



5409 Sunset Road | New Port Richey, FL 34652 | P: 727.848.8507 | 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 already be or join as an MLS member and firm and all of their 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.
- Name: \_\_\_\_\_ Date: \_\_\_\_\_
- 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.
- **Today you will be charged \$125.00 Local Service Center MLS Fee.**
- **You will be billed directly by Stellar MLS for their fees.**
- 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, please make your check payable to: West Pasco MLS.

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



## SUBSCRIPTION APPLICATION AGENT/SALESPERSON

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 Office DBPR License Type: \_\_\_\_\_

### SUBSCRIBER INFORMATION

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 / ACTIVATION AGREEMENT  
AGENT/SALESPERSON

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

This agreement is made on \_\_\_\_\_ between the Subscriber 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)
- ☐ Customer Reactivation Fee \$175 (this fee will apply to customers 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 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**

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\*\*\***



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## Credit Card Authorization Form

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

Total amount to be billed to Credit Card: **\$125.00**

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: \_\_\_\_\_



## 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)**



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.