

Coastal Carolinas Association of REALTORS®
New MLS Member Information

1. **MLS Participation Cost for *New Company* to Join: (\$500.00)**
2. **MLS Cost for New Member**
 - a. (\$44.50) per month per agent in company. The invoice is mailed to the broker.
3. **MLS Training Courses: TBA**
4. **Real Estate Information Services (REIS) Training Course is offered the last Wednesday of the month from 11:00 am—12:00 pm @ CCAR Building.**
5. **Grid Map Book Includes Horry and Georgetown County Cost: (\$20.00 +tax)**
6. **Key Cost: (Pay annually lease dues every April, initial deposit and activation fee)**

****Bill Annual Lease Every April for Key Usage**
(Key is ONLY leased. You will receive 90% of your initial deposit plus the pro-rated amount for months key was not used when key is returned.)
7. **Palm or Smart Phone eKey Software:**

The cost is \$25.00 and the company Supra drafts it from either your credit card or debit card the 18th of every month. There is also an initial \$60 activation fee for the software to be installed.
Website for Supra Key Products is www.supraekey.com.
8. **Lock Box Cost: (\$101.00)**

(Lock Box is ONLY leased. You will receive a portion of deposit depending on condition of lock box returned.)

Contact Coastal Carolinas Association of REALTORS

951 Shine Avenue
Myrtle Beach, SC 29577
Phone#: (843) 626-3638
Fax#: (843) 839-8072

MLS Coordinator: Dianne Casey
Ph#843-839-8064 Email: dianne@ccarsc.org

MLS WEBSITE ADDRESS IS:

<http://ccar.fnismls.com>

****use Internet Explorer ONLY as browser****

Username: Will be assigned

Password: 1111

MULTIPLE LISTING SERVICE PARTICIPATION AGREEMENT

Attached is my check in the amount of \$500.00. This is to request Membership in the Multiple Listing Service of the Coastal Carolinas Association of REALTORS, Inc.

If this application is approved, my firm agrees to abide by the Rules and Regulations of said services. We agree to pay all monthly participation fees and to pay for any and all other services rendered.

I agree, as a condition of participation in the MLS, to abide by all relevant Bylaws, Rules and other obligations of participation including payment of fees. I further agree to be bound by the Code of Ethics on the same terms and conditions as board/association members 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 board/association. I understand that a violation of the Code of Ethics may result in termination of my MLS privileges and that I may be assessed an administrative processing fee which may be in addition to any discipline, including fines, that may be imposed.

Primary Board or Assoc. _____

Name of Company

LLR Office Code

Broker in Charge or Appraiser in Charge

e-mail address

Physical Address

website address

City/ State/ Zip

Telephone

Mailing Address (if different than above)

Fax Number

City/ State/ Zip

By signing this agreement I :

- Acknowledge receipt of a copy of the Coastal Carolinas Association of REALTORS Multiple Listing Service Rules and Regulations.
- Agree to abide by the above.
- Authorize the Coastal Carolinas Association of REALTORS to obtain a credit report.
- **Authorize the Coastal Carolinas Association of REALTORS to communicate with me or any agents in my office via fax, e-mail, telephone or any other commonly used means of communication. Further, I authorize any member of the Coastal Carolinas Association of REALTORS to communicate with me in like manner.**

Date

Signature

Broker in Charge or Appraiser in Charge Policies & Procedures Briefing:

- 1. MLS Rules & Regulations**
 - a. Fines & Violations**
- 2. Membership Policies**
 - a. All licensed agents in company must join within 7 days of receiving license or transferring to office.**
- 3. Accounts Payable**
 - a. MLS dues sent to company on the first of every month (check or credit card to pay for every agent in office)**
 - b. Annual dues for each agent are sent to the office in November each year and due by January 1st.**
 - c. Make sure to have changes of agent's information updated before the 1st of every month to reflect on billing information.**
 - d. Broker in Charge account MUST be settled before transferring or becoming inactive with real estate firm.**
- 4. Code of Ethics**
 - a. Grievance Procedure**
- 5. Must sign off on sheet that the Broker in Charge has read within 30 days:**
 - a. MLS Rules and Regulations**
 - b. MLS Fines and Violations**
 - c. Membership Policies**
 - d. Code of Ethics**

Acknowledgement of CCAR Rules and Regulations:

I,

(First and Last Name)

of

(Company)

hereby state that I will read within 30 days of joining the Board and MLS will comply and uphold the MLS Rules and Regulations, MLS Fines and Violations, Membership Policies, and Code of Ethics and will require all my licensed agents to comply as well.

(Date Signed)

MLS SUBSCRIBERS FORM FOR REALTORS

Date: _____

Association Membership: _____

Name: _____

Company Name: _____

Company Address: _____

Company City & State: _____

Company Phone Number: _____

Contact Phone Number: _____

Email Address: _____

Web Address: _____

Home Address: _____

Home City & State: _____

Home Phone Number: _____

Real Estate License Number: _____

Date

Signature

Use of Confidential Information by Agent

I, _____, as an Agent of _____, do hereby acknowledge that I must comply with a number of State and Federal Laws which regulate the handling of confidential and personal information regarding both customers/clients of this company and its other employees. These laws may include but not be limited to FACTA, The Privacy Act, Gramm/Leach/Bliley, and ID Theft Laws (where applicable).

I understand that I must maintain the confidentiality of ALL documents, credit card information, and personal information of any type and that such information may only be used for the intended business purpose. Any other use of said information is strictly prohibited. Additionally, should I misuse or breach any personal information of said clients and/or employees, I understand I will be held fully accountable both civilly and criminally, which may include, but not limited to, Federal and State fines, criminal terms, real or implied financial damages incurred by the client, employee, or this company.

I have been made aware of the company's Sensitive Information Policy and Plan. I understand and will fully comply with its provisions along with all other rules and regulations the company has in place regarding the handling of confidential information so as to protect the privacy of all parties involved. I also acknowledge that I have participated in a company sponsored Privacy and Security Identity Theft Training Program.

Agent

Witness

Date