

MLS ONLY APPLICATION PACKET Broker / Salesperson / Appraiser

Note: Designated REALTOR® (Broker) must join MLS before sponsored REALTOR® (Salespersons) can join.

STEP 1 – SUBMISSION OF APPLICATION

√ Return the following items to GTAR via email to membership@gtar.com or in person (by appointment):

- Application for MLS Only REALTOR® Membership
- 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/Recurring Payment Authorization Form
- 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 ONLINE OR IN-PERSON MANDATORY CLASS REQUIRED FOR MLS ONLY MEMBERSHIP – Absolutely, NO WALK INS. Instructions will be included in your Welcome Response Email Notification.

MLS ONLY PARTICIPANT/SUBSCRIBER AGREEMENT

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

Note: Designated REALTOR® (Broker) must join MLS before sponsored REALTOR® (Salespersons) can join.

(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 #: _____

Association Use Only	Reactivate <input type="checkbox"/> Upgrade <input type="checkbox"/>	Date Processed _____
M1# _____	Board Date _____	Staff Initials _____
MLS ID# _____	Autopay <input type="checkbox"/> Yes <input type="checkbox"/> No	
RAMCO <input type="checkbox"/>	AutoPay MLS/CIE Fees <input type="checkbox"/> Yes <input type="checkbox"/> No	
PARAGON <input type="checkbox"/>	AutoPay Supra <input type="checkbox"/> Yes <input type="checkbox"/> No	
SUPRA <input type="checkbox"/>		
MLS Training _____		

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 amount] 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 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	Yes	No By: _____
RAMCO Stored Payment Profile	Yes	No By: _____
Copy to Member file	Yes	No By: _____
Copy to Server	Yes	No By: _____

Credit Card Type:	<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Amex <input type="checkbox"/> Discover
Cardholder Name:	_____
We will call you for card numbers	
Billing Address _____	Phone# _____
City, State, Zip _____	Email _____

MLS ONLY FEE MEMBERSHIP JOINING FEES SCHEDULE

MLS ONLY - REALTOR® , Appraiser				Designated REALTOR® (Broker)			
Join Month	MLS Participation Fee	MLS Qtrly Fees	Total	Join Month	MLS Participation Fee	MLS Qtrly Fees	Total
Jan	\$150.00	\$243.56	\$393.56	Jan	\$500.00	\$243.56	\$743.56
Feb	\$150.00	\$405.94	\$555.94	Feb	\$500.00	\$405.94	\$905.94
Mar	\$150.00	\$324.75	\$474.75	Mar	\$500.00	\$324.75	\$824.75
Apr	\$150.00	\$243.56	\$393.56	Apr	\$500.00	\$243.56	\$743.56
May	\$150.00	\$405.94	\$555.94	May	\$500.00	\$405.94	\$905.94
June	\$150.00	\$324.75	\$474.75	June	\$500.00	\$324.75	\$824.75
July	\$150.00	\$243.56	\$393.56	July	\$500.00	\$243.56	\$743.56
Aug	\$150.00	\$405.94	\$555.94	Aug	\$500.00	\$405.94	\$905.94
Sep	\$150.00	\$324.75	\$474.75	Sep	\$500.00	\$324.75	\$824.75
Oct	\$150.00	\$243.56	\$393.56	Oct	\$500.00	\$243.56	\$743.56
Nov	\$150.00	\$405.94	\$555.94	Nov	\$500.00	\$405.94	\$905.94
Dec	\$150.00	\$324.75	\$474.75	Dec	\$500.00	\$324.75	\$824.75

NOTE: Due to billing cycle overlaps, if you are making an application in a billing month (February, May, August, November), the current amount per the fees schedule, plus the next quarter's billing amount will be due and payable at time of application. The amount above includes sales tax. The Designated REALTOR® and REALTOR® MLS Participation Fees are one-time fees due at application.

MLS ONLY RECURRING FEE PAYMENT BILLING SCHEDULE

DESCRIPTION	AMOUNT	INVOICE DATE	SERVICE PERIOD
Multiple Listing Service Fee	\$243.56	February 1	Q2 April - June
Multiple Listing Service Fee	\$243.56	May 1	Q3 July-September
Multiple Listing Service Fee	\$243.56	August 1	Q4 October - December
Multiple Listing Service Fee	\$243.56	November 1	2026 Q1 January - March
SUPRA eKey Basic or Pro	\$217.71 or \$360.86	November 1	2026 Annual

Section 7.1 - Compliance with Rules states: 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.

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.

Terms and Conditions

Please review these terms and conditions and check that you agree and sign below.	I Agree
I understand that 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.	<input type="checkbox"/>
I agree to complete the <input type="checkbox"/> In-Person MLS Basic Training or <input type="checkbox"/> Online MLS Training within 30 days of the application date. Please Check one.	<input type="checkbox"/>
I agree as a condition of participation in the MLS to abide by all relevant GTARMLS Bylaws, Rules and Regulations and other obligations of participation, including payment of fees.	
I understand membership brings certain privileges and obligations that require compliance. Membership is final only upon approval by the Board of Directors and may be revoked should completion of requirements, such as orientation, not be completed within the timeframe established in the Association's bylaws.	<input type="checkbox"/>
I agree to be bound by the Code of Ethics on the same terms and conditions as association members, as established in the <u>Code of Ethics and Arbitration Manual</u> , 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, which may be imposed.	<input type="checkbox"/>
I hereby certify that the foregoing information furnished by me is true and correct, and I agree that failure to provide complete and accurate information as requested, or any misstatement of fact, may be grounds for revocation of my membership if granted.	<input type="checkbox"/>
I acknowledge that if accepted as an MLS Participant or Subscriber and subsequently resign or otherwise cause membership to terminate with an ethics complaint pending, the Board of Directors may condition renewal of membership upon certification that I will submit to the pending ethics proceeding and will abide by the decision of the hearing panel. If I resign or otherwise cause membership to terminate, the duty to submit to arbitration continues in effect even after membership lapses or is terminated, provided the dispute arose while applicant was a REALTOR®.	<input type="checkbox"/>
I acknowledge that failure to pay a billing invoice by the due date will result in immediate suspension of service and a late fee of \$75 will be added to my account. To reactivate my MLS Services after one quarterly billing cycle, a \$150 reactivation fee will be added to my account. This is in addition to any outstanding invoices and late fess that are due from my previous MLS Service.	<input type="checkbox"/>
I acknowledge that payments to the Greater Tyler Association of REALTORS® are not deductible as charitable contributions. Such payments may, however, be deductible as ordinary and necessary business expenses.	<input type="checkbox"/>
I understand that payments for dues, subscriptions, services or TREPAC investments are not refundable.	<input type="checkbox"/>
I consent that the REALTOR® Associations (Local, state, national) and their subsidiaries, if any (e.g., MLS, Foundation) 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.	<input type="checkbox"/>

REQUIRED SIGNATURES

My signature below certifies that I have read and agree to the terms and conditions and that all information provided on my application is true and correct.

Agent Signature: _____ **Date:** _____