

New Office Set Up Form



Designated Broker/Realtor® _____ Broker NRDS # _____

Office Name _____ Phone _____

Office Address _____

City _____ State _____ Zip _____

Email _____

- **Application Fee:** I agree to pay an initial "New LCAR Office" MLS fee. I understand that my membership within the MLS shall remain only as long as I continue in good standing OR until I submit a written request for cancellation of service. In the event that my membership is discontinued for any reason, I understand that the application fee must be submitted again for re-entry into the MLS. (Application fees are due upon membership)
- **Adding Licensees:** The Designated Realtor® member shall notify the Association of any additional individual licensees that join or leave the firm within 30 days of the date of affiliation or severance. Licensees requesting services from Lakes Country Association of Realtors® may apply for membership.
- **Following Bylaws:** I agree to abide by all the Bylaws, Rules and Regulations, the Code of Ethics and directives as established and as in existence and as may be amended from time to time. I also agree to keep all listings current and in proper order as provided by said rules and regulation of the RMLS (NorthstarMLS).
- **MLS Fees:** I shall pay the quarterly subscription fee for each licensee affiliated with my company. Said fees must be paid prior to the 15th of the month when assessed. Fees not paid in full will result in automatic disruption of access for each licensee affiliated with my company until MLS service fees and late fees are paid in full. I also understand that rates may be changed by LCAR and a 30 day written notice will be provided.
- **Termination of Usage:** I understand that if I, or any licensee affiliated with my firm, share information or use of the service with personal NOT affiliated with the service, my participation shall automatically be revoked, and I will be subject to an assessed fine. I further understand that only myself and those agents participating and paying for the service will be able to access and place their listings in the service. My participation in MLS will be revoked if I allow any non-paying agent access to the MLS.
- **Rules & Regulations:** I agree that I am responsible to read the RMLS rules and regulations provided to me and will comply with all the provisions contained therein and agree to arbitrate any disputes arising out of the use of MLS.

I certify that I am an active _____ Realtor® _____ Appraiser or _____ an active member of

(name of board/association where membership is held)

- I understand that the materials provided by the MLS are confidential and for my my use only. Please initial. _____

Designate Broker / Realtor® PRINT

Designated Broker / Realtor® (Signature)

Date