



5409 Sunset Road | New Port Richey, FL 34652 | P: 727.848.8507 | [www.wpbor.com](http://www.wpbor.com)

## **Realtor Procedures for Joining Stellar MLS as an MLS Only Member**

Enclosed please find all the paperwork that you will need to fill out to join the Stellar MLS through the West Pasco Board of REALTORS®. The following criteria must be met before you can join as an MLS only Member:

- A Letter of Good Standing from your primary board must be submitted with your Membership Packet.
- Your Designated Broker must join as an MLS firm and all of his paperwork must be processed, so the company information is updated to the MLS.
- Once that is done, agents that choose to participate can turn in their application and fees to join.
- I am a full REALTOR® member of \_\_\_\_\_  
List Board/ Association above
- **Please Note: If you are not a REALTOR® member, you cannot join the MLS.**
- My NAR (NRDS Number is: \_\_\_\_\_)
- It could take up to 48-72 hours for your information to be processed and updated into the Stellar MLS. Once you are updated in Stellar MLS, you will receive an e-mail with your login information and how you can access the MLS Classes.
- Please look over the Stellar MLS class requirements (see attached) to participate in the MLS. **You are required to complete the following classes within sixty days (Basic and Compliance). The Add/Edit Class is for anyone who will be entering their own listings.**
- Once you complete the Add/Edit Class, your Broker must go online to Stellar MLS to give you that access level.
- If you are paying by credit card, you can e-mail this packet back to: [lindy@wpbor.com](mailto:lindy@wpbor.com) **OR** [lindsay@wpbor.com](mailto:lindsay@wpbor.com).
- If you are paying by check, you will have to give us two separate checks. One will be payable to: West Pasco MLS and the other will be payable to: Stellar MLS.

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



# StellarMLS

## 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

☐ \$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 MLS FEES ARE NOT REFUNDABLE. Initial \_\_\_\_\_**

\* **SIGNATURE** \_\_\_\_\_ **Date** \_\_\_\_\_





Primary Association/Board \_\_\_\_\_

## Stellar MULTIPLE LISTING SERVICE

PARTICIPATION FEE/ ACTIVATION AGREEMENT  
SUBSCRIBER

This agreement is made on \_\_\_\_\_, 20\_\_\_\_ between the Subscriber and Stellar Multiple Listing Service.

- ☐ Annual/Prorated Participation Fee \$ \_\_\_\_\_
- ☐ New Member Setup \$125 (this fee will also apply for members reinstating after 1 full billing cycle)
- ☐ New Company Processing Fee \$250 (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/Subscrber 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 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 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 / 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 Stellar MLS, 247 Maitland Ave. Suite 2000, Altamonte Spring, 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 \*\*\***



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

**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/>