



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

Broker 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 Stellar MLS.

- Provide us with your Florida Real Estate License Number
- Provide us with your CQ License Number for your corporation
- Completed Board Application, Stellar MLS Paperwork and Payment Authorization
- You are required to attend the next scheduled Mandatory Orientation and Ethics Training at the West Pasco Board of REALTORS®
- It could take 48-72 hours for your information to be processed and updated into the Stellar MLS. Once you are updated in the system, you will receive an e-mail with your login information and how you can access the MLS Classes and register for your required Board training.
- Please look over the Stellar MLS Required Training Classes **(You have sixty days to complete this training). As the Broker, you are required to complete all three classes.**
- If you are paying by credit card, you can E-mail this packet back to: lindy@wpbor.com **OR** lindsay@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: Stellar 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
New Port Richey, FL 34652
T: 727-848-8507 F: 727-845-4937
lindy@wpbor.com
lindsay@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 _____



StellarMLS

MEMBERSHIP FORM BROKER

Primary Association/Board: _____ Date: _____

FIRM INFORMATION

☐ New Firm ☐ Other _____

Firm Name: _____ Firm MLS #: _____

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

Firm Phone#: _____ Fax #: _____

E-Mail: _____ Web: _____

Firm FREC License#: _____ FREC License Type: _____

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

Name _____ Title _____

PARTICIPANT/SUBSCRIBER INFORMATION

☐ New Broker

☐ Multi License

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

☐ \$125.00 Activation Fee ☐ \$250.00 New Firm Activation Fee ☐ \$125.00 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 Stellar Multiple Listing Service and to attend the mandatory Stellar MLS 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 FEES ARE NOT REFUNDABLE.** Initial _____

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



Primary Association/Board _____

PARTICIPATION FEE/NEW OFFICE/ACTIVATION AGREEMENT

BROKER PARTICIPANT

This agreement is made on _____, 20____ between the PARTICIPANT and Stellar Multiple Listing Service.

- ☐ Annual Participation Fee \$ _____
- ☐ New Member Setup \$125.00 (this fee will also apply for members reinstating after 1 full billing cycle)
- ☐ New Company Processing Fee \$250.00 (this fee will also apply for brokers reinstating after 1 full billing cycle)
- ☐ Member Reactivation Fee \$125 (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 Stellar MLS system by an unauthorized person.
- 2) Permanent revocation of on-line access rights for the second instance.

In compliance with Stellar MLS 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 Stellar MLS 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 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 Stellar MLS 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 Stellar MLS 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 / PARTICIPANT INFORMATION

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

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

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

Attention Participant/Subscriber: MLS participation fees are paid by the authorized user directly to Stellar MLS, 247 Maitland Ave. Suite 2000, 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 _____

Participant Request to Participate

In conformity with the Stellar MLS Rules and Regulations and any reciprocal MLS Rules & Regulations, in which I agree to abide, I request participation in the Stellar Multiple Listing Service.

I understand that as the participant, there is a **one-time application fee of \$250.00 and an annual participation fee**. I will be assessed the participation fee, times the number of licensees employed by or affiliated with my firm.

I also understand that the MLS exists for participants to exchange offers of cooperation and compensation on listings and that neither I, nor any of my licensees, may sell, lease, exchange, transmit or otherwise disseminate data on active listings to the general public.

The Participant indemnifies the Stellar Multiple Listing Service and any reciprocal Multiple Listing 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's negligence.

Definition of MLS Participant

Where the term REALTOR[®] is used in this explanation of policy in connection with the word member or the word participant, it shall be construed to mean the REALTOR[®] principal or principals, of this or any other association, or a firm comprised of REALTOR[®] principals participating in a multiple listing service owned and operated by the board. Participatory rights shall be held by an individual principal broker unless determined by the association or MLS to be held by a firm. It shall not be construed to include individuals other than a principal or principals who are REALTOR[®] members of this or any other association, or who are legally entitled to participate without association membership. However, under no circumstances is any individual or firm, regardless of membership status, entitled to MLS 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 an association multiple listing service is strictly limited to the activities authorized under a participant's licensure(s) or certification and unauthorized uses are prohibited.



Participant Request to Participate-continued

Mere possession of a broker's license is not sufficient to qualify for MLS participation. Rather, the requirement that an individual or firm offers or accepts cooperation and compensation means that the participant actively endeavors during the operation of its real estate business to list real property of the type listed on the MLS and/or to accept offers of cooperation and compensation made by listing brokers or agents in the MLS. "Actively" means on a continual and ongoing basis during the operation of the participant's real estate business. The "actively" requirement is not intended to preclude MLS participation by a participant or potential participant that operates a real estate business on a part-time, seasonal, or similarly time-limited basis or that has its business interrupted by periods of relative inactivity occasioned by market conditions. Similarly, the requirement is not intended to deny MLS participation to a participant or potential participant who has not achieved a minimum number of transactions despite good faith efforts. Nor is it intended to permit an MLS to deny participation based on the level of service provided by the participant or potential participant as long as the level of service satisfies state law. *(Adopted 11/08)*

The key is that the participant or potential participant actively endeavors to make or accept offers of cooperation and compensation with respect to properties of the type that are listed on the MLS in which participation is sought. This requirement does not permit an MLS to deny participation to a participant or potential participant that operates a "Virtual Office Website" (VOW) (including a VOW that the participant uses to refer customers to other participants) if the participant or potential participant actively endeavors to make or accept offers of cooperation and compensation. An MLS may evaluate whether a participant or potential participant actively endeavors during the operation of its real estate business to offer or accept cooperation and compensation only if the MLS has a reasonable basis to believe that the participant or potential participant is in fact not doing so. The membership requirement shall be applied in a nondiscriminatory manner to all participants and potential participants. *(Adopted 11/08)*

*Compensation is unconditional except where local MLS rules permit listing brokers to reserve the right to reduce compensation offers to cooperating brokers in the event that the commission established in a listing contract is reduced by court action or by actions of a lender. Refer to Part Two, G., Section 1, Information Specifying the Compensation on Each Listing Filed with a Multiple Listing Service of an Association of REALTORS®, *Handbook on Multiple Listing Policy*. *(Adopted 11/98)*

*Broker Participant – Please Print

License #

*Signature of Broker Participant

*Firm Name

* Date



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Credit Card Authorization Form

Please Choose One: ☐ Checks ☐ Master Card ☐ Visa ☐ AMEX ☐ Discover

Total amount of checks or amount to be billed to Credit Card: \$ _____

Credit Card Number: _____

Exp. Date: ____/____ **Security Code:** _____

Name on Credit Card: (exactly as printed on card)

Billing Address for Credit Card:

Signature:

Credit Card Authorization # (For Board Use Only):

Date: _____



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Broker Stellar MLS Required Training You Are Required To Take All Three Classes

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: online self-paced

What will need: your laptop or tablet

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

- 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.
- Personalizing your settings in Matrix

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: online self-paced

What you will need: your laptop or tablet

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. You will 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: *As a Broker, you are required to take this class.*

Time: 75 Minutes

Format: online self-paced

What you will need: your laptop or tablet

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.

For additional Stellar MLS Training Blocks, go to: <https://www.stellarmls.com/>