

# Greater Tyler Association of REALTORS®

## DESIGNATED REALTOR® Membership Application Packet

**Note: The broker must join the MLS and then agents may join.  
See page 2 “Types of Memberships”**

### STEP 1 – SUBMISSION OF APPLICATION

Complete the following and return to GTAR:

1. MLS Participation Application
2. MLS Password Form
3. Class Registration Form
4. Entrance Fee – You may use a credit card or make a check payable to GTAR.
5. Attach a letter of good-standing from your primary association/board.
6. MLS Waivers for **each** agent you sponsor who is **not** joining.
7. Suprakey costs are separate and are prorated monthly so call the Association office for prices.

### STEP 2 – NOTIFICATION

We must have **all** applications, password forms, letters of good-standing, **all** signed waivers and fees before your office can be activated. It takes 2 to 3 working days to get the office and agents activated in the MLS system. All of the above information must be received at least one week before the next scheduled MLS Training class in order for agents to attend. You will receive an e-mail notification when you become active in the computer system. *Instructions on how to access the MLS and how to go online and pay your Quarterly MLS dues will be included.*

### STEP 3 – CALL TO SET UP APPOINTMENT IF YOU ARE GETTING A SUPRA KEY (NO WALK-INS)

After you receive the notification e-mail you may call Gloria to set up an appointment to get a Suprakey.

### STEP 4 – ATTEND THE MANDATORY MLS TRAINING CLASS REQUIRED FOR MEMBERSHIP -You must register—NO WALK INS.

# Greater Tyler Association of REALTORS®

## Types of Memberships

**REALTOR®** - either primary or secondary – individuals who are engaged actively in the real estate profession, including buying, selling, exchanging, renting or leasing, managing, appraising for others for compensation, counseling, building, developing or subdividing real estate, and who maintain or are associated with an established real estate office located in the state of Texas or a state contiguous thereto. The individual must maintain a current, valid real estate broker's or salesperson's license or is licensed or certified by an appropriate state regulatory agency to engage in the appraisal of real property. REALTOR® means a member of the National Association of REALTORS®.

### **APPLICATION TYPES UNDER REALTOR® MEMBERSHIP:**

**Designated REALTOR®** - Designated Broker of the firm.

**REALTOR®** - Broker or Salesperson affiliated with the firm as an associate.

**Primary Member** – Pays National, State and local dues. Has voting rights and can hold leadership positions. (DR must be a member.)

**Secondary Member** – Pays local dues only. Pays National and state dues to their primary association. Has voting rights and can hold leadership positions. (DR does not have to be a member.)

**Affiliate** – Real estate owners and other individuals or firms who, while not engaged in the real estate profession actively, have interest requiring information concerning real estate and are in sympathy with the objectives of the Association.

**Institute Affiliate** – Individuals who hold a professional designation awarded by a qualified Institute, Society or Council affiliated with the National Association of REALTORS®. Any such individual, if otherwise eligible, may elect to hold REALTOR® membership, subject to payment of applicable dues for such membership.

**MLS Member** – Individuals who are REALTOR® members in an association in Texas or a state contiguous thereto may request any service they need from other associations. This includes MLS service. **In GTAR, the Designated Broker of the firm must join as the Participant and any agent may then join as a Subscriber.** If the firm is a MLS member in another association and some of the agents do not wish to join as a Subscriber, MLS waivers must be signed by the Broker and the agent which states that any agent who utilizes the MLS information will be charged MLS dues from the date of the waiver. If the firm is not a MLS member in another association, the dues formula will be in force. (Broker's dues are based on his membership and any agents who are not members of the MLS.)

To: The Greater Tyler Association of REALTORS®

### TYLER MLS PARTICIPANT AGREEMENT

Designated REALTOR® - Participant

Subscriber – Affiliated with Participant

(For MLS access by REALTOR® (principals) or a firm comprised of REALTOR® (principals) who are not members of the association.)

Name: \_\_\_\_\_ Real Estate License #: \_\_\_\_\_

Office Name: \_\_\_\_\_

Office Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Office Phone: \_\_\_\_\_ Office Fax: \_\_\_\_\_

Home Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Preferred MLS Phone:  Office  Home  Cell

Preferred Mail:  Office  Home

E-mail Address: \_\_\_\_\_

Personal Web Page Address: \_\_\_\_\_

Board/Association where primary membership is held: \_\_\_\_\_

**(Please attach letter from Board/Association showing membership in good standing.)**

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 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 disputes with other REALTORS® in accordance with the established procedures of the 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.

\_\_\_\_\_  
Signature of Participant or User

\_\_\_\_\_  
Date

**The Greater Tyler Association of REALTORS®**  
**3531 S. Broadway**  
**Tyler, TX 75701**

**Phone: 903-561-8403    Fax: 903-561-4730**

**MLS PASSWORD FORM**

To ensure complete security within the MLS, each user has the opportunity to select a personal password, which will be used in logging onto the system. The password can be from **3 to 8 characters** in length and should be something you will remember, such as your nickname, the name of your child, the name of your pet, etc.

You will have the ability to change your password at any time you feel it is necessary.

**NAME** \_\_\_\_\_ **DATE** \_\_\_\_\_

**OFFICE NAME** \_\_\_\_\_

**OFFICE PHONE #** \_\_\_\_\_ **OFFICE FAX #** \_\_\_\_\_

**E-MAIL ADDRESS** \_\_\_\_\_

**PASSWORD** \_\_\_\_\_

**PLEASE CHECK ONE:**     **DESIGNATED REALTOR®**  
                                   **AGENT**  
                                   **SECRETARY (Broker's signature required)**  
                                   **OTHER**

**BROKER'S SIGNATURE:** \_\_\_\_\_  
(required for Secretary only)

**Greater Tyler Association of REALTORS®  
Dues Schedule**

DESCRIPTION	AMOUNT	DUE	PAYMENT PERIOD
MLS Dues .....	\$114.00.....	January 15.....	quarterly
MLS Dues .....	\$114.00.....	April 15.....	quarterly
MLS Dues .....	\$114.00.....	July 15.....	quarterly
MLS Dues .....	\$114.00.....	October 15.....	quarterly

A late fee of \$25.00 is added on the 16th day of the month. Suspension of MLS service is done 25th day of the month. Inactivation is done on the last day of the month. Once inactivated for non-payment of dues an additional \$25.00 re-activation fee will be added to the late fee and dues amount.

Below is an excerpt from the MLS Rules and Regulations of the Greater Tyler Association of REALTORS® Inc...

**SERVICE CHARGES**

**Section 6. - Service Fees and Charges:** The following service charges for operation of the Multiple Listing Service are in effect to defray the costs of the Service and are subject to change from time to time in the manner prescribed.

(b) **Recurring Participation Fee:** The monthly participation fee of each Participant shall be an amount times each salesperson and licensed or certified appraiser who has access to and use of the Service, whether licensed as a broker, sales licensee, or licensed or certified appraiser who is employed by or affiliated as an independent contractor with such Participant. Payment of such fees shall be made on or before the tenth (10th) day of the month.

**Greater Tyler Association of REALTORS®**

3531 South Broadway  
Tyler, TX 75701  
Voice: 903-561-8403  
Fax: 903-561-4730

**Credit Card**

(American Express, Discover, MasterCard, Visa)

Credit Card Type: \_\_\_\_\_ Account #: \_\_\_\_\_

Exp. Date: \_\_\_\_\_ Billing Zip: \_\_\_\_\_ Amount to be charged: \$ \_\_\_\_\_

**Exact** Name on

Account: \_\_\_\_\_ Telephone: \_\_\_\_\_

Signature \_\_\_\_\_

(as it appears on account)

## MANDATORY CLASS REGISTRATION

**MLS Training:** All REALTOR® and MLS applicants will be required to attend a MLS Training class **within two offering dates** of your join date. The cost of the course is included in your application fee. MLS and/or Board services are subject to the successful completion of this course. MLS Training is held from 9:00 AM to 12:00 PM. Reservations are on a first come first serve basis **(PLEASE CALL FOR AVAILABILITY OF CLASSES)**. If you have made a reservation and find you are unable to attend, contact the MEMBERSHIP DEPARTMENT (903-561-8403). **Cancellations must be received at least 7 days before your scheduled class or you will be charged a \$25.00 CANCELLATION FEE.**

**Location for MLS Training class:** Greater Tyler Association of REALTORS®, 3531 S. Broadway, Tyler, TX 75701.

### 2008 MLS Training Schedule:

Jan. 18 Fri.	June 27 Fri.	Nov. 21 Fri.
Feb. 22 Fri.	July 18 Fri.	Dec 19 Fri.
Mar. 14 Fri.	Aug. 22 Fri.	
Apr. 25 Fri.	Sept. 12 Fri.	
May 16 Fri.	Oct. 10 Fri.	

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### REGISTRATION FORM

Date \_\_\_\_\_

Check this box if you are rescheduling

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LAST NAME

FIRST NAME

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COMPANY NAME

Personal e-mail address (where you can be reached for confirmation)

I PLAN TO ATTEND MLS TRAINING

(MONTH) \_\_\_\_\_ (DAY) \_\_\_\_\_ (YEAR) \_\_\_\_\_.

**FAX THIS FORM TO GTAR 903-561-4730**

**TYLER** Multiple Listing Service  
Greater Tyler Association of REALTORS®  
**WAIVER OF MLS SERVICES**

The Participant of the Service shall be exempt from payment of Multiple Listing subscription (MLS) fees for any individual employed by or affiliated as an independent contractor with the Participant who does not actually have access to and use of the Service.

Such exemption shall only be effective *for the remainder of the calendar year*. The exemption, if recommended by the Multiple Listing Policy Committee, shall be effective when approved by the Board of Directors. The exemption for any individual shall automatically be revoked upon the individual's utilization of the Service in any manner.

***CERTIFICATION OF INDIVIDUAL AFFILIATED WITH PARTICIPANT IN A MULTIPLE LISTING SERVICE:***

I, \_\_\_\_\_ associated with \_\_\_\_\_,  
(name of individual) (name of participant)

do not use the MLS in any way at any time, and understand that if I should utilize the MLS at any time, the Participant with whom I am affiliated is obligated to pay an additional individual subscription fee from the inception of the Participant's MLS non-use Agreement.

\_\_\_\_\_  
(Signature of Individual Affiliated with Participant)

\_\_\_\_\_  
(Typed Name of Individual Affiliated with Participant)

***CERTIFICATION BY PARTICIPANT OF BOARD MULTIPLE LISTING SERVICE AS TO INDIVIDUAL'S CERTIFICATION ABOVE:***

I agree that if \_\_\_\_\_ utilizes the Multiple Listing Service in any way  
(name of individual)

at a future date, I will notify the Service and pay the required subscription fee of the MLS from the inception of the Participant's MLS non-use Agreement.

\_\_\_\_\_  
(Signature of MLS Participant)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Typed Name of MLS Participant)