submission of the Licensee Status Change form. All transfers are subject to a transfer fee as stated in the MLS United Fee Policy.

____ Payment of MLS Fees

MLSU Participants are responsible for the MLUS fees owed by their subscribers (MLSU Users). Although MLSU bills the subscribers individually, the Participant is responsible for the fees and will be billed for them if the Subscriber fails to pay within 30 days. If all MLSU fees owed by a Participant and their Subscribers are not paid within 30 days of the due date the Participant and all Subscribers under that Participant will lose access to the MLS. Participants and their Subscribers will not be reactivated until all invoices, late fees, and a Participant reinstatement fee of \$500 is paid.

____ Fines and Discipline

MLSU Participants are the members who can be disciplined if an MLSU rule is violated. If an MLSU Subscriber violates an MLSU rule, the Participant is responsible for any fees owed or discipline imposed.

____ IDX

MLSU Participants automatically opt into IDX (Internet Data Exchange)- the agreement whereby MLSU Participants allow the display of their listings on other Brokers' websites. For the privilege of the exposure of their sellers' property by the MLSU, Participants are prohibited from including names and contact information for anyone in the Public Remarks section of MLSU. (Review MLSU Violation and Fine Structure)

KEEP A COPY FOR YOUR RECORDS.

A COPY OF THIS ACKNOWLEDGEMENT BECOMES A PART OF THE PARTICIPANTS MEMBERSHIP RECORDS.

Important Details to Note- Keep this Page

MLSU Fees & Dates

- MLS Fees are billed twice yearly to the individual.
 - Invoices will be available 45 days in advance and will be payable online as of **February 15 and August 15** of each year and are ***due upon receipt***.
 - **April 1 and October 1** are the final days to pay to avoid suspension of service and reconnection fees.
 - Automatic payments by credit card can be set up in your member dashboard. It will be ***your responsibility*** to be sure your automatic payment is processed ***before the due date***. Late fees will not be removed for undrafted auto-payments.
 - Invoices not paid by the due date will result in the suspension of MLS services and service will not be restored until the original invoice is paid in full along with a \$100 reconnect fee.
 - All MLSU service fees are ***non-refundable***.
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Supra E-Key Information:

- Supra E-keys and lockbox services are available to all MLSU Participants and Subscribers. The key service network will include all of the MLSU participants and subscribers throughout the service area.
- Supra E-Key access must be purchased by the individual and only permitted to use on smartphones, not tablets. E-key service is not able to be shared with others or on multiple devices. E-Key service can be transferred to a new smartphone if necessary.
- The fee for E-Key service is drafted automatically by Supra on the 28th of each month. There is also an activation fee for the new service. Please refer to our Fee Policy document for the most current amounts for activation and monthly fees as those fees are subject to change from time to time.
- Keyboxes are issued by appointment at your local MLSU service center. Please contact MLSU at 601-755-6578 to order a lockbox.

Important Reminders:

- You have 30 days after invoicing to pay all fees in full.
- If your account is inactive or suspended for 60 days or more, you must pay the applicable access fee and any service fees again.
- MLSU New Member Training must be completed within 90 days of joining. Upcoming training dates are posted to MLSU dashboard. Participants that are new to MLS United are required to attend MLS United Orientation within 90 days. Current Subscribers applying for Participation are strongly encouraged to attend MLS Orientation, but it is not required.

MLSUNITED PRORATION CHART

Members of Central Mississippi REALTORS®, Gulf Coast Association of REALTORS®, & Northwest Mississippi Association of REALTORS® pay a discounted price.

Subscribers who are not a member of one of the 3 associations will pay the MLS Only Fees.

Renewal invoices for MLS Fees are due April 1st & October 1st each year.

Prices are subject to change.

*Fees are calculated based on effective date of MS Real Estate License

FEE CHART FOR ASSOCIATION MEMBERS OF CMR, GCAR, & NWMR

	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
MLS Service Fee	\$135.00	\$90.00	\$45.00	\$270.00	\$225.00	\$180.00	\$135.00	\$90.00	\$45.00	\$270.00	\$225.00	\$180.00
Application Fee	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00
Total Fees Due	\$235.00	\$190.00	\$145.00	\$370.00	\$325.00	\$280.00	\$235.00	\$190.00	\$145.00	\$370.00	\$325.00	\$280.00

FEE CHART FOR MLS ONLY MEMBERS

	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
MLS Service Fee	\$184.98	\$123.32	\$61.66	\$370.00	\$308.30	\$246.66	\$184.98	\$123.32	\$61.66	\$370.00	\$308.30	\$246.66
Application Fee	250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00
Total Fees Due	\$434.98	\$373.32	\$311.66	\$620.00	\$558.30	\$496.66	\$434.98	\$373.32	\$311.66	\$620.00	\$558.30	\$496.66

NEW PARTICIPANT (BROKER/OFFICE) FEES:

*in addition to MLS Fees above

Association Member of CMR, GCAR, or NWMR	\$800.00
MLS Only Member	\$1,000.00