



**BIC MLS ONLY New Member Application
& Information**

New FIRM Application & Information

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Welcome!

You are ready to begin your **MLS Only Designated REALTOR® (BIC)** membership application process with the Brunswick County Association of REALTORS® if you are requesting:

Access to Brunswick County Association of REALTORS® MLS AND are a member of another Association in the state of North Carolina or any state contiguous thereto AND have been designated the Broker in Charge of the Firm

*****NC Real Estate Commission Notification*****

The Association must be able to confirm your status as Designated REALTOR® (BIC) on the North Carolina Real Estate Commission website www.ncrec.state.us before your application will be processed.

If you are opening a new firm, you must establish that firm with the Commission as well. This firm **MUST** be showing on the NC Commission website before your application will be processed.

The following items are required with the completed Membership Application and Participant MLS Agreement:

- Copy of NC Pocket Card or License.
- Letter of Good Standing from your Primary Membership Association/Board. This letter must contain your NRDS number.
- Payment in the form of a check, cash, or credit card.

2010 Fee Structure for BCAR MLS ONLY Access

An initial fee of **\$850** is assessed to all Designated REALTORS® requesting MLS access. You will also be assessed for the quarter you join BCAR at time of application. There are **NO REFUNDS**.

	Jan	Feb	March	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
MLS	\$325	\$216.66	\$108.34	\$325	\$216.66	\$108.34	\$325	\$216.66	\$108.34	\$325	\$216.66	\$108.34
Security Fee	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10

These fees are as of January 1, 2010 and are subject to change.

Listings

There is no listing fee charge. However, there are fines that can be levied to both the SUBSCRIBER and/or the PARTICIPANT if adherence to the MLS Rules & Regulations is not followed.

North Carolina Contracts/Forms:

Access to North Carolina Contracts and forms is **NOT** available to BIC MLS Only Participants through Brunswick County Association of REALTORS®. If this is something you wish to obtain through BCAR, you should consider applying for secondary membership instead of MLS Only. Check out the BIC New Member application under Membership Info at our website www.bcarnc.com.

All applications must be received at the BCAR Office prior to making an appointment. Applications will not be processed without payment.

Your preferred mailing address: Firm Residence

Your preferred phone numbers: 1) _____ 2) _____

Nickname (only if preferred on Roster): _____

Specialty: Residential Commercial Resort International Other

How long with current real estate firm? _____ Previous real estate firm? _____

Number of years engaged in the real estate business? _____

Association/Board where you hold primary membership _____
(A Letter of Good Standing from your primary board must accompany the application.)

NRDS# _____

Last date (year) of completion of NAR's Code of Ethics training requirement _____
(PROOF OF COMPLETION REQUIRED)

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, shall be grounds for revocation of services, if granted.

By signing below I consent that the REALTOR® Associations (local, state, national) and their subsidiaries, if any (e.g. MLS) 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.

I agree that if accepted as an MLS only member, I shall pay the fees as established by the BCAR Board of Directors.

Signature: _____

Date: _____



**Participant Application
In the Brunswick County Association of REALTORS® MLS
(Designated Realtor)**

I, _____ of the firm
(BIC print name)

_____ hereby apply for membership in the Multiple
(office name)

Listing Service of the Brunswick County Association of REALTORS®.

I acknowledge reading the MLS Rules & Regulations and agree to abide by them as amended from time to time. I understand that I must provide the name of all licensees who affiliate with me within 72 hours and that I will be charged quarterly based upon the total number of licensees affiliated with me. I understand that MLS Orientation is mandatory. I understand that there is a Firm Initiation Fee and access fees assessed quarterly. I further understand that failure to notify the Association within 10 days of affiliation of a new licensee will result in a \$100 fine per licensee in addition to quarterly access fees based on date when member affiliated.

I acknowledge that as the Participant I agree to oversee Subscriber's compliance with the BCAR MLS Rules & Regulations and agree to pay all charges due to the Association on behalf of the Subscribers and to immediately notify the Association of the termination of any subscriber's association with Participant.

I acknowledge that as the Participant I shall maintain good standing as a member of any Board/Association of REALTORS® and am capable of offering and accepting cooperation and compensation to and from other Participants in North Carolina or are licensed or certified by an appropriate state regulatory agency to engage in the appraisal of real property in North Carolina.

Firm Address: _____
(Street) (Suite or Other)

_____ *(City) (State) (Zip Code)*

Company Information: Sole Proprietor Partnership Corporation LLC (Limited Liability Company)

Telephone: _____ Fax: _____

Email: _____ Web Site: _____

Signature

Date



LOCKBOX SERVICE INFORMATION

Lockboxes: BCAR utilizes the GE Supra lockbox system. Lockboxes are assigned to the Participant (BIC) and are distributed based on the total number of active and active contingent listings in the MLS on the day of request. Lockboxes WILL NOT be distributed based on future listings, they will ONLY be distributed based on actual listings on the MLS.

BCAR Lockbox Keys: If you choose to obtain your lockbox key from BCAR, there are two options available through BCAR: ActiveKEY or eKEY. Contact BCAR to schedule an appointment to pickup your ActiveKey or activate your eKey. With advance notice, the Key Agreement and your key can be prepared before you arrive. This will be a time-saver for you.

ActiveKEY: BCAR has ActiveKeys available for sub-lease from GE Supra. The cost for ActiveKey Service is a **\$75 refundable deposit plus a \$60 quarterly usage fee**. The deposit is held in escrow and will be mailed to the key holder upon return of the leased ActiveKey equipment.

All items listed below must be returned in order to receive a deposit refund.

- ActiveKey
- Wall Charger
- USB Cable

eKEY: The second option is the eKEY service which utilizes palm held devices that you own or purchase. Visit the Supra website www.supraekey.com and select Certified eKEY Devices under Related Links to view a list of the devices that are supported.

There are two levels of service for the eKEY, Professional or Basic. The Professional level provides access to MLS listings in addition to the lockbox access. The Basic service provides lockbox access only. However, if you can access the internet on your device, you can get access to the MLS system under the Basic level. The cost for eKEY service is as follows:

	Initial Setup	Supra Monthly	BCAR Quarterly
Basic	\$50	\$6.73	\$52.50
Professional	\$50	\$9.79	\$66.75

WRAR Members: If you are a current ActiveKey or eKey holder with Wilmington Regional Association of REALTORS®, your key will work automatically on Brunswick County lockboxes.

CCAR Members: If you are a current ActiveKey or eKey holder with Coastal Carolina Association of REALTORS®, we can “co-operate” your key for access in Brunswick County. Simply complete and sign the following and fax it with your application.

Key Cooperation

Brunswick County Association of REALTORS®

I, _____ Certify that this Supra ActiveKey or eKey
(Print your name)
has been assigned to me by my Primary Association, Coastal Carolinas Association of REALTORS®.

Serial Number of Key: _____ Your 4 digit pin # _____

Signature

Date



One of the most commonly asked questions is:

“How much will it cost to join?”

Because of the different membership types this answer is not always so easy. Below is a guideline of what a **NEW BIC/FIRM MLS ONLY MEMBER** can expect to pay at the time of membership application. Please remember to call the Association Office before submitting payment to confirm the correct amount.

MLS Fee Structure for 2010

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
MLS Initiation	\$850	\$850	\$850	\$850	\$850	\$850	\$850	\$850	\$850	\$850	\$850	\$850
MLS Qtrly Fee	\$325	\$216.67	\$108.33	\$325	\$216.67	\$108.33	\$325	\$216.67	\$108.33	\$325	\$216.67	\$108.33
Security Fee	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10
ActiveKey Deposit	\$75	\$75	\$75	\$75	\$75	\$75	\$75	\$75	\$75	\$75	\$75	\$75
AKey service	\$60	\$60	\$60	\$60	\$60	\$60	\$60	\$60	\$60	\$60	\$60	\$60
w/o key												
With key	\$1185	\$1076.67	\$968.33	\$1185	\$1076.67	\$968.33	\$1185	\$1076.67	\$968.33	\$1185	\$1076.67	\$968.33
	\$1320	\$1211.67	\$1103.33	\$1320	\$1211.67	\$1103.33	\$1320	\$1211.67	\$1103.33	\$1320	\$1211.67	\$1103.33

Above figures are as of January 1, 2010 and subject to change anytime.

Billing

MLS Access Fees are invoiced quarterly and due Jan. 1, April 1, July 1, & Oct. 1. One invoice will be sent to the BICs email address for the entire office around the 15th of the month prior to due date. BCAR DOES NOT accept payment from subscriber members directly. The quarterly charge is currently \$184 per subscriber member and \$325 for Participant access plus a \$10 security fee per person. Payments for your office may be made online at www.bcarnc.com or by requesting a credit card be kept on file at the Association office. You will be billed for all licensed members of your office that appear on the NC Real Estate Commission website www.ncrec.state.nc.us. Failure to notify BCAR within 10 days of a new licensee affiliation will result in a \$100 fee per licensee. **You are responsible for maintaining the accuracy of the information shown on the Commission site.**



Credit Card Authorization

Authorization Agreement for Credit Card Payment

Brunswick County Association of REALTORS® is authorized to charge my credit card listed below for all **dues and fees incurred by joining the Association**. This may include (but is not limited to) application fees, donations, dues, MLS charges, and other. This authorization is only for the one transaction and **not for future dues or fees.**

Brunswick County Association of REALTORS® will provide me with a copy of the paid bill and or receipt.

Name: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Office Phone: _____

Type of Card: Visa MasterCard American Express Discover

Card Number: _____

Exp. Date: _____ Security Code: _____ *(3 digits on the back of the card)*

Signature: _____ Date: _____

BCAR is authorized to keep the above credit card on file to automatically charge for the **quarterly lockbox key fee payment only**. I understand that it will be charged on the second to the last day of the month for the payment due on the first day of the quarter (Jan, Apr, Jul, Oct). BCAR will provide me with a copy of the payment receipt.

- All records are kept completely confidential.

Signature: _____ Date: _____



ELIMINATE PAYMENT HASSLE

Have your Office Quarterly MLS Charges paid automatically!!

Complete this authorization form allowing the Brunswick County Association of REALTORS to automatically bill your credit card for **Quarterly MLS payments only**.

- **All records are kept completely confidential**

Authorization Agreement for Credit Card Payments

Brunswick County Association of REALTORS® is authorized to place my quarterly billing on my credit card listed below at the time of billing. Brunswick County Association of REALTORS® will provide me with a copy of the paid bill and or receipt.

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Office Phone: _____

Type of Card: Visa MasterCard American Express Discover

Card Number: _____

Exp. Date: _____ Security Code: _____ (3 digits on the back of the card)

Signature: _____

Date: _____

You can also make payments online at www.bcarnc.com – anytime! See your Office bills or payment history there too.