



5409 Sunset Road | New Port Richey, FL 34652 | P: 727.848.8507 | www.wpbbr.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 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 (Starting Out Stellar, 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. Stellar MLS will give you thirty days to pay these fees.**
- If you are paying by credit card, you can e-mail this packet back to: lbundy@wpbor.com
- If you are paying by check, please make your check payable to: West Pasco MLS.

If you have any questions, 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: _____

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



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.