



# APPLICATION FOR MLS MEMBERSHIP



## MLS Member Application Process

### **Applying for MLS Membership:**

The applicant must submit the **PROOF OF licensing, NAR NRDS NUMBER, COMPLETE MLS MEMBERSHIP application, CHECK** and a **SIGNED MLS RULES AND REGULATIONS COMPLIANCE FORM** to the Executive Officer (Kasima Hodge), who will check the application for completeness and forward it to the Membership Committee Chair.

### **MLS Dues:**

The applicant will receive their MLS invoice with prorated amount if applicable. Applicants should include a check for the MLS fees.

**Full Year MLS Fees: 132.00**

**\*\*Real Estate Firm applications must include \$700.00 for annual Admin/Office Fees.**

**Checks should be made payable to "St. John Board of REALTORS."**

### **Upon Approval of Membership:**

- Once approved, a member will be entered into the Flex system. The Flex website address is [www.flexmls.com](http://www.flexmls.com). Member log-in is always **stj.memberlastname** and password is the new member's first name until THEY change it. To change passwords, please refer to the "preference functions" section of the Flex online manual.
- New members must enter their *complete* contact information on the St. John FlexMLS system within 48 hours of being activated onto the system. (Go to the "Preferences" section on the left sidebar, then to "My Profile," and enter and save your contact info there.) New members who fail to enter their *complete* contact information within 48 hours of activation onto the system will be subject to an initial fine of \$25, plus \$10 for each additional day of noncompliance.
- Website data stream request must be submitted to St. John MLS Committee for approval.

**ST. JOHN BOARD OF REALTORS MLS**  
**MEMBER APPLICATION**

To: St John Board of Realtors MLS

\_\_\_\_\_ hereby applies for  
(Individual or Business)

membership in the above named MLS, and enclose a check in the amount of \$\_\_\_\_\_ (\$132.00 individual plus \$700.00 agency fee.) I hereby submit the following information for your consideration:

Name: \_\_\_\_\_ [ ] Ms. [ ] Miss [ ] Mrs. [ ] Mr.  
(Please Print)

NRDS # \_\_\_\_\_ Attach copy of current VI Business License

Agency Name: \_\_\_\_\_

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

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

Office Phone: \_\_\_\_\_ Office Fax: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Alternate Email: \_\_\_\_\_

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

What is your "Realtor Board of Choice" \_\_\_\_\_ Member in good standing? [ ] Yes [ ] No

Have you participated in a Multiple Listing Service? [ ] Yes [ ] No Where? \_\_\_\_\_

Is the Office Address, as stated, your principal place of business? [ ] Yes [ ] No

If not, or if you have any branch offices, please indicate and give addresses:

\_\_\_\_\_  
\_\_\_\_\_

**DATA**

Name as you want it to appear in roster and on SJBOR MLS Website: \_\_\_\_\_

[ ] Individual [ ] DBA [ ] Partnership [ ] Corporation

State position with firm: [ ] Principal [ ] Partner [ ] Corporate Officer [ ] Trustee

[ ] Employee [ ] Ind. Contractor [ ] Other

Are you actively engaged in the real estate business? [ ] Yes [ ] No

Do you hold yourself out to the general public as being actively engaged in the real estate business? [ ] Yes [ ] No

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, shall be grounds for revocation of my membership if granted.

Signed \_\_\_\_\_ Dated: \_\_\_\_\_ 20 \_\_\_\_\_

(Applicant)

**St. John Board of Realtors  
Multiple Listing Service  
Agent Compliance Agreement**

I, \_\_\_\_\_, a Realtor at \_\_\_\_\_  
(Agency Name)

hereby ratify that I have read and understand and will comply with the  
St. John Board of Realtors Multiple Listing Service Rules and Regulations.

**Signature**

**Printed Name**

\_\_\_\_\_  
Realtor Date

\_\_\_\_\_  
Realtor Date

**Sponsored by**

\_\_\_\_\_  
Designated Realtor Date

\_\_\_\_\_  
Designated Realtor Date