

Greater Tyler Association of REALTORS®

MLS Only Application Packet Broker / Salesperson / Appraiser

Note: Designated REALTOR® (Broker) must join MLS before sponsored REALTOR® (Salespersons) can join. See “Types of Memberships”.

STEP 1 – SUBMISSION OF APPLICATION

- ✓ Return the following items to GTAR via **email**, fax, or in person (**by appointment**):
- Application for MLS Only REALTOR® Membership
 - MLS Class Registration Form
 - Copy of your Texas Real Estate license (Broker or Salesperson) or Texas Certified Appraiser’s License
 - Letter of Good Standing from your primary Association
 - Credit Card Authorization Form – You may use a credit card or make a check payable to GTAR
 - Completed Waivers of MLS Service (**required for broker application**)

** Please allow 1-3 business days to process your request upon receipt of all required items.*

STEP 2 – NOTIFICATION

When your application has been processed, you will receive an e-mail notification which will include:

- Login ID/password to access Paragon MLS (includes URL)
- Login ID/password to pay your MLS Fees online (includes URL)
- Instructions on SupraKey registration (by appointment if applicable)

STEP 3 – ATTEND THE MANDATORY CLASS REQUIRED FOR MLS ONLY MEMBERSHIP – NO WALK INS.

Greater Tyler Association of REALTORS®
2772 SSE Loop 323
Tyler, TX 75701
(O) 903.561.8403 (F) 903.561.4730 membership@gtar.com

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 Participation/Subscription – 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 participant 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 each agent which states that any agent who utilizes the MLS information will be charged MLS fees from the date of the waiver. If the firm is not a MLS participant 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.)

The Greater Tyler Association of REALTORS®

MLS ONLY PARTICIPANT/SUBSCRIBER AGREEMENT

- Designated REALTOR®** (Broker / Appraiser) – Participant
 REALTOR® (Salesperson / Appraiser) - Subscriber

(For MLS Only access by Designated REALTORS® or REALTORS® who are members of another board of REALTORS® other than the Greater Tyler Association of REALTORS®).

Full Name: _____ DOB: _____

Home Address: _____ City _____ State _____ Zip _____

Cell Phone: _____

Real Estate License #: _____ Appraiser License #: _____

E-mail Address (required): _____

Alternate E-mail Address: _____

Personal Web Page Address: _____

Board/Association where Primary membership is held: _____

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

Your NRDS #: _____

Office Name: _____

Office Address: _____ City _____ State _____ Zip _____

Office Phone: _____ Office Fax: _____

Office NRDS # : _____

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 Subscriber _____

Date: _____

Greater Tyler Association of REALTORS®

MLS ONLY MANDATORY CLASS REGISTRATION

Basic MLS Classroom Training: All REALTOR® and MLS applicants **are required to attend an MLS Training class within two offering dates of application date.** MLS services are considered provisional subject to the successful completion of this course and will be inactivated if not met.

We do offer an online option as required by NAR. If you would like that option, you will be required to complete it before your application is processed. Please indicate to membership and your account will be created to complete the requirement. The course modules take about 2.5 hours to finish and you will need to supply the certificates as proof of successful completion.

- **NOTE: Subscribing to another MLS does not satisfy this training requirement.**

1/11/22	5/10/22	9/13/22
2/8/22	6/7/22	10/11/22
3/8/22	7/12/22	11/8/22
4/12/22	8/9/22	12/6/22

REGISTRATION FORM

Date of Application: _____

LAST NAME

FIRST NAME

COMPANY NAME

E-mail address (you can be reached for confirmation or schedule changes)

I PLAN TO ATTEND MLS TRAINING ON:

Date: _____

NOTE: The cost of this course is included in your application fees.

Greater Tyler Association of REALTORS®

MLS Only Fee Payment Schedule

- Designated REALTOR® (Broker) MLS Participation Fee (one-time) \$500.00
- REALTOR® (Salesperson) MLS Participation Fee (one-time) \$150.00

DESCRIPTION	AMOUNT	DUE DATE	FREQUENCY
Multiple Listing Service Fee	\$177.81	January 1	Quarterly
Multiple Listing Service Fee	\$177.81	April 1	Quarterly
Multiple Listing Service Fee	\$177.81	July 1	Quarterly
Multiple Listing Service Fee	\$177.81	October 1	Quarterly
SUPRA eKey Basic or Pro	217.71 or 360.86	January 1	Annually

NOTE: Due to billing cycle overlaps, if you are making application in a billing month (Dec, Mar, Jun, Sep), the current amount per the fees schedule plus the new billing amount will be due and payable at time of application. The amounts above include sales tax.

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

Section 6.0 - 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.

- a) **Initial Participation Fee:** An applicant for participation in the Service shall pay an application fee of \$500.00 for a Designated Broker and \$150.00 for a Salesperson, with such fee to accompany the application.

Note: The initial participation fee shall approximate the cost of bringing the Service to the Participant.

- b) **Recurring Participation Fee:** The quarterly participation fee of each Participant shall be \$155.50 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 first (1st) day of the month. Fees shall be prorated monthly. **(Amended 11/19)**

Note: A multiple listing service may elect to have such fees payable on a quarterly or even on a monthly basis. However, added administrative services are necessitated by increased frequents of such payments.

Section 7.1 - Compliance with Rules: The following action may be taken for noncompliance with the Rules: For failure to pay any service charge or fee **by the date due**, and provided that at least ten (10) days notice has been given, **the service shall be suspended** until service charges and fees are paid in full. **Additionally, failure to pay any service charge or fee, a late fee of \$25.00 is added on the 2nd business day after the due date.** **(Amended 11/14)**

DESCRIPTION	AMOUNT	DUE DATE	FREQUENCY
Multiple Listing Service Fee	\$177.81	January 1	Quarterly
Multiple Listing Service Fee	\$177.81	April 1	Quarterly
Multiple Listing Service Fee	\$177.81	July 1	Quarterly
Multiple Listing Service Fee	\$177.81	October 1	Quarterly
SUPRA eKey Basic or Pro	217.71 or 360.86	January 1	Annually

NOTE: The Association is required to notify you when invoices have been posted to your account. These will be sent via electronic communications (email) to the address specified in your application. Please notify the Association immediately if your email address changes.

Greater Tyler Association of REALTORS®

2022

Note: Applications made in a billing month (Mar, Jun, Sep, Dec) require pre-payment of billed amounts in addition to the prorated total

Designated REALTOR® (Broker) Entrance Dues/Fees

Association & MLS Members										MLS Only DR®	
Application Month	NAR Dues	NAR Image	TAR Dues	GTAR Local Dues	Application Fee	Quarterly MLS Fee	MLS Only Fee	MLS Participation Fee	Prorated TOTAL		
January	150.00	35.00	152.00	80.00	500.00	168.33	177.81	500.00	1,585.33	677.81	
February	137.50	35.00	142.25	66.67	500.00	112.22	118.54	500.00	1,493.64	618.54	
March	125.00	35.00	132.50	53.33	500.00	224.44	237.08	500.00	1,570.27	737.08	
April	112.50	35.00	122.75	40.00	500.00	168.33	177.81	500.00	1,478.58	677.81	
May	100.00	35.00	113.00	26.67	500.00	112.22	118.54	500.00	1,386.89	618.54	
June	87.50	35.00	103.25	173.33	500.00	224.44	237.08	500.00	1,623.52	737.08	
July	75.00	35.00	93.50	160.00	500.00	168.33	177.81	500.00	1,531.83	677.81	
August	62.50	35.00	83.75	146.67	500.00	112.22	118.54	500.00	1,440.14	618.54	
September	50.00	35.00	74.00	133.33	500.00	224.44	237.08	500.00	1,516.77	737.08	
October	37.50	35.00	64.25	120.00	500.00	168.33	177.81	500.00	1,425.08	677.81	
November	25.00	35.00	54.50	106.67	500.00	112.22	118.54	500.00	1,333.39	618.54	
December	162.50	70.00	196.75	93.33	500.00	224.44	237.08	500.00	1,747.02	737.08	
<i>MLS Due Dates</i>	<i>MLS Billing Dates</i>				<i>MLS Only Participants</i>						

Note: Applications made in a billing month (Mar, Jun, Sep, Dec) require pre-payment of billed amounts in addition to the prorated total

REALTOR® (Salesperson) Entrance Dues/Fees

Association & MLS Members										MLS Only R®	
Application Month	NAR Dues	NAR Image	TAR Dues	GTAR Local Dues	Application Fee	Quarterly MLS Fee	MLS Only Fee	MLS Participation Fee	Prorated TOTAL		
January	150.00	35.00	152.00	80.00	200.00	168.33	177.81	150.00	935.33	327.81	
February	137.50	35.00	142.25	66.67	200.00	112.22	118.54	150.00	843.64	268.54	
March	125.00	35.00	132.50	53.33	200.00	224.44	237.08	150.00	920.27	387.08	
April	112.50	35.00	122.75	40.00	200.00	168.33	177.81	150.00	828.58	327.81	
May	100.00	35.00	113.00	26.67	200.00	112.22	118.54	150.00	736.89	268.54	
June	87.50	35.00	103.25	173.33	200.00	224.44	237.08	150.00	973.52	387.08	
July	75.00	35.00	93.50	160.00	200.00	168.33	177.81	150.00	881.83	327.81	
August	62.50	35.00	83.75	146.67	200.00	112.22	118.54	150.00	790.14	268.54	
September	50.00	35.00	74.00	133.33	200.00	224.44	237.08	150.00	866.77	387.08	
October	37.50	35.00	64.25	120.00	200.00	168.33	177.81	150.00	775.08	327.81	
November	25.00	35.00	54.50	106.67	200.00	112.22	118.54	150.00	683.39	268.54	
December	162.50	70.00	196.75	93.33	200.00	224.44	237.08	150.00	1,097.02	387.08	
<i>MLS Due Dates</i>	<i>MLS Billing Dates</i>				<i>MLS Only Subscribers</i>						

Greater Tyler Association of REALTORS®

WAIVER OF MLS SERVICES

The Participant (Broker) of the Service shall be exempt from payment of Multiple Listing subscription (MLS) fees for any individual employed by or affiliated as an independent contractor with the Participant who does not actually have access to and use of the MLS Service.

This waiver exemption shall be effective for the duration of MLS participation by the Broker. The exemption, if recommended by the Multiple Listing Policy Committee, shall be effective when approved by the Board of Directors. The exemption for any individual shall automatically be revoked upon the individual's utilization of the Service in any manner.

CERTIFICATION OF INDIVIDUAL (Salesperson) AFFILIATED WITH PARTICIPANT (Broker) IN A MULTIPLE LISTING SERVICE:

I, _____ associated with _____,
(Salesperson's Printed Name) (Broker's Printed Name)

does not use the MLS in any way at any time, and understand that if I should utilize the MLS at any time, the Participant (Broker) with whom I am affiliated is obligated to pay an additional individual subscription fee from the inception of the Participant's (Broker's) MLS non-use Agreement.

(TREC License Number of Salesperson) (Signature of Salesperson) (Date)

CERTIFICATION OF PARTICIPANT (Broker) OF BOARD MULTIPLE LISTING SERVICE AS TO INDIVIDUAL'S CERTIFICATION ABOVE:

I agree that if _____ utilizes the Multiple Listing Service in any way
(Salesperson's Printed Name)

at a future date, I will notify the Service and pay the required subscription fee of the MLS from the inception of the Participant's (Broker's) MLS non-use Agreement.

(Broker's Printed Name) (Signature of Broker) (Date)

Greater Tyler Association of REALTORS®

2772 South Southeast Loop 323
Tyler, TX 75701
Office: 903-561-8403 | Fax: 903-561-4730

Credit Card / Recurring Payment Authorization Form

Here's How Recurring Payments Work:

You authorize regularly scheduled charges to your Visa, MasterCard, American Express or Discover card. You will be charged each billing period for the total amount due for that period. A receipt will be emailed to you and the charge will appear on your credit card statement. You agree that no prior-notification will be provided, providing we have a stored payment profile on file with your current credit card information, and your written authorization below.

**We will only auto pay fees you pay to GTAR for services:
MLS Quarterly Fees and Supra Key Annual Fees.**

> Dues billings for National, State and Local have an optional TREPAC amount so we will not be bulk paying that annual billing. You will have to logon to the web portal to make payment or call the association and in either case, your stored payment profile can still be used.

Please complete the information below:

I _____ authorize the Greater Tyler Association of REALTORS® to charge my credit card noted below the:

- one-time payment for initial application] **or**
 one-time payment plus recurring payment] due on the 1st business day of the following:
- Quarterly MLS Data Access service fee
 - Quarterly CIE Data Access service fee
 - Annual Supra Key service fee

NOTE: You are responsible for keeping your stored payment profile updated. The association is not responsible for late and other fees applied due to credit card failures or declines. If you no longer wish to authorize recurring payments, please email membership@gtar.com or accounting@gtar.com.

SIGNATURE _____ DATE _____

I authorize the above named business to charge the credit card indicated in this authorization form according to the terms outlined above. If the above noted payment dates fall on a weekend or holiday, I understand that the payments may be executed on the next business day. I understand that this authorization will remain in effect until I cancel it in writing, and I agree to notify the business in writing of any changes in my account information or termination of this authorization at least 15 days prior to the next billing date. This payment authorization is for the type of billings indicated above. I certify that I am an authorized user of this credit card and that I will not dispute the scheduled payments with my credit card company provided the transactions correspond to the terms indicated in this authorization form.

STAFF USE ONLY: RAMCO Automatic Payment Authorization
RAMCO Stored Payment Profile
Copy to Member file
Copy to Server

Yes No By: _____
 Yes No By: _____
 Yes No By: _____
 Yes No By: _____

----- STAFF DETACH AND SHRED -----

Credit Card Type: <input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Amex	<input type="checkbox"/> Discover
Cardholder Name	_____		
Credit Card Number	_____		
Expiration Date	_____	CVV (3 digits on back - Visa/MC/Disc, 4 digits on front of AMEX)	_____
Billing Address	_____	Phone#	_____
City, State, Zip	_____	Email	_____