

Greater Tyler Association of REALTORS®

REALTOR® Membership Application Packet

**Note: Your sponsoring broker must join the MLS and then agents may join.
See page 2 “Types of Memberships”**

STEP 1 – SUBMISSION OF APPLICATION

Complete the following and return to GTAR:

1. MLS Participation Application
2. MLS Password Form
3. Class Registration Form
4. Entrance Fee – You may use a credit card or make a check payable to GTAR.
5. Attach a letter of good-standing from your primary association/board.
6. Suprakey costs are separate and are prorated monthly so call the Association office for prices.

STEP 2 – NOTIFICATION

You will receive an e-mail notification when you become active in the computer system. *Instructions on how to access the MLS and how to go online and pay your Quarterly MLS dues will be included.*

STEP 3 – CALL TO SET UP APPOINTMENT IF YOU ARE GETTING A SUPRA KEY (NO WALK-INS)

After you receive the notification e-mail you may call Gloria to set up an appointment to get a Suprakey.

STEP 4 – ATTEND THE MANDATORY MLS TRAINING CLASS REQUIRED FOR MEMBERSHIP. You must register—NO WALK INS.

Greater Tyler Association of REALTORS®

Types of Memberships

REALTOR® - either primary or secondary – individuals who are engaged actively in the real estate profession, including buying, selling, exchanging, renting or leasing, managing, appraising for others for compensation, counseling, building, developing or subdividing real estate, and who maintain or are associated with an established real estate office located in the state of Texas or a state contiguous thereto. The individual must maintain a current, valid real estate broker's or salesperson's license or is licensed or certified by an appropriate state regulatory agency to engage in the appraisal of real property. REALTOR® means a member of the National Association of REALTORS®.

APPLICATION TYPES UNDER REALTOR® MEMBERSHIP:

Designated REALTOR® - Designated Broker of the firm.

REALTOR® - Broker or Salesperson affiliated with the firm as an associate.

Primary Member – Pays National, State and local dues. Has voting rights and can hold leadership positions. (DR must be a member.)

Secondary Member – Pays local dues only. Pays National and state dues to their primary association. Has voting rights and can hold leadership positions. (DR does not have to be a member.)

Affiliate – Real estate owners and other individuals or firms who, while not engaged in the real estate profession actively, have interest requiring information concerning real estate and are in sympathy with the objectives of the Association.

Institute Affiliate – Individuals who hold a professional designation awarded by a qualified Institute, Society or Council affiliated with the National Association of REALTORS®. Any such individual, if otherwise eligible, may elect to hold REALTOR® membership, subject to payment of applicable dues for such membership.

MLS Member – Individuals who are REALTOR® members in an association in Texas or a state contiguous thereto may request any service they need from other associations. This includes MLS service. **In GTAR, the Designated Broker of the firm must join as the Participant and any agent may then join as a Subscriber.** If the firm is a MLS member in another association and some of the agents do not wish to join as a Subscriber, MLS waivers must be signed by the Broker and the agent which states that any agent who utilizes the MLS information will be charged MLS dues from the date of the waiver. If the firm is not a MLS member in another association, the dues formula will be in force. (Broker's dues are based on his membership and any agents who are not members of the MLS.)

To: The Greater Tyler Association of REALTORS®

TYLER MLS PARTICIPANT AGREEMENT

Designated REALTOR® - Participant Subscriber – Affiliated with Participant

(For MLS access by REALTOR® (principals) or a firm comprised of REALTOR® (principals) who are not members of the association.)

Name: _____ Real Estate License #: _____

Office Name: _____

Office Address: _____ City _____ State ____ Zip _____

Office Phone: _____ Office Fax: _____

Home Address: _____ City _____ State ____ Zip _____

Home Phone: _____ Cell Phone: _____

Preferred MLS Phone: Office Home Cell

Preferred Mail: Office Home

E-mail Address: _____

Personal Web Page Address: _____

Board/Association where primary membership is held: _____

(Please attach letter from Board/Association showing membership in good standing.)

I agree as a condition of participation in the MLS to abide by all relevant Bylaws, Rules and Regulations and other obligations of participation, including payment of fees. I further agree to be bound by the Code of Ethics on the same terms and conditions as association members, as established in the Code of Ethics and Arbitration Manual, including the obligation to submit to ethics hearings and the duty to arbitrate contractual disputes with other REALTORS® in accordance with the established procedures of the association. I understand that a violation of the Code of Ethics may result in suspension or termination of MLS rights and privileges and that I may be assessed an administrative processing fee not to exceed \$500 which may be in addition to any discipline, including fines, that may be imposed.

Signature of Participant or User

Date

**The Greater Tyler Association of REALTORS®
3531 S. Broadway
Tyler, TX 75701**

Phone: 903-561-8403 Fax: 903-561-4730

MLS PASSWORD FORM

To ensure complete security within the MLS, each user has the opportunity to select a personal password, which will be used in logging onto the system. The password can be from **3 to 8 characters** in length and should be something you will remember, such as your nickname, the name of your child, the name of your pet, etc.

You will have the ability to change your password at any time you feel it is necessary.

NAME _____ **DATE** _____

OFFICE NAME _____

OFFICE PHONE # _____ **OFFICE FAX #** _____

E-MAIL ADDRESS _____

PASSWORD _____

PLEASE CHECK ONE: _____ **DESIGNATED REALTOR®**
 _____ **AGENT**
 _____ **SECRETARY (Broker's signature required)**
 _____ **OTHER**

BROKER'S SIGNATURE: _____
(required for Secretary only)

**Greater Tyler Association of REALTORS®
Dues Schedule**

REALTOR® MLS Participation Fee (one-time fee) \$50.00

DESCRIPTION	AMOUNT	DUE	PAYMENT PERIOD
MLS Dues	\$114.00.....	January 15.....	quarterly
MLS Dues	\$114.00.....	April 15.....	quarterly
MLS Dues	\$114.00.....	July 15.....	quarterly
MLS Dues	\$114.00.....	October 15.....	quarterly

A late fee of \$25.00 is added on the 16th day of the month. Suspension of MLS service is done 25th day of the month. Inactivation is done on the last day of the month. Once inactivated for non-payment of dues an additional \$25.00 re-activation fee will be added to the late fee and dues amount.

Below is an excerpt from the MLS Rules and Regulations of the Greater Tyler Association of REALTORS® Inc...

SERVICE CHARGES

Section 6. - Service Fees and Charges: The following service charges for operation of the Multiple Listing Service are in effect to defray the costs of the Service and are subject to change from time to time in the manner prescribed.

(b) **Recurring Participation Fee:** The monthly participation fee of each Participant shall be an amount times each salesperson and licensed or certified appraiser who has access to and use of the Service, whether licensed as a broker, sales licensee, or licensed or certified appraiser who is employed by or affiliated as an independent contractor with such Participant. Payment of such fees shall be made on or before the tenth (10th) day of the month.

Greater Tyler Association of REALTORS®

3531 South Broadway
Tyler, TX 75701
Voice: 903-561-8403
Fax: 903-561-4730

Credit Card

(American Express, Discover, MasterCard, Visa)

Credit Card Type: _____ Account #: _____

Exp. Date: _____ Billing Zip: _____ Amount to be charged: \$ _____

Exact Name on

Account: _____ Telephone: _____

Signature _____

(as it appears on account)

MANDATORY CLASS REGISTRATION

MLS Training: All REALTOR® and MLS applicants will be required to attend a MLS Training class **within two offering dates** of your join date. The cost of the course is included in your application fee. MLS and/or Board services are subject to the successful completion of this course. MLS Training is held from 9:00 AM to 12:00 PM. Reservations are on a first come first serve basis **(PLEASE CALL FOR AVAILABILITY OF CLASSES)**. If you have made a reservation and find you are unable to attend, contact the MEMBERSHIP DEPARTMENT (903-561-8403). **Cancellations must be received at least 7 days before your scheduled class or you will be charged a \$25.00 CANCELLATION FEE.**

Location for MLS Training class: Greater Tyler Association of REALTORS®, 3531 S. Broadway, Tyler, TX 75701.

2008 MLS Training Schedule:

Jan. 18 Fri.	June 27 Fri.	Nov. 21 Fri.
Feb. 22 Fri.	July 18 Fri.	Dec 19 Fri.
Mar. 14 Fri.	Aug. 22 Fri.	
Apr. 25 Fri.	Sept. 12 Fri.	
May 16 Fri.	Oct. 10 Fri.	

REGISTRATION FORM

Date _____

Check this box if you are rescheduling

LAST NAME

FIRST NAME

COMPANY NAME

Personal e-mail address (where you can be reached for confirmation)

I PLAN TO ATTEND MLS TRAINING

(MONTH) _____ (DAY) _____ (YEAR) _____.

FAX THIS FORM TO GTAR 903-561-4730