



# New Office Set Up Form

Designated Broker/Realtor ® \_\_\_\_\_

Office Name \_\_\_\_\_ Phone \_\_\_\_\_

Office Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

➡ **Application Fee:** I agree to pay a \$500 initial "New GLAR Office" MLS fee. I understand that my membership within the MLS shall remain only as long as I continue in good standing OR until I submit a written request for cancellation of service. In the event that my membership is discontinued for any reason, I understand that the \$500 application fee must be submitted again for re-entry into the MLS. **(Please note, application fees are due upon membership)** Please Initial \_\_\_\_\_

➡ **Adding Licensees:** The Designated Realtor ® member shall notify the Association of any additional individual licensees that join or leave the firm within 30 days of the date of affiliation or severance. Licensees requesting services from Greater Lakes Association may apply for membership. Please Initial \_\_\_\_\_

➡ **Following Bylaws:** I agree to abide by all the Bylaws, Rules and Regulations, the Code of Ethics and directives as established and as in existence and as may be amended from time to time. I also agree to keep all listings current and in proper order as provided by said Rules and Regulations. Please Initial \_\_\_\_\_

➡ **Monthly Fees:** I shall pay \$49.00 per month for each licensee affiliated with my company. To be paid prior to the 20<sup>th</sup> of each month or late fees will be added. If not paid by the 30<sup>th</sup> of the month service will be disrupted for each licensee affiliated with my company until MLS service fees and late fees are paid in full. I also understand that the above rates can be changed by the GLMLS as needed, upon giving 30 days written notice. Please Initial \_\_\_\_\_

➡ **Termination of Usage:** I understand that if I, or any licensee affiliated with my firm, share information or use of the Service with persons **NOT** affiliated with the Service, my participation shall automatically be revoked, and I will be subject to action by the Professional Standards Committee in accordance with the Bylaws of the Association. I also understand that only myself and only agents participating and paying for the Service will be able to access and place their listings in the Service. My participation in MLS will be revoked if I allow any non-paying agent access to MLS. Please Initial \_\_\_\_\_

➡ **Rules & Regulations:** I agree that I have received and read the MLS rules, regulations and operating procedures and will comply with all the provisions contained therein and agree to arbitrate any disputes arising out of the use of MLS. Please Initial \_\_\_\_\_

➡ I certify that I am an active \_\_\_REALTOR ® \_\_\_Appraiser or \_\_\_an active member of

\_\_\_\_\_. Please Initial \_\_\_\_\_

(name of board/association membership is held)

➡ I recognize that the material provided by the MLS is confidential information for my use. Please Initial \_\_\_\_\_

\_\_\_\_\_  
Designated Broker/ Realtor ® (Print)

\_\_\_\_\_  
Dated \_\_\_\_\_

\_\_\_\_\_  
Designated Broker/ Realtor ® (Signature)