

Application Rec'd \_\_\_\_/\_\_\_\_/\_\_\_\_ Provisional Accepted \_\_\_\_/\_\_\_\_/\_\_\_\_ Orientation Attendance \_\_\_\_/\_\_\_\_/\_\_\_\_  
NRDS # \_\_\_\_\_ MLS User Name: \_\_\_\_\_ Assigned Password: \_\_\_\_\_

## BERKSHIRE COUNTY BOARD OF REALTORS<sup>®</sup>, INC. APPLICATION FOR MULTIPLE LISTING SERVICE MEMBERSHIP

### MEMBERSHIP INFORMATION

Full Name as it appears on license: \_\_\_\_\_

Salutation:  Ms.  Mrs.  Mr.  Dr. Nickname: \_\_\_\_\_

#### PARTICIPANT CONTACT INFORMATION

Name for Roster: \_\_\_\_\_

Home Address: \_\_\_\_\_

Apt / Care of: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ ( ) \_\_\_\_\_ - \_\_\_\_\_

Personal Fax: \_\_\_\_\_ ( ) \_\_\_\_\_ - \_\_\_\_\_

Mobile or Cell: \_\_\_\_\_ ( ) \_\_\_\_\_ - \_\_\_\_\_

E-Mail: \_\_\_\_\_

Preferred Mailing Address:  Home - or -  Office

#### OFFICE CONTACT INFORMATION

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

Address: \_\_\_\_\_

Care of: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Office Phone: \_\_\_\_\_ ( ) \_\_\_\_\_ - \_\_\_\_\_

Office Fax: \_\_\_\_\_ ( ) \_\_\_\_\_ - \_\_\_\_\_

Additional Line: \_\_\_\_\_ ( ) \_\_\_\_\_ - \_\_\_\_\_

Office Web: \_\_\_\_\_

Add'l Phone #'s to appear on roster  Home  Mobile

#### REAL ESTATE LICENSE HISTORY

1. License # \_\_\_\_\_ Exp Date \_\_\_\_\_ Type:  Broker  Appraisal
2. Do you hold, or have you ever held, a real estate license in any other state? If yes, please specify: \_\_\_\_\_
3. Has your real estate license, in this or any other state, been suspended or revoked?  Yes  No
4. If "yes", specify the place(s) and date(s) of such action, and detail the circumstances relating thereto: \_\_\_\_\_

#### REALTOR<sup>®</sup> MEMBERSHIP INFORMATION

5. Birth Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_
6. Office Status:  Principal/Partner  Office Manager  Employee  Independent Contractor
7. REALTOR<sup>®</sup> Membership Held: please specify Association name(s) \_\_\_\_\_
8. Have there been any complaints/cases against you before any real estate association, state real estate regulatory agency or any other agency of government within the last three years?  No  Yes – If yes, specify the substance of each complaint in each state, the agency before which complaint was made, and the current status or resolution of such complaint: \_\_\_\_\_
9. Where do you *currently* hold REALTOR<sup>®</sup> membership?  
Please specify \_\_\_\_\_
10. Have you *ever* held REALTOR<sup>®</sup> membership in any other Board in the past?  No  Yes  
If yes, please specify \_\_\_\_\_

## REALTOR® MEMBERSHIP INFORMATION CONTINUED...

11. Have there been any complaints/cases against you before any real estate association, state real estate regulatory agency or any other agency of government within the last three years?  No  Yes – If yes, specify the substance of each complaint in each state, the agency before which complaint was made, and the current status or resolution of such complaint: \_\_\_\_\_

12. Have you ever been convicted of a felony?  No  Yes - If yes, please give details including state and court of conviction: \_\_\_\_\_

### PROFESSIONAL INFORMATION:

Note: This information is not used to assess your membership qualifications. It is simply to tailor our services and promotional efforts for your specialties. You can change or update this information at any time by contacting the Board office. You do not need to complete this section for membership consideration.

13. Professional Designation or Degrees held: \_\_\_\_\_

14. Year first entered Real Estate Business: \_\_\_\_\_ City / State: \_\_\_\_\_

15. Have you been engaged continuously in the business since then?  Yes, at least part-time since licensed  No, stopped or never actively practiced real estate – or -  Occasionally engaged in real estate when circumstances permitted.

16. Other Profession/ Business Experience: \_\_\_\_\_

17. Are you now engaged in any other business?  No, not at this time  Yes: (Position) \_\_\_\_\_

18. What Professional Designations or educational degrees do you hold, if any? \_\_\_\_\_

19. Do you hold any governmental positions  No, not at this time  Yes: (Position) \_\_\_\_\_

20. Do you currently belong to any organizations? (ie: business, civic, charitable or other) \_\_\_\_\_

21. Do you hold any leadership roles in other organizations?  No, not at this time  Yes: (Position) \_\_\_\_\_

22. Would you like more information on the benefits of serving in volunteer leadership? If yes, your interests:

Education  Housing Opportunities  Government Affairs  Professional Standards  Community Service

23. Business Area: Check all that apply:

North Berkshire  Central Berkshire  South Berkshire  
 New York / Connecticut / Vermont  Pioneer Valley  Other:

24. Professional Specialties: Check all that apply

Residential Sales  Residential Rental  Condominiums  
 Land / lots  Commercial  Other:

25. Brokerage Type Offered:

Buyer and Seller Representation  Exclusive Buyer Representation  Exclusive Seller Representation  
 Transactional Brokerage  Limited Service  Other:

26. Are there any other interests, accomplishments or skills you possess that you would like to share with us? \_\_\_\_\_

**PRINCIPAL, PARTNER, OFFICER, MANAGER OR DESIGNATED REALTOR<sup>®</sup>**  
**MLS OFFICE INFORMATION**

27. Office Tax I. D. Number \_\_\_\_\_

28. Office Status:       Sole Proprietor       Partnership       Corporation       Other

29. State the names and titles of all other principals, partners, or corporate officers of your firm.

Name \_\_\_\_\_ Title: \_\_\_\_\_

Name \_\_\_\_\_ Title: \_\_\_\_\_

Name \_\_\_\_\_ Title: \_\_\_\_\_

Name \_\_\_\_\_ Title: \_\_\_\_\_

30. List the names and addresses of all branch offices or other real estate firms in which you are a principal, partner, or corporate officer within the jurisdiction of the Board:

Name \_\_\_\_\_ Address: \_\_\_\_\_

Name \_\_\_\_\_ Address: \_\_\_\_\_

31. Bank References: Indicate Bank / Financial Institution Name

General Acct: \_\_\_\_\_ Escrow Account: \_\_\_\_\_

32. Business References: Indicate Company, Title and/or Person(s) Name Phone Number

\_\_\_\_\_

33. Are you or is any real estate firm in which you are a sole proprietor, general partner or corporate officer involved in any pending bankruptcy or insolvency proceeding or have you or any real estate firm in which you are a sole proprietor, general partner or corporate officer been adjudged bankrupt in the past three (3) years?       Yes\*  No

If yes, specify the place(s) and date(s) of such action, and detail the circumstances relating thereto:

\_\_\_\_\_

*\* The Board may require as a condition of membership that the bankrupt applicant pay cash in advance for Board and MLS fees for up to one (1) year from the date that membership is approved or from the date that the applicant is discharged from bankruptcy (whichever is later) or, in the event that bankruptcy proceedings are initiated subsequent to obtaining membership in the Board, that the member may be placed on a "cash basis" from the date that bankruptcy is initiated until one (1) year from the date that the member has been discharged from bankruptcy.*

34. Have there been any complaints/cases against you before any real estate association, state real estate regulatory agency or any other agency of government within the last three years?       No       Yes – If yes, specify the substance of each complaint in each state, the agency before which complaint was made, and the current status or resolution of such complaint: \_\_\_\_\_

35. Have you ever been convicted of a felony?       No       Yes - If yes, please give details including state and court of conviction: \_\_\_\_\_

## AGENT CERTIFICATION:

The participation fee of each Member office shall be in such amount as established annually by the Board of Directors, (see matrix on last page of this application) plus an additional amount to be established annually by the Board of Directors times the number of real estate salesperson and licensed or certified appraisers employed by or affiliated as independent contractors, or who are otherwise directly or indirectly licensed with such Participant

*You must submit the names of every real estate salesperson, broker and licensed or certified appraiser who is employed by or affiliated as independent contractors, or who is otherwise directly or indirectly affiliated with your firm.*

\_\_\_\_\_ total # of Real Estate/Appraisal Licensees Affiliated with your Firm

1. **AGENT NAME** \_\_\_\_\_ Home Phone # \_\_\_\_\_  
License #(s) \_\_\_\_\_ exp. \_\_\_\_\_ License Type:  Broker  Salesperson  Appraiser  
Primary Board \_\_\_\_\_ Secondary (if any) \_\_\_\_\_
2. **AGENT NAME** \_\_\_\_\_ Home Phone # \_\_\_\_\_  
License #(s) \_\_\_\_\_ exp. \_\_\_\_\_ License Type:  Broker  Salesperson  Appraiser  
Primary Board \_\_\_\_\_ Secondary (if any) \_\_\_\_\_
3. **AGENT NAME** \_\_\_\_\_ Home Phone # \_\_\_\_\_  
License #(s) \_\_\_\_\_ exp. \_\_\_\_\_ License Type:  Broker  Salesperson  Appraiser  
Primary Board \_\_\_\_\_ Secondary (if any) \_\_\_\_\_
4. **AGENT NAME** \_\_\_\_\_ Home Phone # \_\_\_\_\_  
License #(s) \_\_\_\_\_ exp. \_\_\_\_\_ License Type:  Broker  Salesperson  Appraiser  
Primary Board \_\_\_\_\_ Secondary (if any) \_\_\_\_\_
5. **AGENT NAME** \_\_\_\_\_ Home Phone # \_\_\_\_\_  
License #(s) \_\_\_\_\_ exp. \_\_\_\_\_ License Type:  Broker  Salesperson  Appraiser  
Primary Board \_\_\_\_\_ Secondary (if any) \_\_\_\_\_
6. **AGENT NAME** \_\_\_\_\_ Home Phone # \_\_\_\_\_  
License #(s) \_\_\_\_\_ exp. \_\_\_\_\_ License Type:  Broker  Salesperson  Appraiser  
Primary Board \_\_\_\_\_ Secondary (if any) \_\_\_\_\_
7. **AGENT NAME** \_\_\_\_\_ Home Phone # \_\_\_\_\_  
License #(s) \_\_\_\_\_ exp. \_\_\_\_\_ License Type:  Broker  Salesperson  Appraiser  
Primary Board \_\_\_\_\_ Secondary (if any) \_\_\_\_\_

Please Check Here if An Additional Agent Certification Pages Are Attached.

# MEMBERSHIP AGREEMENT

I am the REALTOR® Principal / Manager of the \_\_\_\_\_  firm,  partnership, or  corporation and hereby apply for Participation in the Multiple Listing Service (MLS) for myself, and user access for the agents of my office. I understand that, if accepted, I shall be designated the "Participant" in the Service and shall have all rights, benefits, and privileges of the Service, and shall accept all obligations of the Service for the Participant's firm, partnership, or corporation.

**MLS PARTICIPATION - \$ 500.00 APPLICATION FEE (ALL OTHER FEES TO BE BILLED AS DESCRIBED IN THE REGS.)**

...which I understand will be returned to me in the event I am not accepted to membership. In the event my application is approved, I agree as a condition to membership to complete a training program with the Board Office staff on the MLS policies, practices and regulations. I further agree to, upon my own initiative, thoroughly familiarize myself with the Code of Ethics of the National Association of REALTORS® and with the governing documents of the MLS, which is continually available on the website [www.BerkshireRealtors.com](http://www.BerkshireRealtors.com). I further agree to complete satisfactorily a reasonable and nondiscriminatory written examination covering such Code, Constitutions, Bylaws, Rules and Regulations and duty to arbitrate.

I agree that my act of paying dues shall evidence my initial and continuing commitment to abide by the aforementioned Code of Ethics, Constitutions, Bylaws, Rules and Regulations, and duty to arbitrate, all as from time to time amended. I consent and authorize the MLS, through its Membership Committee or otherwise, to invite and receive information and comment about me from any Member or other person, and I agree that any information and comment furnished to the MLS by any Member or other person in response to any such invitation shall be conclusively deemed to be privileged and not form the basis of any action by me for slander, libel, or defamation of character.

I further agree to be bound by the Code of Ethics including the obligation to submit to ethics hearing and the duty to arbitrate contractual disputes with other REALTORS® in accordance with the established procedures of the board. I understand that a violation of the Code of Ethics may result in termination of any MLS privileges and that I may be assessed an administrative processing fee which may be in addition to any discipline, including fines, that may be imposed. This includes compliance with the Bylaws and Rules and Regulations of the Service by all persons affiliated with me.

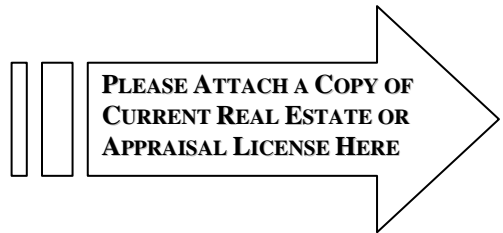
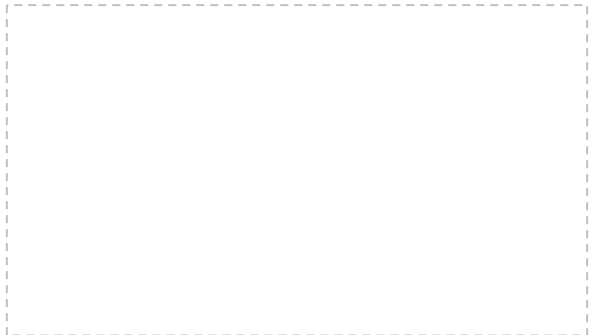
## SERVICES:

- Comparable Book Subscription (quarterly Sold Book)
- Full on-line Computer Access to Listing Information
- IDX information for Display of listings on the web

*"Services", for the purpose of this section, allow the staff to activate desired selections. You can modify the type of service you receive at any time, by notifying the Board Office in writing. All changes are made on a month to month basis, and your billing will reflect such charges.*

I hereby certify that the foregoing information furnished by me is true and correct, and I agree that failure to provide complete and accurate information as requested, or any misstatement of fact, may be grounds for revocation of my membership if granted.

X Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



# PROCESS FOR BECOMING AN MLS PARTICIPANT

- ◆ Submit your membership application, along with your \$500 application fee with a letter of good standing from the REALTOR® association for which you are a member. They will verify that your membership, account and professional standards issues.
- ◆ The Board office staff will review this information, and will (1) accept the application administratively if all information is complete and appropriate payments are made, or will (2) notify you if membership will be delayed until the problem is resolved. In this instance, the application will not be processed, nor will services of the Board or MLS begin until REALTOR® Membership in good standing is confirmed.
- ◆ You will receive notification when your application has been accepted, along with any appropriate membership identification information. Your user abilities to the MLS service will be activated. (computer services, listing in roster, ability to submit listings etc...)
- ◆ You will be provided with the MLS listing database software and installation instructions. You will also be provided with an initial set of listing, purchase & rental contracts to begin your MLS relationship. You can request one-on-one MLS software training from any staff member after your approval.
- ◆ Your name and office affiliation will be announced to the membership and all inquires to the MLS will be informed of your active status with the service.

**From the date of application, the office staff needs at least four (4) business days to process your payment and application and setup service on the MLS computer system. If you have provided an e-mail address, we will e-mail you confirmation as soon as the processing is complete and a user name and password assigned. If you have not provided an e-mail address, we will send this information via regular 1<sup>st</sup> class mail. You may call anytime after the four (4) day period to receive this information verbally.**

### Credit Card Authorization

The Multiple Listing Service of the Berkshire County Board of REALTORS® can hereby charge the following credit card for:

An Application Fee, in the amount of ..... **\$500.00**

Credit Card:      Discover                       American Express                       Master Card                       Visa

Credit Card #    \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Expiration Date: \_\_\_\_ / \_\_\_\_

Name as it appears on Card: \_\_\_\_\_

Signature of Card Holder: \_\_\_\_\_

MLS Application Fee (one time)	\$500.00
<b>Monthly Fees:</b>	
◆ Access Fee for all Licensees affiliated with Real Estate Office	\$30.00
◆ Broker Loaded Listing Fees	\$ 5.00
◆ MLS Loaded Listing Fees	\$16.00
◆ MLS Loaded Photo Fees (per scan)	\$ 5.00