



6393 Poplar Avenue · Memphis, Tennessee 38119 · 901.685.2100 · fax 901.761.4003 · www.maar.org

MLS Only Application Form

Name: _____

Firm Name: _____

Firm Address: _____

Firm Phone #: _____

Home Address: _____

Home Phone #: _____

Real Estate License #: _____ State: _____

E-mail Address: _____

Are you a member of a Board or Association of REALTORS®? Yes _____ No _____
If yes submit the following information:

1. Name of member Board/Association: _____

2. Membership classification: _____ Designated REALTOR® _____ REALTOR®
_____ REALTOR-ASSOCIATE®

3. A letter from your Board or Association verifying your membership classification.

Signature of Applicant: _____ Date: _____

Signature of MLS Participant (Broker): _____

Complete the following for Computer Access:

Password: _____

Your personal password must consist of 8 characters. Do not include spaces or punctuation characters.

If you have any questions, please contact MAAR at 901.685.2100.

Please send completed forms to MAAR, 6393 Poplar Avenue, Memphis, TN 38119 or to [Member Services](#) by email or fax, 901.761.4003.

MLS Orientation

Welcome to the Paragon Multiple Listing Service.

MLS Membership Requirements:

1. **Submit the following documents**
 - ❑ Completed Application signed by both the Designated REALTOR® and applicant
 - ❑ Copy of Broker, Affiliate Broker's or Appraiser's License
2. **Pay the following fees**
 - ❑ MLS Orientation Fee (non-refundable)
 - ❑ MLS Usage Fee
 - ❑ SentriCard (Optional)*
3. **Attend MLS Orientation**

New applicants must attend the MLS Orientation given by the Memphis Area Association of REALTORS® within 90 days of submitting their application. Failure to complete the course within the 90-day period will result in suspension of MLS privileges until Orientation is attended.

Application Deadlines

**12 p.m., Friday
Prior to MLS Orientation**

To reserve a place in Orientation, applications and payment for all dues and fees must be received by 12 p.m., Friday prior to Orientation.

MLS Orientation

TIME: 9:00 a.m. – 12:00 p.m.

PLACE: Memphis Area Association of REALTORS® Education Center
6393 Poplar, Memphis, TN

NOTE (1): *You may attend orientation prior to issuance of your license, but you will not receive MLS services until a copy of your license has been submitted or confirmed by the Tennessee Real Estate Commission.*

* NOTE (2): *MLS services, including SentriCard™ activation, will be provided to MLS subscribers for up to 30 days prior to attending MLS Orientation and Paragon Training, provided application, copy of license and all fees are submitted. SentriCard™ will be issued only after SentriCard™ training is completed. Training is approximately 75 minutes and is available every Thursday at 10 a.m.*

For additional information, call MAAR at 901.685.2100.

2018 MLS New Member Worksheet

Submit this worksheet with your payment and application:

Name: _____

E-mail Address: _____

Firm Name: _____

Firm Address: _____

Real Estate License #: _____ State: _____ Date Issued or Received: _____

I. Payment (To determine amount for Line 2, see Fees Schedule)

MLS is mandatory for licensees of MLS firms.

1. MLS Firm Initiation Fee (For Designated REALTORS® only)	\$ <u>200.00</u>
2. MLS Orientation Fee	\$ <u>150.00</u>
3. Transfer Fee	\$ <u>100.00</u>
4. Reinstatement Fee	\$ <u>100.00</u>
5. MLS Usage Fee	\$ _____
6. SentiCard™ (Optional)	\$ _____
7. Lockboxes (Optional)	\$ _____
8. Total (Add Lines 1-7 and Enter Total)	\$ _____

Method of Payment:

Check: _____ Check Number: _____

(Make check payable to MAAR or Memphis Area Association of REALTORS®)

Credit Card: _____ Credit Card Number: _____ Exp. Date: _____

Cash: _____

II. CHECK DATE YOU WILL ATTEND MLS ORIENTATION:

_____ Wed., January 6	_____ Wed., July 10
_____ Wed., February 6	_____ Wed., August 14
_____ Wed., March 6	_____ Wed., September 11
_____ Wed., April 10	_____ Wed., October 2
_____ Wed., May 1	_____ Wed., November 13
_____ Wed., June 12	_____ Mon., December 4

III. PASSWORD: Please provide a password. This password is used to access the MLS system and your member records. The password must consist of 8-12 characters: **one (1) uppercase, one (1) lowercase and one (1) number.** Password cannot include spaces or your name.

Your Password: _____

2018 MLS Usage Fees

Line 5: MLS Usage Fee: Mandatory for licensees of MLS firms. The fee is a semi-annual fee. The fee is prorated for new subscribers according to the month your sponsoring broker received your license. The fee is \$321 semi-annually for all counties. Enter the pro-rated amount for the county and the current month below on Line 5.

	All Counties			All Counties
Jan.- Aug.	\$428.00		July-Aug.	\$107.00
Feb.-Aug.	\$374.50		Aug.-Feb.	\$374.50
Mar.-Aug.	\$321.00		Sept.-Feb.	\$321.00
Apr.-Aug.	\$267.50		Oct.-Feb.	\$267.50
May-Aug.	\$214.00		Nov.-Feb.	\$214.00
June-Aug.	\$160.50		Dec.-Feb.	\$160.50

Line 6: SentiCard™ Purchase (Optional): SentiCard™ cannot be purchased until a copy of your license is received. The price of a SentiCard™ is \$25.00. To purchase a SentiCard™ you must submit a REALTOR™ Lockbox Agreement and complete SentiCard™ Training. Training is available every Thursday at 10:00am. Reservations for SentiCard™ training class must be made in advance. Make your reservation when you submit your application or by calling 685-2100.

Line 7: Lockboxes (Optional): Lockboxes may be purchased for \$110.00 each.



REALTORS® MULTIPLE LISTING PARTICIPATION AGREEMENT
(FOR PRINCIPAL BROKERS ONLY)

FIRM: _____

ADDRESS: _____

OFFICE PHONE: _____

STATEMENT OF UNDERSTANDING

As Principal of the above firm, I pledge faithfully to abide with the Rules and Regulations of the Multiple Listing Service of the Memphis Area Association of REALTORS®, and further agree that all other REALTORS® and Associate Members of my firm engaged in the selling of residential properties shall abide by these rules.

Name of Principal Broker

Date

Signature of Principal Broker

If you have any questions, please contact MAAR at 901.685.2100.

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