



5409 Sunset Road | New Port Richey, FL 34652 | P: 727.848.8507 | [www.wpbor.com](http://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
- If you are transferring in from another board or joining as a secondary broker, please provide us with a Letter of Good Standing from your current association.
- You are required to attend the next scheduled Mandatory Orientation and Ethics Training at the West Pasco Board of REALTORS® This is for new members only.
- It could take 48-72 hours for your information to be processed and updated into 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](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 Board of Realtors, one will be payable to: West Pasco MLS.
- **You will be billed directly by Stellar MLS for their fees.**
- **Supra Key – There is a 24-48 hour waiting period before you are eligible to sign up for 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

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

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Fax # \_\_\_\_\_

Home Phone # \_\_\_\_\_ Cell # \_\_\_\_\_ MLS Pref Phone # \_\_\_\_\_

Birthdate \_\_\_\_\_ Your RE License Number \_\_\_\_\_

E-Mail \_\_\_\_\_ Website \_\_\_\_\_

Driver's License Number \_\_\_\_\_ State \_\_\_\_\_

Firm Name & Address \_\_\_\_\_

Firm Phone # \_\_\_\_\_ Firm Fax # \_\_\_\_\_

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, phone 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 \_\_\_\_\_

By taking part in this event, you grant the WPBOR full rights to use any images resulting from the photography and/or video filming for any reproductions or adaptations of the images for publicity, or other purposes to help achieve the mission of the WPBOR. This may include (but is not limited to) the right to use them in printed and digital publicity, social media, press releases, and funding applications.

**If you do not wish to be photographed or filmed, please inform an event organizer or the photographer.**





## SUBSCRIPTION APPLICATION BROKER

Date: \_\_\_\_\_

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

### OFFICE INFORMATION

☐ New Office ☐ Other \_\_\_\_\_

Office Name: \_\_\_\_\_

Office MLS#: \_\_\_\_\_ Office NRDS#: \_\_\_\_\_

Office Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Office Phone#: \_\_\_\_\_ Office Fax #: \_\_\_\_\_

Office E-Mail: \_\_\_\_\_ Office Website: \_\_\_\_\_

Office DBPR License#: \_\_\_\_\_ Main DBPR 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

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Preferred name to appear on your listings. \_\_\_\_\_

(Please note this will appear before your last name)

Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

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

Please select your preferred phone from the following ☐ Home ☐ Mobile ☐ Office

Home Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Subscriber Florida Real Estate License#: \_\_\_\_\_ Subscriber NRDS#: \_\_\_\_\_

Subscriber E-Mail: \_\_\_\_\_ Subscriber website \_\_\_\_\_

### **New Customers**

\*Password: **New Customers** must use the **Activate Account** option and follow instructions for setting up their password. If you are an established customer with MLS, you will use your existing user ID and password.

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 Add/Edit Listings Class. I understand that if I do not attend mandatory training within sixty days my Annual Subscription Costs will be forfeited, and I will be suspended from the Service.

**\*\*NOTE: STELLAR MLS ANNUAL SUBSCRIPTION COSTS OR PRO-RATED STELLAR MLS ANNUAL SUBSCRIPTION COSTS ARE NOT REFUNDABLE. Initial \_\_\_\_\_**

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





STELLAR MULTIPLE LISTING SERVICE  
SUBSCRIPTION/NEW OFFICE/ACTIVATION AGREEMENT  
BROKER PARTICIPANT

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

This agreement is made on \_\_\_\_\_ between the BROKER PARTICIPANT and Stellar Multiple Listing Service.

- ☐ Stellar MLS Annual/Prorated Subscription Cost \$ \_\_\_\_\_
- ☐ New Customer Set up \$150 (this fee will also apply for customers reactivating after 1 (one) full billing cycle)
- ☐ New Office Set up Fee \$150 (this fee will also apply for brokers reactivating after 1 (one) full billing cycle)
- ☐ Customer Reactivation Fee \$175 (this fee will apply to customer who have been inactive for less than 1 (one) 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 Office/Company Name: \_\_\_\_\_ Office NRDS#: \_\_\_\_\_

Your Name: \_\_\_\_\_ Your NRDS #: \_\_\_\_\_

**Attention Subscriber:** MLS renewals occur in May each year. Emails are sent by Stellar MLS each April, and invoices can be accessed and paid through your Stellar Central account. Accounts not paid by stated deadlines result in late fees, account suspensions, and reactivation fees. The Principal Broker is ultimately responsible for the payment of all annual subscription costs, late fees & reactivation fees for participating licenses in his/her company.

**\*\*NOTE: STELLAR MLS ANNUAL SUBSCRIPTION COSTS OR PRO-RATED STELLAR MLS ANNUAL SUBSCRIPTION COSTS ARE NOT REFUNDABLE. Initial \_\_\_\_\_**

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

**\*\*\*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 New Member Set Up Fee (\$150), a one-time New Office Set Up Fee (\$150) and the Annual Stellar MLS Subscription Costs.** I will be assessed the Annual Stellar MLS Subscription Costs, times the number of licensees employed by or affiliated with my office.

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.

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)

Office Name \_\_\_\_\_ Date \_\_\_\_\_

Broker Participant (please print) \_\_\_\_\_

Broker Participant Signature \_\_\_\_\_

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



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## Credit Card Authorization Form

Please contact the West Pasco Board at 727-848-8507 to be given the current fees.

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

Total 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: \_\_\_\_\_



# Required MLS Education



## Which Classes Should I Take?

### For All New Stellar MLS Customers

As a new Stellar MLS customer, you are required to complete **MLS Basic** and **MLS Compliance 101** classes.

### For Brokers and Those Inputting Listings

If you are a broker, or your broker has approved you to input listings into the MLS, you are also required to complete the **MLS Adding & Editing Listings** class.



Complete all required MLS education **within 60 days** of joining the MLS in order to keep your access to Matrix and all other products.

## Class Descriptions

### MLS Basic

This class teaches the basics of how to use the Matrix MLS System in your day-to-day business.

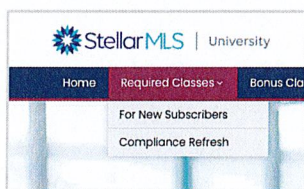
### Compliance 101

This class reviews the MLS Rules and Regulations to ensure that all users have access to the best data possible.

### Adding & Editing Listings

This class covers how to properly add and edit listings, photos and attachments in the MLS.

## How Do I Sign-Up?



For online, self-paced courses, visit:

**[StellarMLS.com/Learn](https://StellarMLS.com/Learn)**



Class Sign Up

To sign up for a live webinar or in-person class, log in to your **Stellar Portal** at the address below and click on the **Class Sign Up** icon.

**[Portal.StellarMLS.com](https://Portal.StellarMLS.com)**



You will receive a confirmation email when your required class has been completed and your Stellar MLS records will be updated. You may also view your class history in your Stellar Portal.