

# COUNTY ASSESSOR APPLICATION

2022



Thank you for your interest in seeking County Assessor Level access to the Summit MLS, Inc. This System **requires all County Assessors in our membership have their own unique user name and password.** Please read the application carefully and complete all applicable sections.

Please include the following:

- 1 Application Form
- 2 Copy of a Valid ID
- 3 License Number and Fee
- 4 New Member MLS Training Requirement completion certificate, see page 2 for link

Once an application is received, the Assistant/Admin can expect an email welcoming them to the Summit MLS, Inc **within an average of five business days.**

**Important things to remember:**

- ★ Assessors are **not allowed a Supra Key**, whether Licensed or Unlicensed. It is against the Rules and Regulations to share Supra Keys.
- ★ Assessors are **not members of the Association**, therefore they are not entitled to attend events or sign up for classes at the member rate.
- ★ Access to Summit Association of REALTORS® and Summit MLS, Inc. is **admin only**, personal use is not allowed. (ex. SAR List Serve, Broker Tour, MLS)
- ★ **Assessors are subject to a NON-Member Licensee Fee**, this is a prorated Annual fee of \$360.00 payable to Summit Association of REALTORS® and a Monthly MLS User fee of \$50.00 payable to Summit MLS, Inc.

**Please return this application to Melanie, Membership Director at [Melanie@SARSummit.com](mailto:Melanie@SARSummit.com) or at the Summit REALTORS® Offices.**

**Welcome and do not hesitate to contact us with any questions!**



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## PERSONAL

Name: \_\_\_\_\_  
Office Name: \_\_\_\_\_  
Office Mailing Address: \_\_\_\_\_  
Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Office Physical Address: \_\_\_\_\_  
Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Office Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Work Email Address: \_\_\_\_\_

## LICENSE

★ Do you hold a License?:  Yes  No  
If so, please provide your License #: \_\_\_\_\_ Expiration: \_\_\_\_\_  
★ Who do you report to in your office? \_\_\_\_\_  
★ What will you be using the MLS Service for? \_\_\_\_\_  
\_\_\_\_\_

I acknowledge that I am responsible for the confidentiality of the MLS information as outlined in the MLS Rules and Regulations and Policies.

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

## MLS TRAINING REQUIREMENT:

Any applicant for MLS participation and any licensee, (including licensed or certified appraisers) affiliated with the MLS Participant who has access to and use of MLS-generated information shall complete an orientation program of no more than eight (8) classroom hours devoted to MLS rules and regulations and computer training related to MLS information entry and retrieval and operation of the MLS prior to being granted access to the MLS.

Please use the following link to access and complete this requirement prior to being granted access to the MLS systems.

<https://Summitrealtors.digitalchalk.com/learn/2022-new-member-mls-training-free-offering>



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★ Prorated Annual Fees are prorated to the month you are granted access, please see below for the breakdown:  
Payable to SUMMIT REALTORS®

| January  | February | March    | April    | May      | June     | July     | August   | September | October | November | December |
|----------|----------|----------|----------|----------|----------|----------|----------|-----------|---------|----------|----------|
| \$360.00 | \$330.00 | \$300.00 | \$270.00 | \$240.00 | \$210.00 | \$180.00 | \$150.00 | \$120.00  | \$90.00 | \$60.00  | \$30.00  |

## FEES AND PAYMENTS

### I would like to pay my 2021 Prorated Fee:

- By Check, payable to SUMMIT REALTORS® Check # \_\_\_\_\_
- By Credit Card - Please fill out attached CC Authorization Form

Once granted access, **you will be billed \$50.00 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, by check or set up an Auto Payment to be charged to a card on file, on or after the 15th of each month.

### I would like to Pay my \$50.00 MLS Fee:

- By Check Monthly - Payable to Summit MLS, Inc Mail to: SAR, PO Box 2397, Dillon, CO 80435
- By Check for the Year - \$\_\_\_\_\_ Check # \_\_\_\_\_
- By CC Monthly From the SAR Dashboard
- By Auto Payment - Please fill out attached CC Auth Form



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## CREDIT CARD AUTHORIZATION

Name as it appears on the Credit Card: \_\_\_\_\_

Company Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Credit Card Billing Address: \_\_\_\_\_

Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Credit Card Type:  Amex  Discover  Master Card  Visa

Credit Card #: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

I AUTHORIZE SUMMIT REALTORS® to charge my American Express, Discover, Master Card or Visa for the following selected charges:

Prorated Dues \$ \_\_\_\_\_  
Total Amount: \$ \_\_\_\_\_

★ We have the ability to save your credit card for "Auto Pay" OR to be kept "On File."  
Monthly MLS Fees - \$50.00 will be debited on the 15th of each month.  
Annual MLS fee will be debited on the 1st business day after January 1st.  
Please check below to let us know if you want your card on Auto Pay or to just be kept on file.

- Annual MLS fee
- Auto Pay: MLS Monthly User Fee
- Keep card "on file", do NOT put card on "Auto Pay." (This card will not run with out your permission.)

{Once Payments are run and/or Auto Pay is set up, this form is destroyed for your protection.}

## THANK YOU!

