

MEMO

To: MLS Participant Only Applicants

From: Diane Cooke, Membership Department, 517-323-4090, frontdesk@glaronline.com

Designated REALTOR®

If you are a Designated REALTOR® Member of the National Association of REALTORS® and Michigan Association of REALTORS® through another Board or Association of REALTORS®, you may apply for MLS Only Participation.

| | |
|----------------------------|--------------------------------|
| New Office Entrance Fee | \$ 500.00 |
| New Member Orientation Fee | 300.00 |
| MLS Participation Fees* | 123.65 (1 st month) |

Please Note: When a Company or Designated REALTOR® joins as an MLS Only Participant ALL agents licensed under that company must join The Association's MLS as well, per our MLS Rules and Regulations.

REALTOR®

If you are a REALTOR® Member of the National Association of REALTORS® and Michigan Association of REALTORS® through another Board or Association of REALTORS® and are licensed to or working for a Designated REALTOR® who is an MLS Only Participant, you may apply for MLS Only Participation.

| | |
|----------------------------|--------------------------------|
| New Member Orientation Fee | \$ 300.00 |
| MLS Participation Fees* | 123.65 (1 st month) |

*Two options for paying future monthly MLS Participation Fees are available. An automatic monthly payment of \$123.65 can be made with your credit or debit card or via an ACH withdrawal from your checking or savings account. Please complete one of the two Authorization Agreements that have been provided with the Application packet.

Checklist of required items for MLS Participation, Please return the following with your Application

- MLS Only Participant Application
- Payment of Application Fees
- Authorization Agreement for Monthly MLS Participation
- New Member Orientation Enrollment Form
- A letter of good standing from your Primary Association/Board to verify that you have paid current Dues to the Michigan and National Association of REALTORS®.
- *Acknowledgement of MLS Security Form*
- Copy of Michigan Real Estate or Appraisal License
- Copy of driver's license



GREATER LANSING ASSOCIATION OF REALTORS®

4039 Legacy Parkway, Lansing, Michigan 48911

(517) 323-4090

Fax (517) 323-05

www.glaronline.com

FOR ASSOCIATION USE ONLY

Amount Paid _____

Personal Check # _____

Company Check # _____

Entry Card # _____

MLS ONLY PARTICIPANT APPLICATION

This application must be submitted with payment of \$423.65 (\$300.00 Orientation Fee plus \$123.65 MLS Participation Fee for the current month) along with an Authorization Agreement for subsequent monthly payments of \$123.65 for MLS Participation. If joining as a Designated REALTOR®, you must also include the \$500.00 Office set up fee.

The following items are required for MLS Only Participants.

1. Letter in Good Standing from current Association of REALTORS®.
2. Copy of valid Real Estate License.
3. Copy of driver's license.

PLEASE ANSWER ITEMS 1 THROUGH 21 AND APPLICANT'S AGREEMENT.

1. NAME OF APPLICANT _____ SOCIAL SECURITY NO. _____
(First) (Middle) (Last)

2. NAME OF FIRM _____
Your Position with Firm: Principal () Partner () Corporate Officer () Trustee ()
(Check all that apply) Employee () Salesperson () Owner () Other ()

Please explain _____

3. FIRM ADDRESS _____
(Street) (City) (State) (Zip) (Web Page Address)

Office Phone _____ OfficeFax _____ VoiceMail _____ E-Mail _____

4. RESIDENCE ADDRESS _____
(Street) (City) (State) (Zip)

Home Phone _____ Home Fax _____ Cell Phone _____ E-Mail _____
(All phone numbers are published unless you notify us in writing.)

5. ARE YOU ACTIVELY ENGAGED IN THE REAL ESTATE BUSINESS? Yes () No ()
If yes, please indicate what area of Real Estate you are engaged in _____

6. DO YOU HOLD YOURSELF OUT TO THE GENERAL PUBLIC AS BEING ACTIVELY ENGAGED IN THE REAL ESTATE BUSINESS? Yes () No ()

7. I HAVE BEEN ASSOCIATED WITH _____
(Broker Name, Address, Phone)
Since _____

8. MICHIGAN PROFESSIONAL LICENSE NUMBER(S) OR PERMANENT I.D. NUMBER HELD:
APPRAISER _____ BROKER _____
SALESPERSON _____ BUILDER _____

9. BIRTHDATE ____/____/____ BIRTHPLACE _____

10. IF MARRIED, SPOUSE'S NAME _____

11. BUSINESS ASSOCIATIONS (List companies, organizations, and individuals in your business with whom you are or have been associated during the past five Years. Use additional sheet if necessary.) _____

12. HAVE YOU HELD, OR DO YOU HOLD MEMBERSHIP IN ANOTHER ASSOCIATION OF REALTORS®? Yes () No ()
If yes, list Association Name, Address, and years of Membership.

13. IF YOU ANSWERED YES TO QUESTION #12, HAVE YOU PAID STATE AND NATIONAL DUES FOR THE CURRENT YEAR THROUGH ANOTHER ASSOCIATION? Yes () No ()

If yes, which one? _____

14. HAVE YOU EVER HELD MEMBERSHIP IN THE GREATER LANSING ASSOCIATION OF REALTORS®? Yes () No ()

Approximate Year _____ Company Affiliation _____

15. MEMBERSHIP: (Clubs, civic organizations, church, and professional organization. Use additional sheet if necessary.)

16. EDUCATION: High School _____ Year Graduated _____

College or University _____ Advanced Degrees _____

Real Estate courses completed and years if known _____

Please list any professional real estate designation(s) you hold _____

17. PLEASE LIST HOBBIES _____

18. PLEASE LIST PREVIOUS WORK EXPERIENCE _____

19. NUMBER OF YEARS IN:

Residential Brokerage _____ Industrial Brokerage or Development _____ Property Management _____

Mortgage Loans _____ Commercial-Investment Brokerage _____ Building _____

Real Estate Appraising _____ Town House/Condominium Sales _____ Counselor _____

20. HAVE YOU EVER, EITHER AS A COMPLAINANT OR AS A RESPONDENT, BEEN INVOLVED IN ANY QUESTIONS OF ETHICS OR CIVIL RIGHTS ACTIONS? No () Yes () (If yes, state circumstances in each instance on a separate attached sheet if necessary.)

21. HAVE YOU EVER APPEARED BEFORE ANY REAL ESTATE LICENSING AUTHORITY IN DEFENSE OF AN ALLEGED VIOLATION OF LICENSE LAW? No () Yes () (If yes, state the approximate date and the disposition of the matter, using a separate sheet for information if necessary.)

All Members may, upon recommendation of the Membership Committee, or upon recommendation by a Hearing Panel of the Professional Standards Committee, be subject to discipline for conduct, which, in the opinion of the Board of Directors, reflects adversely on the term REALTOR® or REALTORS®, the real estate industry, or for conduct that is inconsistent with/or adverse to the objectives, standards, and purposes of the Greater Lansing Association of REALTORS®.

As an MLS Participant and/or a Member with the Greater Lansing Association of REALTORS®, I agree to the primary responsibility to safeguard and promote the standards, interests, and welfare of the Association, its Staff, and the real estate profession and shall maintain the high standards of ethical and appropriate conduct in my real estate practice and in my dealings with the Greater Lansing Association of REALTORS®.

I agree to cooperate with all REALTORS® of the Greater Lansing Association of REALTORS® in connection with properties listed in the Association's Multiple Listing Services as well as any of my own listings in my primary Board/Association. I agree to abide by the Greater Lansing Association of REALTORS®/MLS Rules and Regulations. I also agree to abide by the National Association of REALTORS® Code of Ethics and to uphold Professional Standards with all of my licensees and associates in my office.

I hereby give my authorization and permission for the Association to contact me through e-mail, voice mail, telephone, fax, and other forms of communication.

THE FOREGOING FACTS AND STATEMENTS ARE TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

(Date)

(Signature of Applicant)

(Date)

(Signature of Designated REALTOR®)

ACKNOWLEDGEMENT OF MLS SECURITY

I, _____, do hereby acknowledge that the Greater Lansing Association of REALTORS® Multiple Listing Service (current listings and/or sold information) is for the exclusive use of _____,

(MLS Only Applicant)

(Firm Name)

a MLS Only Subscriber of the Greater Lansing Association of REALTORS®. I also agree that all current listing and sales data (book, computer generated, and/or any other MLS or comparable sold information) will not be used by anyone other than myself and that I will not use my affiliation with the Greater Lansing Association of REALTORS® to input listings generated by other agents.

I also acknowledge that if I share any Greater Lansing Association of REALTORS® Multiple Listing Service data or give any of this information to anyone not entitled to this information, myself and my Designated REALTOR®, can be found in violation of the MLS Security and can incur fines of up to \$1,000 per occurrence as well as possible suspension. In addition, I acknowledge that a \$10,000 fine could be assessed for divulging my MLS password.

Signature (if not Designated REALTOR®)

Firm

Date

Designated REALTOR® Signature

Firm

Date

GREATER LANSING ASSOCIATION OF REALTORS®

4039 Legacy Parkway, Lansing, MI 48911

Phone: 517-323-4090 • Fax: 517-323-0586

Member Orientation Enrollment Form
MLS Participant Only

The Member Orientation Course will be held at the Association Office. Please use this form to register your attendance. It is recommended that you attend the first available Orientation following your date of application to avoid a late fee.*

2016 MEMBER ORIENTATION DATES

Wednesday and Thursday 9 a.m.- 1 p.m.

February 3rd & 4th, 2016

April 6th & 7th, 2016

June 8th & 9th, 2016

August 3rd & 4th, 2016

October 5th & 6th, 2016

December 7th & 8th, 2016

New Member Orientation begins at 9:00 a.m. and adjourns at approximately 1 p.m. **You are required to attend both days.** Please arrive at least 15 minutes early to allow time for registration and set up. You must submit your application and payment by the Wednesday before Orientation. If you have registered but cannot attend, please call the Membership Department at 517-323-4090 as soon as possible to avoid being charged for the lunches ordered for you.

***NOTE: THIS COURSE MUST BE COMPLETED WITHIN THE FIRST OR SECOND OPPORTUNITY FROM YOUR ASSOCIATION APPLICATION DATE. IF IT IS NOT COMPLETED WITHIN THAT TIME, YOU WILL BE REQUIRED TO PAY A \$50 LATE FEE.**

PLEASE COMPLETE THIS FORM BELOW TO SIGNIFY THAT YOU AND YOUR DESIGNATED REALTOR® HAVE READ AND AGREE TO COMPLY WITH THIS POLICY.

NAME _____ MEMBER # _____
(Member and Firm #s are issued by GLAR upon Application)

COMPANY NAME _____ FIRM # _____

I WILL ATTEND MEMBER ORIENTATION ON _____
(Please select from Orientation dates listed above)

I have read and understand the above paragraph which states that, if I do not complete Member Orientation within the next two opportunities, I will need to pay an additional \$50 late fee.

DESIGNATED
REALTOR® SIGNATURE _____ DATE _____

APPLICANT SIGNATURE _____ DATE _____
(If not the Designated REALTOR®)