



**New MLS ONLY Subscriber
Application & Information**

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Welcome!

You are ready to begin your **MLS ONLY Subscriber** application process with the BCAR if you are requesting:

Access to Brunswick County Association of REALTORS® MLS and are affiliated with an MLS Participant (Broker-In-Charge) of BCAR

The following items are required with the completed Subscriber Application:

- Copy of Pocket Card or License
- Letter of Good Standing from your Primary Membership Association/Board. (See below.)
- Completed Subscriber Agreement and License Verification signed by Broker In Charge.
- Payment in the form of a check, cash, or credit card.

Letter of Good Standing: A letter of good standing from your primary association must contain the following information:

- Your NRDS number
- Date of last Code of Ethics completion
- All final findings of Code of Ethics violations within the past three (3) years (when available).
- Pending complaints alleging violations of the Code of Ethics or alleging violations of other membership duties
- Incomplete (or pending) disciplinary measures
- Pending arbitration requests (or hearings)
- Unpaid arbitration awards or unpaid financial obligations to the association or it's MLS

2010 Fee Structure for BCAR MLS ONLY

A processing fee of **\$275** is assessed to all MLS ONLY Subscriber Members requesting MLS access. In addition, you will be charged for the quarter you join BCAR at time of application submission. There are NO REFUNDS. (See page 8 for a complete list of all fees.)

	Jan	Feb	March	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
MLS	\$184	\$122.66	\$61.34	\$184	\$122.66	\$61.34	\$184	\$122.66	\$61.34	\$184	\$122.66	\$61.34
Security	\$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.

Once your MLS ID and password have been set up, logon instructions will be sent via email.

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 MLS Only Subscribers 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 Subscriber. Check out the REALTOR® Member application under Membership Info on our website www.bcarnc.com.



MLS ONLY SUBSCRIBER APPLICATION

To the Brunswick County Association of REALTORS®, I hereby apply for MLS ONLY SUBSCRIBER status in the above named Association. I agree to abide by the MLS Rules & Regulations of the above named Association.

I hereby submit the following information for your consideration:

Name as shown on license: _____ (please print)

NC Real Estate License #: _____ (A copy of your pocket card is required.)

Licensed/Certified Appraiser: Yes No Appraisal License # _____

Firm Name: _____

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

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

Phone: _____ Fax : _____ Business E-mail: _____

Personal email: _____ Personal Web Site: _____

Residence Address: _____ (Street) _____ (Apartment #)

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

E-mail: _____ Personal Fax #: _____

Home Phone: _____ Cell Phone #: _____ Date of Birth: _____

Your Preferred e-mail address on roster: Firm Residence Your Preferred Mailing: Firm Residence

Preferred Phone #: 1) _____ 2) _____ Nickname(only if preferred on Roster): _____

Specialty: Residential Commercial Resort International Other

Number of years 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: _____
(LETTER OF GOOD STANDING must be submitted with this application.)

NRDS#: _____

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.

Dated: _____ Signature: _____



LICENSE VERIFICATION

My Designated Realtor (BIC) has verified that my license is:

_____ Active/Current

___ Inactive/Lapsed

_____ Expired

___ Un-Licensed

Your application cannot be processed without verification that your license is ACTIVE with the North Carolina Real Estate Commission (or the NC Appraisal Board for Appraisers.) This can be done in one of two ways: either by viewing the agent's affiliation with the BIC on the NC Real Estate Commission website (or the Active Appraisal license at the Appraisal Board's website), or through receipt of a copy of the Agent Affiliation form sent to the NC Real Estate Commission by the BIC.

Designated Realtor (BIC)

Date

Your Name

Date



One of the most commonly asked questions is:

“How much will it cost to be a Subscriber in the MLS?”

Below is a guideline of what a **NEW MLS ONLY SUBSCRIBER** can expect to pay at the time of application. Please remember these amounts are subject to change.

MLS Fee Structure for 2010

	Jan	Feb	March	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
MLS Initiation	\$275	\$275	\$275	\$275	\$275	\$275	\$275	\$275	\$275	\$275	\$275	\$275
MLS Qrtly. Security Fee	\$184 \$10	\$122.67 \$10	\$61.33 \$10	\$184 \$10	\$122.67 \$10	\$61.33 \$10	\$184 \$10	\$122.67 \$10	\$61.33 \$10	\$184 \$10	\$122.67 \$10	\$61.33 \$10
ActiveKEY Deposit (Only if key is required)	\$75	\$75	\$75	\$75	\$75	\$75	\$75	\$75	\$75	\$75	\$75	\$75
AKey Use	\$60	\$60	\$60	\$60	\$60	\$60	\$60	\$60	\$60	\$60	\$60	\$60
w/out key	\$469	\$407.67	\$346.33	\$469	\$407.67	\$346.33	\$469	\$407.67	\$346.33	\$469	\$407.67	\$346.33
w/key	\$604	\$542.67	\$481.33	\$604	\$542.67	\$481.33	\$604	\$542.67	\$481.33	\$604	\$542.67	\$481.33

Above figures are as of 1/1/10 and subject to change anytime.

Billing

MLS access fees are assessed QUARTERLY and billed to your BIC after your initial payment. The quarterly charge is \$184 plus a \$10 security fee for MLS access. These fees are due January 1, April 1, July 1 and October 1. You are responsible for payment to the Participant (BIC) **NOT** the Association.

Applications will not be processed without payment.



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



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: _____