

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. Entrance Fee – You may use a credit card or make a check payable to GTAR.
4. Attach a letter of good-standing from your primary association/board.
5. MLS Waivers for **each** agent you sponsor who is **not** joining.
6. 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 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

Fill out the registration form and fax it to us. 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: _____

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

Participation Fees - Tyler MLS Service

Tyler MLS Participation Fees – Designated REALTOR® - (Participant)

MLS Participation Fee	\$500.00

Total Participant Fees	<u>\$500.00</u>

Tyler MLS Monthly Fees
(Billed to the Designated Broker monthly)

MLS Dues	\$38.00
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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 CLASS AVAILABILITY).** 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: Tyler Junior College West Campus (RTDC), 1530 SSW Loop 323, Tyler, TX 75701. **IMPORTANT: Parking in "Visitors Parking" area or "Faculty/Staff Parking" is strictly prohibited. You will receive a citation from campus safety for parking violations.** Everyone attending the MLS Training Class should park in the student parking area. See class schedule below for Room Number.

2007 MLS Training Schedule:

Jan. 19 Fri.	June 15 (Friday) Room 151	Nov. 16 (Friday) Room 151
Feb. 23 Fri.	July 13 (Friday) Room 151	Dec. 7 (Friday) Room 151
Mar. 23 Fri.	Aug. 17 (Friday) Room 151	
Apr. 20 (Friday) Room 147	Sept. 21 (Friday) Room 151	
May 18 (Friday) Room 151	Oct. 19 (Friday) Room 151	

REGISTRATION FORM

Date_____

Check this box if you are rescheduling

LAST NAME

FIRST NAME

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)