



5409 Sunset Road | New Port Richey, FL 34652 | P: 727.848.8507 | www.wpbor.com

Procedures for joining the Board and MLS

Enclosed please find all the paperwork that you will need to fill out to join the West Pasco Board of REALTORS® and My Florida Regional MLS.

- Provide us with your Florida Real Estate License Number
- Completed Application and Payment Authorization
- Confirmation that your license is with the brokerage you joined
- You are required to attend the next scheduled Mandatory Orientation and Ethics Training
- Completed MFR paperwork and payment form
- It could take 48-72 hours for your information to be processed and updated into the Regional MLS. Please look over the MFR class requirements (attached) to participate in the Regional MLS
- If you are paying by credit card, you can E-mail this packet back to: lindy@wpbor.com.
- If you are paying by check, you will have to give us three separate checks. One will be payable to: West Pasco Board of Realtors, one will be payable to: West Pasco MLS and the other will be payable to: MFR MLS (see quote sheet you were given for breakdown of fees).
- Supra Key – There is a 24-48 hour waiting period before you are eligible to purchase a Supra Key

If there is anything we can help you with, please don't hesitate to give us a call at 727-848-8507.

**We appreciate your joining the West Pasco Board of Realtors,
and we look forward to serving you!**



5409 Sunset Road
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 T: 727-848-8507 F: 727-845-4937
 lindy@wpbor.com |wpbor.com

Board Membership Application

Membership Type: <input type="checkbox"/> REALTOR® <input type="checkbox"/> Designated REALTOR® Type: <input type="checkbox"/> New <input type="checkbox"/> Reinstatement	Information required for Designated REALTOR® Applicant Only: DBPR License # _____ <input type="checkbox"/> Individual <input type="checkbox"/> DBA <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation	WPBOR USE ONLY Orientation: _____ Date: _____ Paid \$: _____ Check #: _____ Credit Card <input type="checkbox"/>
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First MI Last _____ Nickname _____

Address _____

City _____ State _____ Zip _____ FAX # _____

Home Phone # _____ Cell # _____ MLS Pref Phone # _____

Phone Ext. _____ Male _____ Female _____ Birthdate _____

Firm Name & Address _____

Firm Phone # _____

Fax # _____ Your RE License Number _____

E-Mail _____ Website _____

Driver's License Number _____ State _____

1. Have you ever been a member of an Association of REALTORS® in this or another state? Yes No
2. NRDS # from another Association Membership _____ Association Name _____
3. Primary Membership Yes No Secondary Membership Yes No
4. Membership dues paid for current year to other Association of REALTORS® Yes No
5. Real Estate Specialty (Check One) Residential Condo Commercial Property Management Appraiser
 Other Specialty _____
6. Professional Designations _____
7. Prior Occupation/Special Skills _____

Membership Disclosure Information: Completion of this application and nonrefundable payment of ALL applicable fees may activate WEST PASCO BOARD OF REALTORS® and MLS services. All applicants are required to complete the Orientation Course the first or second time that it is offered after application is turned in. Failure to attend Orientation and Ethics may result in suspension of services pending fulfillment of Orientation requirement. Payment amount includes membership in WEST PASCO BOARD OF REALTORS®, the Florida Association of REALTORS® and the National Association of REALTORS®. Upon payment of Membership Dues and subsequent annual dues, I agree to abide by and agree to continue my commitment to abide by the Code of Ethics, Bylaws and Constitution, Rule and Regulations, duty to arbitrate as from time to time amended, all terms and conditions of Association Membership. I understand that by providing my mailing address, email address, telephone number and fax number, I consent to receive communications sent by or on behalf of WEST PASCO BOARD OF REALTORS® and its subsidiaries and affiliates via regular mail, email, telephone or fax.

By signing below I consent that the REALTOR® Associations (local, state, national) and their subsidiaries, if any may contact me at the specified address, telephone numbers, fax numbers, email address or other means of communication available. This consent applies to changes in contact information that may be provided by me to the Association(s) in the future. This consent recognizes that certain state and federal laws may place limits on communications that I am waiving to receive all communications as part of my membership.

Applicant Signature _____ Date _____



MY FLORIDA REGIONAL MLS MEMBERSHIP FORM SALESPERSON

Primary Association/Board: _____ Date: _____

FIRM INFORMATION

New Firm Other _____

Firm Name: _____ Firm MLS #: _____

Firm Address: _____
Street/P.O./Apt City State Zip

Firm FREC License#: _____

SUBSCRIBER INFORMATION

Mail Preference: Home Office

Nickname to appear on your listings. _____

*Name: _____

*Agent Direct Phone: _____ Fax: _____ Cell# _____

*Home Address: _____
Street/P.O./Apt City State Zip

License#: _____ MLS ID# _____

*E-Mail: _____ Web: _____

*Firm Name: _____ Firm MLS #: _____

***Password: New Members must use: password1** upon initial login, you will be prompted to change your password.

ACTIVATION INFORMATION

\$90.00 Activation Fee \$215.00 New Firm Activation Fee \$150.00 Member or Firm Reactivation Fee

Prorated Participation Fee from _____ to _____ Yr _____ Amt \$ _____

I agree to abide by the Multiple Listing Service Rules and Regulations of the My Florida Regional Multiple Listing Service and to attend the mandatory MFRMLS training. Required training; **MLS Compliance 101 & MLS Basic**. If you need access to enter listings, you will also be required to take **Adding & Modifying Listings**. I understand that if I do not attend mandatory training within sixty days my fees will be forfeited and I will be suspended from the Service.

****NOTE: MLS FEES OR PRO-RATED MLS FEES ARE NOT REFUNDABLE. Initial _____**

***SIGNATURE** _____ **Date** _____



Primary Association/Board _____
MY FLORIDA REGIONAL MULTIPLE LISTING SERVICE

PARTICIPATION FEE/ ACTIVATION AGREEMENT
SUBSCRIBER

This agreement is made on _____, 20____ between the Subscriber and My Florida Regional Multiple Listing Service.

- Annual/Prorated Participation Fee \$ _____
- New Member Setup \$90 (this fee will also apply for members reinstating after 1 full billing cycle)
- New Company Processing Fee \$215 (this fee will also apply for brokers reinstating after 1 full billing cycle)
- Member Reactivation Fee \$150 (this fee will apply to members who have been inactive for less than 1 full billing cycle)

The access issued to each Participant or Subscriber is unique and strictly confidential to that person. Authorized Participant,/Subscriber agrees that should a disclosure of account information result in access by an unauthorized third party, Authorized Participant,/Subscriber may be subject to penalties as follows:

- 1) A fine of up to \$15,000 (as determined by the Board of Directors) for each occurrence will be assessed against any Participant,/Subscriber found to have allowed or provided access to the MFRMLS system by an unauthorized person.
- 2) Permanent revocation of on-line access rights for the second instance.

In compliance with MFRMLS Rules and Regulations, this Agreement provides for the Participant,/Subscriber as a primary or secondary member, to gain immediate access to the MLS and Public Record database for use in listing, searching and retrieving the data contained therein. **This right is contingent upon the PARTICIPANT, SUBSCRIBER completing the required training course within the 60-day period allowed. Failure to do so will result in suspension of the right to access the MLS database.** The Participant,/Subscriber agrees to comply with MFRMLS Rules and Regulations. Any other use, reuse, or resale of this data is prohibited. The term of this Agreement shall commence upon initiation of service to the Participant,/Subscriber. The Agreement is not assignable. The Participant,/Subscriber hereby indemnifies the Service and any Reciprocal Service and agrees to hold harmless from and against all claims, losses, damages, costs and expenses of any kind, including attorney's fees, and from liability to any person arising from a Participant,/Subscriber.

Definition of MLS Participant. Any REALTOR® of any other Association/Board or any non-Realtor® who is a principal, partner, corporate officer, or branch office manager acting on behalf of a principal, without further qualification, except as otherwise stipulated in these rules, shall be eligible to participate in MFRMLS upon agreeing in writing to conform to the Rules and Regulations thereof and to pay the costs incidental thereto. However, under no circumstances is any individual or firm, regardless of membership status, entitled to Multiple Listing Service "membership" or "participation" unless they hold a current, valid real estate broker's license and offer or accept cooperation and compensation to and from other Participants or are licensed or certified by an appropriate state regulatory agency to engage in the appraisal of real property.

** Use of information developed by or published by MFRMLS is strictly limited to the activities authorized under a Participant's licensure(s) or certification and unauthorized use is prohibited. Further, none of the foregoing is intended to convey "participation" or "membership" or any right of access to information developed by or published by a Board Multiple Listing Service where access to such information is prohibited by law.

COMPANY / SUBSCRIBER INFORMATION

NEW (or current) Office/Company Name: _____ Firm#: _____
(Please Print)

OLD Office/Company Name: _____ Firm#: _____
(Please Print)

Your Name: _____ Member#: _____
(Please Print)

Attention Subscriber: MLS participation fees are paid by the authorized user directly to MFRMLS, 247 Maitland Avenue, Altamonte Springs, FL 32701. Due date is May 15 (annual). Penalties will apply to all payments not received by 5:00 P.M. The Principal Broker is ultimately responsible for the payment of all fees for participating licenses in his/her company.

NOTE: MLS FEES OR PRO-RATED MLS FEES ARE NOT REFUNDABLE. Initial _____

****SIGNATURE:** _____

*****SIGNATURE REQUIRED STATING YOU AGREE TO THE ABOVE TERMS*****



Primary Association/Board: _____ Date: _____
MY FLORIDA REGIONAL MULTIPLE LISTING SERVICE
 PARTICIPATION FEE/NEW OFFICE/ACTIVATION AGREEMENT
PARTICIPANT/SUBSCRIBER
PAYMENT AUTHORIZATION

Member Name: _____
First (please print) Last (please print)

Office Name: _____

Attention Participant/Subscriber: MLS participation fees are paid by the authorized user directly to MFRMLS, 247 Maitland Ave., Altamonte Springs, FL 32701. Due date is May 15 (annual). Penalties will apply to all payments not received by 5:00 P.M. The Principal Broker is ultimately responsible for the payment of all fees for participating licenses in his/her company.

NOTE: MLS FEES OR PRO-RATED MLS FEES ARE NOT REFUNDABLE.

PLEASE CHOOSE ONE: MasterCard Visa AMEX Discover

Amount: \$ _____

CC# _____ Exp Date _____ CVV# _____

Name On Credit Card (exactly as printed on credit card): _____

Billing Address for Credit Card: _____

SIGNATURE: _____

*** Per Rules & Regulations, No refunds of participation fees will be issued.**

TO BE COMPLETED BY ASSOCIATION STAFF			
Member ID:	_____		
Breakdown on Fees:	From _____	through _____	
	<small>(Month/Year)</small>	<small>(Month/Year)</small>	
LSC Fee: \$ _____	MFR Fee: \$ _____	Set up Fee: \$ _____	Reactivation Fee: \$ _____
Total: \$ _____			



West Pasco BOARD OF REALTORS®

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My Florida Regional MLS Required Training

REQUIRED CLASSES

MLS Basic

Important: *Subscribers must complete this class within 60 days of joining or their accounts may be suspended.*

Time: 3 Hours

Learning format: [in-person class](#) or [online self-paced](#)

What you'll need: [your laptop or tablet](#)

This class introduces you to the Matrix MLS system and shows you how to use it for your business. We'll learn about:

- Personalizing your settings in Matrix
- Exploring market areas where you do business.
- Searching by criteria and location.
- Communicating search results with customers.
- Managing the emails your contacts receive from you.

MLS Compliance 101

Important: *Subscribers must complete this class within 60 days of joining or their accounts may be suspended. A refresher class is required every two years.*

Time: 75 Minutes

Format: [in-person class](#) or [online self-paced](#)

What you'll need: [n/a](#)

To ensure the integrity of listing information and to protect the cooperative nature of the MLS, Rules and Regulations are in place for how to enter listings and use MLS information. This class will walk you through the rules, to ensure the best possible MLS experience for all subscribers. We'll learn about:

- An overview of the MLS and Framework for Rules and Regulations
- Where to Find Rules and Regulations
- Rules Pertaining to Listings and Required Disclosures
- Compensation and Cooperation Rules
- Listing Photos, Virtual Tours, and Listing Remarks
- Status Change Requirements
- Where MLS Data Goes
- Top Violations

MLS Adding and Editing Listings

Important: *This class is required for subscribers whose brokers require them to add and maintain their own listings in the MLS.*

Time: 75 Minutes

Format: in-person class or online self-paced

What you'll need: n/a

This class walks you through the process of entering listings into the MLS. Topics include:

- Types of listings.
- Required paperwork for entering a listing.
- Key fields on the listing entry form.
- Adding photos and attachments.
- Listing remarks.
- Sending listings to various portals and websites.
- Making changes to a listing.