

MLS-ONLY APPLICATION 2022



Thank you for your interest in participation of the Summit MLS, Inc. Please read the application carefully and complete all applicable sections.

Please include the following:

- 1 Application Form
- 2 **MLS Application Fee:** One-time Application Fee of \$1,000.00, payable to Summit MLS, Inc.
or MLS DR Application Fee: One-time Application Fee of \$1,600.00, payable to Summit MLS, Inc.
(If you are joining as the Designated REALTOR®)
- 3 Prorated Annual Fee
- 4 Document Checklist Items
- 5 Copy of a Valid ID
- 6 **Photograph:** Please submit a current headshot (jpeg or PNG) by email, this will be displayed on the SAR Dashboard
- 7 **New Member MLS Training Requirement completion certificate**, see page 2 for link

Return **completed** application and membership fees. Applications are processed within an average of **five business days**. Once this is processed, you will receive a welcome email with your receipts and login information. Applications for MLS participation are granted provisional participation. Provisional participants shall be subject to all the same privileges and obligations of full participation until all requirements have been met. Final Participation Status will be updated upon review of the application by the board of directors and completion of all education requirements.

Your participation in the Summit MLS is **conditional until your completion of the following requirements:**

- ★ **New Member Orientation - within 2 course offerings from the date you are granted access**
- ★ **New Member MLS Training - must complete prior to application being submitted and access being granted.**
- ★ **3(CE) Ethics Course - within 3 months from the date you are granted access**
- The Summit MLS, does not exempt any participants from this requirement.
- Classes are scheduled with notification to the new member by email or you may check the education calendar on the SAR website www.SummitREALTORS.org.

Please Note: Your Designated REALTOR® must be a member in order for Broker Associates/Agents to become members.

DESIGNATED REALTOR®/RESPONSIBLE BROKER: A "Designated REALTOR®" is defined as the sole proprietor, partner, or corporate officer of a real estate or appraisal firm, or an individual exercising management control of such firm.

In order to be an MLS Only Participant, all brokers must hold "Full REALTOR® Membership" first.

Please indicate your NAR membership # (NRDS): _____

Please return this application to Melanie Ball, Membership Director at Melanie@SARSummit.com or at the Summit REALTORS® Offices.

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



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THE FINE PRINT

I hereby apply for **MLS Only Participation in the Summit MLS, Inc.** and am enclosing my payment for a **one-time application fee**. I understand that the application fee is **nonrefundable**.

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>

I will complete a **3 HOUR ETHICS & PROFESSIONAL STANDARDS course within 90 days after granted MLS access**, and shall pass such reasonable and nondiscriminatory written examination thereon as may be required by the Committee.

I agree to abide by the Code of Ethics of the National Association, which includes the duty to arbitrate (or to mediate if required by the association), as well as the Constitution, Bylaws and Rules and Regulations of the Association, the State Association and the National Association. Further, if required, I agree to satisfactorily complete the periodic Code of Ethics training and a reasonable and non-discriminatory written examination on such Code, Constitutions, Bylaws and Rules and Regulations.

Participation is final only upon approval by the Board of Directors and may be revoked should completion of New Member 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 Policy" that if membership is terminated for non-payment of annual renewal dues or for dropping membership, the applicant may reapply for membership in the manner prescribed for new applicants for membership, 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® Membership in reasonable amount, not exceeding three times the amount of the annual dues for REALTOR® Membership, which shall be required to accompany each application for REALTOR® Membership and which shall become the property of the Association upon final approval of the application.



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PERSONAL

First Name: _____ Middle Name: _____
Last Name: _____ Suffix: _____
Nickname (DBA): _____
Home Mailing Address: _____
Town: _____ State: _____ Zip Code: _____
Home Physical Address: _____
Town: _____ State: _____ Zip Code: _____
Cell Phone: _____ Home Phone: _____
Email address: _____ Birth Date: _____
Website: _____

LICENSE

Real Estate License #: _____ Expiration: _____
Licensed/Certified Appraiser: Yes No
Appraisal License #: _____ Expiration: _____

COMPANY

Office Name _____
Office Mailing Address: _____
Town: _____ State: _____ Zip Code: _____
Office Physical Address: _____
Town: _____ State: _____ Zip Code: _____
Office Phone: _____ Office Fax: _____
Company Type: Sole Proprietor Partnership Corporation LLC Other, specify _____
Your Position: Principal Partner Corporate Officer Majority Shareholder
 Branch Officer Manager Non-principal Licensee Other, specify _____
Names of other Partners/Officers of your firm: _____
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: _____
Town: _____ State: _____ Zip Code: _____

CONTACT

Preferred Phone: Cell Office Home
Preferred Mailing Address: Home Office Other



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SUMMIT REALTORS®

APPLICANT INFO

Are you currently a member of **any other Association of REALTORS®**? Yes No

If yes, which Association?: _____

Type of membership held: _____

Do you have any **unsatisfied discipline pending for violation** of the Code of Ethics? Yes No

If yes, please provide details: _____

If you are now or have ever been a REALTOR® before, **indicate your NAR membership (NRDS) #**: _____

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

Have you **been refused** membership in any other Association of REALTORS®? Yes No

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

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

If yes, where?: _____

Do you have any record of **civil judgments imposed** within the past seven (7) years involving judgments of civil rights laws, real estate license laws, or other laws prohibiting unprofessional conduct rendered by the courts or other lawful authorities? Yes No

If yes, please provide details: _____

Do you have a record of **criminal conviction(s)** within the past seven (7) years? Yes No

If yes, please provide details: _____

I CERTIFY

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 membership if granted. I further agree that, if accepted for membership in the Board, I shall pay the fees and dues as from time to time established.

NOTE: Payments to the Summit REALTORS® 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 membership.

Signature: _____ Date: _____



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MLS AGREEMENT

Summit REALTORS® ("SAR") 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.

Once access is granted and payment is received, you will be notified by email. This email will contain your personal MLS ID and password. You will also receive additional information regarding your access/participation. As a participant in the MLS, you are required to complete a MLS Training class within 2 course offerings of granted access. These training courses are held bi-monthly at the SAR Board Office.

Classes are scheduled with notification to the new member by email or check the education calendar on the SAR website www.SummitREALTORS.org.

Name of Participant: _____

Office Mailing Address: _____

Town: _____ **State:** _____ **Zip Code:** _____

Primary Board or Association: _____

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.

Signature: _____ **Date:** _____

MLS MONTHLY FEE

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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DOCUMENT CHECKLIST

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

- Provide documentation confirming that you have participated in a real estate transaction involving a property listed in the Summit MLS, Inc. between January 1, 2008 and today's date; **or**
- Confirm in writing that your firm actively endeavors to acquire listings of properties for sale to be submitted to the Summit MLS, Inc. and/or represent buyers seeking properties for sale in the Summit MLS, Inc.-utilizing the Summit MLS, Inc. on a continual and on going basis, and provide a description of your activities in that regard; **or**
- New Member MLS Training Requirement **Completion Certificate**, see page 2 for link
- 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 5 of the "MLS Participation Agreement."

Required questions to be answered: As part of your application, please provide us with further detailed 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, Inc. since January 1, 2010? _____
- 3.) Given that your brokerage is located in _____, how do you plan to list properties in the Summit MLS, Inc.? _____
- 4.) Will you operate in the State of Colorado through a virtual office website ("VOW")? _____

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.

Signature: _____ Date: _____



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This is to be signed by your Employing Broker. IF your Employing Broker is NOT a member of SAR or a Participant in the Summit MLS, the Designated REALTOR® for the office must also sign below.

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

Applicant's Name: _____

Real Estate License #: _____

Firm Name: _____

Firm Physical Address: _____

of Licensed brokers in the Firm: _____

of Admin in the Firm: _____

Employing Broker's Name: _____

Employing Broker's Signature: _____ Date: _____

Is Employing Broker is a Member of SAR or a Participant of Summit MLS? Yes No

IF NOT, Designated REALTOR® for the office must ALSO sign below.

Designated REALTOR® Name: _____

Designated REALTOR® Signature: _____ Date: _____



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FEES AND PAYMENTS

- MLS Application Fee - \$1,000.00, payable to Summit MLS, Inc.**
- or MLS DR Application Fee- \$1,600.00, payable to Summit MLS, Inc.**

NOTE: The Application Fee's are "One Time" as long as you remain a Participant of the Summit MLS. If you terminate your membership and wish to rejoin at a later date, the application fee will be due again for reinstatement of your membership.

NOTE: With MLS Only Participation, the Designated REALTOR® is required to join first in order for Broker Associates/Agents to become members.

I would like to Pay my \$1,000.00 or \$1,600.00 DR MLS Application Fee:

- By Check, payable to Summit MLS, Inc. Check # _____
- By Credit Card - Please fill out attached CC Authorization Form

Annual Fees are are Prorated to the month you are granted access, please see below for the breakdown: Payable to Summit MLS, Inc.

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

I would like to pay my Prorated Fee:

- By Check, payable to Summit MLS, Inc. Check # _____
- By Credit Card - Please fill out attached CC Authorization Form

★ How did you hear about Summit REALTORS®?



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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:

- MLS Application Fee \$1,000.00
- MLS DR Application Fee \$1,600.00

Separate Transaction:

- 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.)

Signature: _____ Date: _____

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

THANK YOU!

