



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

## Realtor 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
- Completed Board Application, Stellar MLS Paperwork and Payment Authorization
- If you are transferring in from another board, please provide us with a Letter of Good Standing from your current association.
- Confirmation that your license is with the brokerage you joined
- 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 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)**.
- 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. Stellar MLS will give you thirty days to pay these 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  
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## 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 the 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 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 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 **Starting Out Stellar**, **MLS Basic** and **MLS Compliance** 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

### Starting Out Stellar

This class covers how to log in to your account, access Stellar Central™ and explore your products and services.

### MLS Basic

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

### MLS Compliance

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?



To sign up for in-person, Zoom live stream, or self-paced virtual classes, visit:

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



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.