

New REALTOR® Instruction Sheet

Attached you will find the membership application for new REALTOR® for MAAR & MLS membership. You must complete the application sweaver@montgomeryareahomes.com at your earliest convenience. Thereafter, Sherrilyn will email you with your log in information for online payment processing or you can make an appointment to pay with cash in the office. You have 15 days from the time that your license is held at the commission to establish membership. The Broker will be penalized if membership isn't established by the deadline. Key Fees are separate from membership fees and appointments are only made after the membership is established. Complete the application and return to Sherrilyn Weaver via email

Plan to attend the new member Orientation within 90 days of membership.

Application fee for new REALTORS® is \$500. **Dues and fees are paid in advance and are nonrefundable!**

SUPRA KEYS

Keys will be issued by appointment only. The Electronic Key (eKEY®) requires that the key holder first have a compatible device. (Most smartphones are compatible check here for details on which devices http://www.supraekey.com/documents/current_devices.pdf) NOTE: All SUPRA equipment is leased. Should you discontinue your membership with the Association/MLS ALL Supra equipment must be returned to MAAR before you will be released from the Supra lease.

There are two levels of eKEY® Service: eKEY® Basic \$220 (or) eKEY® Professional \$330 Annually. There is a \$55 application for eKey Service. Attached to the application is the detailed comparison of eKey Service. When completing your application, select eKey Basic, eKey Professional or no eKey at this time.

Day of your appointment please complete the following:

- For your device (Apple visit the “App Store” android the “Play Store”
 - Download the following apps
 - Supra eKey
 - GoALAMLS
 - Have access to your
 - Apple Account (Apple ID and password)
 - Google Account (for Android devices)

Please do not return this page - keep for your records.

New REALTOR® Application

Office Name _____

Title _____ First Name _____

Last Name _____

MI _____ Generation _____

Full Name _____

Nickname _____
(Must match AREC License)

Birth Date _____ Gender _____

Join Date _____

License Type _____ Real Estate
_____ Appraiser
_____ Both

License Number _____

Have you ever been/or are you a REALTOR® with another Association in the past Three(3) years?
____ Yes ____ No If Yes please provide your NRDS Number _____

Name of Association _____

Phones Home/Cell _____

Personal Fax(If Applicable) _____

Preferred Phone _____

Email Address _____

Home Address _____

Atn/Care of _____

Street Address _____

City, State, Zip _____

I hereby apply for _____ Primary REALTOR®, _____ Secondary REALTOR®

Signature _____

Date _____

Supra eKEY Comparison

	eKEY Basic	eKEY Professional
Keybox Functions		
Open keybox, release shackle, and read keybox	✓	✓
Use phone's biometric feature or Apple Watch to open keybox	✓	✓
Send alert notifications from within eKEY app or Apple Watch	✓	✓
Change key PIN using key device	✓	✓
Track keybox inventory and view keybox settings on key device	✓	✓
Customize keybox access hours, agent note, flyer, business card in keybox	✓	✓
Showing Activity		
View showing activity details on SupraWEB	✓	✓
Send showing notifications when keyboxes are opened	✓	✓
Send showing notification when key leaves GPS geo-fence	✓	✓
View showing details in eKEY app	✓	✓
Data at the Door Real Time Property Notes		
View data at the door real-time property notes	✓	✓
Create data at the door real-time property notes using SupraWEB	✓	✓
Create data at the door real-time property notes in eKEY app		✓
MLS Information and Searches		
View MLS listing information offline within eKEY app		✓
View agent roster information within eKEY app		✓
Create and save buyer profiles and comparative searches in eKEY app		✓
View Hotsheets with new listings and changes to the MLS in last 3 days		✓
View map and directions to listings at the tap of a button		✓
Supra Home Tour for Buyer's Agents		
Create and view list of buyers		✓
Invite home buyers to use Supra Home Tour app for rating homes		✓
Recommend listings for buyers to view and rate in Supra Home Tour app		✓
View and compare buyer home ratings		✓
View buyer feedback on properties and compare by buyer or listing		✓

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Montgomery Area Association of REALTORS®
Multiple Listing Service, INC

I request membership to Include eKey Basic.

Membership Start Date: _____

Total MAAR, MLS and eKey Basic

I request membership to Include eKey Professional

Membership Start Date: _____

Total MAAR, MLS and eKey Professional

I request membership with NO eKey Service.

Membership Start Date: _____

Total MAAR and MLS.

Payments for membership can be submitted through Internet Membership Services (IMS). MAAR, MLS and eKey Services will be processed in three separate transactions. You will be notified through email when the invoices are created with more details.

Methods of Payment Accepted: Visa, MasterCard, Discover, American Express, Cash or Check

Annual Billing

Association Dues are due in January of each year

MLS User Fees (Including RETS Fees) are due in July of each year

eKey Service Fees are due in October of each year

Name (Print)

Signature:

Have you attended New Member Orientation at another board or association? Yes No
(Check One) If yes, please attach verification from your previous board.

Have you participated in Multiple Listing Service which is owned and operated by a board or association affiliated with the NATIONAL ASSOCIATION OF REALTORS® within the past three (3) years? Yes No (Check One) If yes, list the name of each MLS and the approximate dates of participation.

In what phase of real estate do you specialize?(Real Estate Sales, Appraiser, etc)

How many years have you been active in the real estate profession? _____
In what capacity? _____

First licensed in this state in _____, and continuously licensed since _____.
(Provide Month, Year)

Are you a member of an Institute, Society or Council affiliated with the NATIONAL ASSOCIATION OF REALTORS®?
Yes No (Check One) If yes, please indicate the name of the affiliate: _____

What professional designations, if any, do you hold?

Are you now employed by or engaged in any other business or profession? Yes No (Check One) Give position and location _____

I _____ hereby apply for REALTOR® Membership in the Montgomery Area Association of REALTORS®, agree to pay a nonrefundable application fee and agree that, if accepted for Membership in the Association of REALTORS® and or Multiple Listing Service, Inc., I shall pay the fees and dues, as from time to time established by the Board of Directors.

In the event my application is approved, I agree as a condition to membership to complete the orientation course of the Montgomery Area Association of REALTORS® within 90 days of join date and otherwise on my own initiative to thoroughly familiarize myself with the Code of Ethics of the NATIONAL ASSOCIATION OF REALTORS®, including the duty to arbitrate business disputes in accordance with the Code of Ethics and Arbitration Manual of the Association and the Constitutions, Bylaws, and Rules and Regulations of the Montgomery Area Association of REALTORS®, the Alabama Associations and the National Association. I further agree that my act of paying dues shall evidence my initial and continuing commitment to abide by the aforementioned Code of Ethics, Constitutions, Bylaws, Rules and Regulations, and duty to arbitrate, all as from time to time amended.

I acknowledge that if accepted as a Member and subsequently resign or am expelled from membership in the Association with an ethics complaint or arbitration request pending, the Board of Directors may condition renewal of membership upon my verification that I will submit to the pending ethics or arbitration proceeding and will abide by the decision of the Panel; or if I resign or am expelled from membership without having complied with an award in arbitration, the Board of Directors may condition renewal of membership upon my payment of the award, plus any costs that have previously been established as due and payable in relation thereto, provided that the award and such costs have not, in the interim, been otherwise satisfied.

I have read and understand the information in this document and agree to adhere to the responsibilities outlined here and on the attachment. I also understand that I have a responsibility to become familiar with and adhere to the MAAR/MLS Bylaws, Rules and Regulations.

I understand that by providing my mailing address (es), email address (es), telephone number(s) and fax number(s), I consent to receive communications sent from the Montgomery Area Association of REALTORS®, Alabama Association of REALTORS® and the National Association of REALTORS® via U.S. mail, email, telephone or facsimile at those number(s)/ location(s). I understand by joining MAAR I agree my e-mail address may be shared with other MAAR members.

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.

Signed: _____ Printed: _____
(Applicant)

Date: _____

Membership disclosure and agreement

I acknowledge and understand that the Montgomery Area Association of REALTORS® billing period is based on a calendar year (January-December). Cost for membership is calculated on the date of enrollment. Dues and fees are paid in advance, non-refundable.

And/or

Multiple Listing Service Inc. billing period is based on a fiscal year (July 1, XX-June 30, XX). All services are paid in advance. Cost for membership is calculated on the date of enrollment. Dues and fees are paid in advance, non-refundable

There are no refunds upon termination of membership and or services.

Signed: _____ Printed: _____
(Applicant)

Date: _____

MAAR INFORMATION SHEET

1. Authorized use of SUPRA Key All SUPRA equipment is for the sole use of the SUPRA key holder.
2. Lost SUPRA Key: Contact MAAR immediately if your SUPRA Key is lost or stolen. To receive a replacement SUPRA Key you must provide MAAR a police report for SUPRA and provide proof of lost or theft insurance or pay the replacement equipment cost of the lost or stolen SUPRA product.
3. Supra Key boxes: Supra key boxes (the iBoxBT) are purchased for \$105+10% Sales Tax each.
4. Authorized use of MLS Data: Information in the MLS database is the copyrighted property of MLS. You may not give MLS full printouts to customers or clients. The MLS Rules and Regulations govern providing customary printouts. The confidential and protected information contained in MLS could be misleading to your customer's and client's and/or allow them to take unfair advantage of sellers.
5. Confidential Information: Do not share information provided to you in confidence.
6. Hip Pocket Listings: Avoid "hip pocket" listings, i.e. listings on which you do not have a signed contract. Without a contractual agreement between you and the seller, there is no guarantee you will receive a commission, even if you introduce the property the purchaser. Offer the seller a 24 hour, limited contract prior to showing the property to anyone.
7. Soliciting a Listing: Soliciting a listing which is already filed with MLS is prohibited until that listing has expired. Agents may not initiate contact with the seller to obtain a future listing.
8. Accuracy of MLS Data: The MLS depends on you to keep MLS computer information accurate and up to date. Inaccurate information may put you and your fellow REALTORS® in an embarrassing position or potentially expose you to legal action. All status changes for listings must be made within 48 hours.
9. Showing and Negotiations: Appointments for showings and negotiations with the seller for the purchase of listed property filed with MLS must be conducted through the listing Participant (broker) unless the listing Participant gives the cooperating Participant specific authority to show and/or negotiate directly or after reasonable effort, the cooperating Participant cannot contact the listing participant or his representative.
10. Transmitting Offers: You must transmit all offers, counter offers and acceptances in an efficient and timely manner; personal convenience is a secondary consideration.
11. Professional Courtesy: When dealing with fellow REALTORS® and homeowners, common courtesy goes a long way. When showing a home, leave everything as you found it; your business card should be the only evidence of your visit.
12. Rates and Fees: MAAR and MLS do not set rates and fees. A broker's compensation for services rendered in respect to any listing is solely a matter of negotiation between the broker and his or her client, and is not fixed, controlled, recommended, or maintained by any persons not a party to the listing agreement. Please discuss your company policy with your broker to determine what to charge your client.

Signed: _____ Date: _____

(Applicant)