



## 2018 MLS Only Participation Application

The Summit MLS Inc. is thrilled you are seeking participation in our MLS. Please read the applications carefully and complete all applicable sections.

### **The Process for MLS ONLY Participation:**

- ✓ **Applications needs to be received before the first day of the month you wish to begin participation**, along with payment for the one-time Application fee, MLS Participation Agreement and the Employing Broker's Statement. The fee schedule is attached.

The MLS Board of Directors and The SAR Board of Directors will review your application at the monthly Board of Directors meeting. New applicants for participation will receive an email regarding the outcome of the board decision, the first business day after the SAR Board of Directors Meeting.

- ✓ **Once approved, your participation in the Summit MLS Inc. is conditional until your completion of the following requirement.**

#### **-MLS Training**

You must complete this training within 2 offerings, from the date you are approved for participation. The Summit MLS Inc. does not exempt any participants from these requirements. The MLS Training is not offered on line, you must take it at the association.

Trainings are scheduled with notification to the new participant by email.

- ✓ **The Employing Broker is required to participate first and all active "REALTOR® Members" who have their licenses hanging with that Employing Broker are also required to participate, even if only the Employing Broker or one or more of the agents in the office want the participation right in the Summit MLS.**

Please do not hesitate to contact Mikel Traweek, Membership Director, or myself, if you have any questions.

Welcome!

**Sarah Thorsteinson**  
**Chief Executive Officer**

**APPLICATION FOR MLS ONLY PARTICIPANT**

**Summit MLS Inc. ®**

P.O. 2397/ 352 Lake Dillon Drive Dillon, CO 80435

970-468-8700

I hereby apply for MLS ONLY Participant in the above named MLS and am enclosing my payment for a **one-time application fee**. I understand that in the event of non-election and that the application fee is nonrefundable.

I will attend an MLS Training within **two course offerings** of confirmation of participation. Failure to meet this requirement may result in having my participation terminated. In the event of my election, I agree to abide by the Code of Ethics of the NATIONAL ASSOCIATION OF REALTORS®, which includes the duty to arbitrate (or to mediate if required by the association) and the Constitution, Bylaws and Rules and Regulations of the above named Association, the State Association and the National Association, and if required, I further agree to satisfactorily complete a reasonable and non-discriminatory written examination on such Code, Constitutions, Bylaws and Rules and Regulations.

I understand participation brings certain privileges and obligations that require compliance. Participation is final only upon approval by the Board of Directors and may be revoked should completion of requirements, such as MLS Training, not be completed within the time frame established.

*NOTE: Applicant acknowledges that if accepted as a participant and he/she subsequently resigns from the MLS or otherwise causes participation to terminate with an ethics complaint pending, the Board of Directors may condition renewal of participation upon applicant's certification that he/she will submit to the pending ethics proceeding and will abide by the decision of the hearing panel. If applicant resigns or otherwise causes participation to terminate, the duty to submit to arbitration continues in effect even after participation lapses or is terminated, provided the dispute arose while applicant was a REALTOR®.*

*NOTE: It is a "SAR Board/ MLS Board Policy" that if participation is terminated for non-payment of annual renewal dues or for dropping participation, the applicant may reapply for participation in the manner prescribed for new applicants for participation, as specified in the Bylaws of the Association.*

*Article X- DUES and ASSESSMENTS Section 1: Application Fee. The Board of Directors may adopt an application fee for REALTOR participation in reasonable amount, not exceeding three times the amount of the annual dues for REALTOR participation, which shall be required to accompany each application for REALTOR participant and which shall become the property of the Association upon final approval of the application.*

I hereby certify that the foregoing information furnished by me is true and correct, and I agree that failure to provide complete and accurate information as requested, or any misstatement of fact, shall be grounds for revocation of my participation if granted. I further agree that, if accepted for participation in the MLS, I shall pay the fees as from time to time established.

**NOTE:** Payments to the Summit MLS Inc. are not deductible as charitable contributions. Such payments may, however, be deductible as an ordinary and necessary business expense. No refunds.

By signing below I consent that the REALTOR® Associations (local, state, national) and their subsidiaries, if any (e.g., MLS, Foundation) may contact me at the specified address, telephone numbers, fax numbers, email address or other means of communication available. This consent applies to changes in contact information that may be provided by me to the Association(s) in the future. This consent recognizes that certain state and federal laws may place limits on communications that I am waiving to receive all communications as part of my participation.

Dated: \_\_\_\_\_

Signature: \_\_\_\_\_

COMPANY INFORMATION:			
Office Name:			
Office Physical Address:			
Office Mailing Address:			
Office Phone:		Fax:	
Company Type:	<input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> LLC (Limited Liability Company) <input type="checkbox"/> Other, specify		
Your position:	<input type="checkbox"/> Principal <input type="checkbox"/> Partner <input type="checkbox"/> Corporate Officer <input type="checkbox"/> Majority Shareholder <input type="checkbox"/> Branch Office Manager <input type="checkbox"/> Non-principal Licensee <input type="checkbox"/> Other		
Names of other Partners/Officers/ of your firm:			

PERSONAL INFORMATION:			
First Name		Middle Name	
Last Name		Suffix	<input type="checkbox"/> Jr, <input type="checkbox"/> III, <input type="checkbox"/> Sr, <input type="checkbox"/> Etc.
Nickname (DBA):			
Home Mailing Address:			
Home Physical Address:			
Home Phone:		Cell Phone:	
Personal Fax:			
E-mail Address:		Secondary E-mail:	
Real Estate License #			
Licensed/Certified Appraiser:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Appraisal License #	

PREFERRED MAILING/CONTACT INFORMATION:			
Initial Password for Association Site (if applicable):			
Preferred Phone:	<input type="checkbox"/> Home <input type="checkbox"/> Office <input type="checkbox"/> Cell		
Preferred E-mail:	<input type="checkbox"/> Primary E-mail <input type="checkbox"/> Secondary E-mail		
Preferred Mailing:	<input type="checkbox"/> Home <input type="checkbox"/> Office <input type="checkbox"/> Office Mail Alternate <input type="checkbox"/> Participant Mail Alternate		
Mail Publications to:	<input type="checkbox"/> Home <input type="checkbox"/> Office <input type="checkbox"/> Office Mail Alternate <input type="checkbox"/> Participant Mail Alternate		

**APPLICANT INFORMATION:**

Are you presently a participant of any other Association of REALTORS®?  Yes  No

If yes, name of Association

Type of Membership held:

Have you previously held Membership in any other Association of REALTORS®?  Yes  No

If yes, name of Association

Type of Membership held:

Have you been found in violation of the Code of Ethics or other Membership duties in any Association of REALTORS® in the past three (3) years or are there any such complaints pending?  Yes  No

(If yes, provide details.)

(NRDS) #

Last date (year) of completion of NAR's Code of Ethics training requirement:

Have you ever been refused Membership in any other Association of REALTORS®?  Yes  No

If yes, state the basis for each such refusal and detail the circumstances related thereto:

How many licensed brokers are in your Brokerage:                      Office:

Is the Office Address, as stated, your principal place of business?  Yes  No

If not, or if you have any branch offices, please indicate and give address:

Address:

City:

State:

Zip:

Do you hold, or have you ever held, a real estate license in any other state?  Yes  No

If so, where:

Have you or your firm been found in violation of state real estate licensing regulations or other laws prohibiting unprofessional conduct rendered by the courts or other lawful authorities within the last three Years?  Yes  No

If yes, provide details:

Have you or your firm been convicted of a felony or other crime?  Yes  No

If yes, provide details:

## Documentation Checklist

In order to be considered for access to the Summit Association of REALTORS MLS database, you must complete **one** of the following three items in conjunction with your application:

1. Provide documentation confirming that you have participated in a real estate transaction involving a property listed in the Summit MLS, between January 1, 2008 and today's date; or
2. Confirm in writing that your firm actively endeavors to acquire listings of properties for sale to be submitted to the Summit MLS and/or represent buyers seeking properties for sale in the Summit MLS – utilizing the Summit MLS – on a **continual** and **on-going** basis, and provide a description of your activities in that regard; or
3. Complete the following only if you are an appraiser: Confirm in writing that your firm engages in appraisal activities **exclusively and that there are no real estate brokers or sales licensees licensed with you or your firm.** Please include your appraisal license number and the state in which you're licensed on page 1 of the "MLS Participation Agreement."

**Required questions to be answered:** As part of your application, please provide us with more detailed and further information on how you will undertake to accomplish your foregoing stated objectives. Please provide us with information regarding the following questions:

- 1.) How many agents do you manage out of your real estate brokerage? \_\_\_\_\_
- 2.) In how many transactions have you participated with respect to properties located in the jurisdiction of the Summit MLS since January 1, 2010? \_\_\_\_\_
- 3.) Given that your brokerage is located in \_\_\_\_\_, how do you plan to list properties in the Summit MLS? \_\_\_\_\_
- 4.) Will you operate in the State of Colorado through a virtual office website ("VOW")? \_\_\_\_\_
- 5.) **Please also submit a copy of your Driver's License.**

***I agree as a condition of participation in the MLS to abide by all relevant Bylaws, Rules and other obligations of participation including payment of fees. 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 further agree to be bound by the Code of Ethics on the same terms and conditions as board/association members including the obligation to submit to ethics hearings and the duty to arbitrate 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 termination of my MLS privileges and that I may be assessed an administrative processing fee which may be in addition to any discipline, including fines, that may be imposed.***

**Applicants Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**MLS Participation Agreement**  
*Summit MLS, Inc.*

The Summit MLS Inc. is pleased that you are seeking MLS services in the Summit MLS (“Summit MLS, Inc.”) through our organization. The Summit MLS covers the areas of Breckenridge, Frisco, Dillon, Silverthorne, Keystone, Copper Mountain, Park County, and Lake County. There are no additional charges for inputting listings or time charges when logged on to the system. However, each individual User Id is monitored by **the MLS**. In the event of misuse or duplicate login, this will result in termination of MLS access.

When the Association receives your participation application and payment you will be notified by email with an attachment The General Info Sheet will contain your personal MLS ID and password. You will also receive a packet in the mail containing additional information regarding your access/participation. As a participant in the MLS, you are required to complete a 4 hour MLS Training class within 2 course offerings of signing up for access. These training courses are held bi-monthly at the SAR Board Office. You will be emailed dates of the class from the MLS Director, Kristi Gifford, once you are approved for access.

Name of Participant: \_\_\_\_\_

Office Address: \_\_\_\_\_

Primary Board \_\_\_\_\_

*I agree as a condition of participation in the MLS to abide by all relevant Bylaws, Rules and other obligations of participation including payment of fees. 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 further agree to be bound by the Code of Ethics on the same terms and conditions as board/association participants including the obligation to submit to ethics hearings and the duty to arbitrate 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 termination of my MLS privileges and that I may be assessed an administrative processing fee which may be in addition to any discipline, including fines, that may be imposed.*

**Applicants Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**\*NOTE:** Once your application is approved for participation, you will be billed \$50 per month for the access to the MLS System. This fee will be ongoing and can be viewed on the SAR Dashboard, Accessible from the MLS. You have the option to pay this monthly on-line, or in a check or set up an Auto Payment to be charged to a card on file, on the 15<sup>th</sup> of each month.

<b>I WOULD LIKE TO PAY MY \$50 MONTHLY MLS FEE:</b>	
<input type="checkbox"/> By Mailing in a Check Monthly: Check’s should be payable to Summit MLS Inc. PO Box 2397 Dillon, CO 80435	
<input type="checkbox"/> By Check For the Remainder of the Year Amount _____ Check # _____	
<input type="checkbox"/> By CC Monthly From The SAR Dashboard	
<input type="checkbox"/> With An Auto Payment <input type="checkbox"/> Visa <input type="checkbox"/> Master Card <input type="checkbox"/> Amex: <input type="checkbox"/> Discover	
Card #:	Expiration Date:
Name On Card:	
Billing Address for Card:	

## EMPLOYING BROKER'S STATEMENT

I hereby certify that the applicant for participation in the Summit MLS Inc. named below is licensed as a "Broker Associate" under my Employing Broker's License, at the address listed below.

Applicant's Name: \_\_\_\_\_

R.E. License #: \_\_\_\_\_

\*\*\*Employing Broker's Signature: \_\_\_\_\_

\*\*\*Employing Broker's Name: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Firm

Physical Address: \_\_\_\_\_

There are \_\_\_\_\_ Licensed brokers in my firm.

There are \_\_\_\_\_ Admin in my firm

**SUMMIT MLS INC.**  
**FEE SCHEDULE**  
**EXHIBIT A**

PARTICIPANTSHIP FEES

**APPLICATION FEE:**

**Application  
(New Participant)** **Summit MLS, Inc. \$1,000.00**

**New Office Set Up Application** **Summit MLS, Inc. \$600.00**

**\*NOTE:** The Application Fees are “One Time” as long as you remain a participant of the Summit MLS. If you terminate participation and wish to rejoin at a later date, the application will be due again for reinstatement of your participation.

**\*NOTE:** The Employing Broker is required to participate first and all active “REALTOR® Members” who have their licenses hanging with that Employing Broker are also required to participate, even if only the Employing Broker or one or more of the agents in the office want the participation right in the Summit MLS.

**\*If you pay with check please make payable to SUMMIT MLS INC.**

1. **Summit MLS** Application, \$1000.00

**\*NOTE:** Once your application is approved for participation, everyone will be billed \$50 per month for the access to the MLS System. The \$50 per month will be the ongoing fee. Going forward everyone will be billed \$360.00 annual fee. Due the last day of the year to renew your participation in the MLS.

**I WOULD LIKE TO PAY MY APPLICATION FEE:**

With  Visa  Master Card  Amex:  Discover

Card #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Name On Card: \_\_\_\_\_

Billing Address for Card: \_\_\_\_\_



**MLS ONLY PARTICIPATION:** With MLS Participation every licensed participant of the office must join.

<b>Application Fee/Employing Broker</b>	<b>\$1000.00</b>
<b>Application Fee New Office or Branch</b>	<b>\$600.00</b>
<b>Annual Renewal Fee/Per Agent</b>	<b>\$360.00</b>
<b>Monthly MLS Access Fee/Per Agent</b>	<b>\$50.00</b>

*(\*all agents must hold "Full Membership" with a board first. Every active agent hanging a Real Estate License with the Employing Broker are required to participate. Each participant will be billed \$50 per month for the ongoing MLS Access Fee.\*)*

**AFFILIATE MEMBERSHIP** (For Members other than REALTORS with no MLS Access given)

<b>Member Office Dues (Annually) (5+ employees)</b>	<b>\$300.00</b>
<b>Member Office Dues (Annually) (4 or less employees)</b>	<b>\$200.00</b>

**OTHER MEMBER FEES**

<b>New Office Transfer/ Setup Fee by Current Member</b>	<b>\$1200.00</b>
<b>Office Transfer by Current Member</b>	<b>\$50.00</b>
<b>SUPRA Set Up</b>	<b>\$60.00 One Time</b>

**MULTIPLE LISTING SERVICE**

<b>Monthly per agent MLS Access Fee</b>	<b>\$50.00</b>
<b>SkiMLS App</b>	<b>\$0.0</b>
<b>RETS Setup Fee</b>	<b>\$350.00</b>
<b>RETS Annual Renewal Fee</b>	<b>\$175.00</b>
<b>RETS Security Testing Required Fee</b>	<b>\$600.00</b>
<b>RETS Office/Broker Only Annual Fee</b>	<b>\$75.00</b>
<b>Virtual Office Website One time Setup Fee</b>	<b>\$2000.00</b>
<b>Virtual Office Website test of site by Clarity</b>	<b>\$1800.00</b>
<b>Virtual Office Website Yearly Fee</b>	<b>\$500.00</b>

*\*for more information on RETS, please contact SAR MLS Director Kristi Gifford at [kgifford@sarsummit.com](mailto:kgifford@sarsummit.com) or phone 970.468.8700*

**ROOM RENTAL RATES**

<b>Board Room – ½ Day or less (4hrs or less)</b>	<b>\$50.00</b>
<b>Board Room - Full Day (5hrs or more)</b>	<b>\$100.00</b>
<b>Class Room – ½ Day or less (4hrs or less)</b>	<b>\$50.00</b>
<b>Class Room – Full Day (5hrs or more)</b>	<b>\$100.00</b>

**WEBSITES**

<b>Colorado Association of REALTORS address:</b>	<a href="http://www.coloradoREALTORS.com">www.coloradoREALTORS.com</a>
<b>National Association of REALTORS address:</b>	<a href="http://www.nar.realtor.org">www.nar.realtor.org</a>
<b>Colorado Real Estate Commission address:</b>	<a href="http://www.dora.state.co.us/real-estate">www.dora.state.co.us/real-estate</a>
<b>SUPRA:</b>	<a href="http://www.supraekey.com">www.supraekey.com</a>

**SAR BOARD OF DIRECTORS & SUMMIT MLS, INC. BOARD OF DIRECTORS**

**Please visit the SAR Website at: [www.SummitREALTORS.org](http://www.SummitREALTORS.org)**

**SAR STAFF**

<b>Sarah Thorsteinson – Chief Executive Officer</b>	<a href="mailto:sarah@sarsummit.com">sarah@sarsummit.com</a>
<b>Mikel Traweek – Membership Director</b>	<a href="mailto:mikel@sarsummit.com">mikel@sarsummit.com</a>
<b>Kristi Gifford – MLS Director</b>	<a href="mailto:kgifford@sarsummit.com">kgifford@sarsummit.com</a>
<b>Nikki Edson – Broker Services</b>	<a href="mailto:nikki@sarsummit.com">nikki@sarsummit.com</a>

**Please include a copy of a valid ID with your application.**