



## MLS Participant Application

Board Member \_\_\_\_\_

MLS Only \_\_\_\_\_

Name \_\_\_\_\_

License # \_\_\_\_\_

Expiration Date \_\_\_\_\_

Cell: \_\_\_\_\_

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

Date of Birth \_\_\_\_\_

Company \_\_\_\_\_

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

Fax: \_\_\_\_\_

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

Navica Password \_\_\_\_\_

\*\*\*Payments to the Columbus Board of REALTORS® are not deductible as charitable contributions.  
However, such payments may be deductible as an ordinary and necessary business expense\*\*\*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



### Multiple Listing Service Participant Agreement

I \_\_\_\_\_, hereby acknowledge receipt of the Columbus Board of Realtors® Multiple Listing Service Rules & Regulations, agree to familiarize myself with said Rules and Regulations, and do hereby agree to abide by them at all times.

Furthermore, I will: (Initial Please).

- \_\_\_\_\_ keep my MLS login information (username and password) confidential.
- \_\_\_\_\_ show property in accordance with the terms specifically outlined by the listing agent
- \_\_\_\_\_ not loan my Lockbox Key or Supra phone application under any circumstance. Confirmed violation of this rule will result in the following fines: up to \$500 if loaned to another MLS member; up to \$1,000 if loaned to a non-member. This action could also result in termination of your MLS privileges.
- \_\_\_\_\_ not, write or “tag” my Lockbox Key with my PIN number (if applicable).
- \_\_\_\_\_ not willfully or knowingly compromise the MLS system. Consequences for doing so may result in termination of MLS privileges and/or legal action to recover damages.
- \_\_\_\_\_ keep my Lockbox Key / Supra phone application updated, charged, and out of extreme heat or cold.
- \_\_\_\_\_ keep my SUPRA and MLS accounts current. Account delinquency could result in Lockbox Key / SUPRA phone application deactivation and suspension of MLS privileges.
- \_\_\_\_\_ be responsible for the key replacement cost should a SUPRA key be lost or stolen; I understand that insurance is available to cover the cost of a lost, stolen or damaged SUPRA key. (refer to your Supra Contract.)
- \_\_\_\_\_ be responsible for all lockboxes issued for my listed properties. If a lockbox checked out in my name is lost, stolen or significantly damaged, I am responsible to pay \$119 for the replacement of the lockbox.
- \_\_\_\_\_ notify CBOR WITHIN 30 DAYS of any changes in name, address, email, phone/cell, transfer to another company, lapse or suspension of real estate license, or of termination from my company.

I understand that the monthly MLS fee will be \$39 if I am a board member or \$60 if I am an MLS only member and will be invoiced directly to my Broker.

\_\_\_\_\_  
Member Signature

\_\_\_\_\_  
Date