

A. MLS Only Participant (Designated REALTOR®)

MLS Only Participants shall be individuals who are Designated REALTOR® members, in good standing, of a local Board/Association of REALTORS® in Michigan, and who:

1. Submit a completed MLS ONLY application form;
2. MLS Entrance Fee of \$400.00 (**payable to “MLS Exchange Inc.”**);
4. Copy of each active license: broker, associate broker, and/or appraiser license;
5. Letter from primary board evidencing individual's licensure/membership status/firm address & phone #; and

Please note: All MLS Only Designated REALTORS® are required to pay for services on a monthly basis, in advance, for a period of 6 months from the date of approval of application.

B. MLS Only user (not the Designated REALTOR®)

MLS Only users shall be individuals who are licensed as associate brokers, salespersons, valuation specialists, licensed appraisers and/or certified appraisers, who are licensed/affiliated with a Designated REALTOR® who is an MLS Only Participant of the GRAR/MLS Exchange (see A. above), and who:

1. Submit a completed MLS ONLY application form;
2. Copy of each active license: broker, associate broker, salesperson, and/or appraiser license; and
3. Letter from primary board evidencing individual's licensure/membership status.

The MLS Entrance Fee above (A.) is a one-time only fee, provided that the DR's participation is continuous. Former participants may reinstate to the same status within one year of the date of termination, by paying a reinstatement fee equal to one-half of the current entrance fee and all outstanding amounts, if any.

C. Listing Only Participant (Designated REALTOR®)—there is only one Designated REALTOR per firm.

Listing Only Participants shall be individuals who are Designated REALTOR® members, in good standing, of a local Board/Association of REALTORS® in Michigan, and who:

1. Submit a completed MLS LISTING ONLY application form and \$50 app. fee (**payable to “MLS Exchange Inc.”**);
2. Copy of each active license: broker, associate broker, and/or appraiser license; and
3. Letter from primary board evidencing individual's licensure/membership status/firm address & phone #.

D. Listing Only user (not the Designated REALTOR®)

****Your Designated REALTOR must be registered with us before we process your application ****

Listing Only users shall be individuals who are REALTOR® members, in good standing, of a local Board/Association of REALTORS® in Michigan, AND are licensed/affiliated with a Designated REALTOR® who is an MLS Only Participant or Listing Only Participant of the GRAR/MLS Exchange (see A or C above), and who:

1. Submit a completed MLS LISTING ONLY application form; **NO APPLICATION FEE FOR YOU!**
2. Copy of each active license: broker, associate broker, salesperson, and/or appraiser license; and
3. Letter from primary board evidencing individual's licensure/membership status.

*Please call the Membership Coordinator at 616/940-8218 or toll free at 888/940-GRAR if you have questions.
Grand Rapids Assoc. of REALTORS® and MLS Exchange, Inc. • 660 Kenmoor Ave. SE • Grand Rapids, MI 49546*

MLS LISTING ONLY APPLICATION

Check one: ☐ Primary Designated REALTOR® ☐ REALTOR®

I hereby apply as a Listing Only Participant (DR) or User (licensee affiliated w/ DR) and am enclosing \$_____ (payable to MLS Exchange, Inc.—check, Visa/MC/Discover—write in card # and expiration date by signature below), which is to be returned to me only in the event my application is rejected, and is non-refundable for any other reason. In the event I am granted Listing Only status, I agree to abide by the Code of Ethics and Code for Equal Opportunity of the NATIONAL ASSOCIATION OF REALTORS®, and hereby agree to submit to the Professional Standards complaint process as established between the (write in the name of your primary board) _____ Board/Association of REALTORS® and the GRAND RAPIDS ASSOCIATION OF REALTORS® (GRAR), including the duty to arbitrate business disputes. In the absence of such an agreement between the REALTOR® Boards, I agree to submit to the Professional Standards complaint process of the GRAR, including the duty to arbitrate business disputes. I also agree, as a condition of the Listing Only status, to abide by the MLS Rules and Regulations of MLS EXCHANGE, INC./GRAR as may be in effect from time to time, and to pay the dues and fees incidental thereto. I further agree to satisfactorily complete a reasonable and non-discriminatory written examination on such MLS Rules and Regulations, if required. I authorize GRAR/MLS EXCHANGE to obtain a credit report about me from any credit reporting agency (if a Designated REALTOR®). In addition to the provisions in the GRAR Bylaws pertaining to my credit history, if I have had a previous membership in GRAR or another REALTOR® organization, and I have documented history of financial delinquencies to GRAR or another REALTOR® organization, the GRAR Board of Directors may elect to approve my membership subject to the following terms: For a period of one year from the date of approval of membership, payment for all dues/fees must be made in the form of cash (no checks or credit cards permitted) at least one month in advance of the payment due date. Finally, I consent and authorize GRAR/MLS EXCHANGE to invite and receive information or comment about me from any member or other person, and I agree that any information and comment furnished to GRAR/MLS EXCHANGE by any person in response to the invitation shall be conclusively deemed to be privileged, and shall not form the basis of any action by me for slander, libel, or defamation of character. **I HEREBY SUBMIT THE FOLLOWING INFORMATION FOR YOUR CONSIDERATION (PLEASE TYPE OR PRINT):**

APPLICANT'S NAME _____ SOCIAL SECURITY # _____

FIRM NAME _____ DATE OF BIRTH _____

FIRM ADDRESS _____

CITY _____, MICHIGAN ZIP CODE _____

FIRM PHONE NUMBER _____ FIRM FAX NUMBER _____

THE FIRM ADDRESS ABOVE IS: ☐ THE MAIN OFFICE or ☐ A BRANCH OFFICE

APPLICANT'S HOME ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

APPLICANT'S PRIMARY PHONE NO. (other than firm number; appears on listings) _____

PLEASE LIST ANY OTHER NUMBERS OR ATTACH BUSINESS CARD (Home fax/pager/cellular/voice mail) _____

Check each type of license *that you hold* and **attach a copy** of each license to this application:

☐ Individual broker ☐ Associate broker ☐ Salesperson ☐ Appraiser

Email address: _____

I agree by the signature on this application to all of the terms and conditions set forth above. In addition, I agree that I may not use or have access to the MLS, and may be subject to disciplinary action in the event I obtain or use this information without proper application and authorization.

Date _____ Signature of Applicant _____ Signature of Designated REALTOR® _____

☐ Would you like your approval information emailed instead of mailed?

STOP!! Please do not submit this application until after you have read the application instructions and have all of your materials ready to submit. Applications lacking the proper materials will be returned to the applicant until they are ready to submit a complete application.

YOU HAVE MORE THAN ONE CHOICE WITH THE GRAND RAPIDS ASSOCIATION OF REALTORS® AND MLS EXCHANGE, INC.

**If you have already chosen to participate in the MLS but hold REALTOR® membership elsewhere,
you still have choices to make!**

**There are two options available for Michigan REALTORS®, who are non-members of GRAR and outside GRAR's
jurisdiction, who wish to participate in the MLS:**

OPTION 1 FULL MLS SERVICE

- Designated REALTOR® pays one-time MLS Entrance Fee of \$400.
- Full computer access to GRAR MLS & online photos. Monthly fee per user: \$45/month. Access is granted & restricted per individual licensee—it is not required for each licensee in the firm to be on record with GRAR.
- Use of our datasharing agreements with other MLS's, which include Ann Arbor, Commercial Alliance of REALTORS, Central Michigan, Clare Gladwin, Greater Lansing, Lenawee, Jackson, Paul Bunyan, and Grand Traverse.
- Unlimited input of listings—you are not charged a fee to input each listing.
- MLS Only participants shall upload one exterior (or split exterior) photo of each property listed. They may add additional photos or virtual tours to their listings.
- Common Lock Box System. You may participate in the Supra Electronic Lockbox System for an additional \$14.25/month.
- Input now, pay later--Monthly billing for MLS fees.
- Record change fee for office name, address or individual name change, transfers, etc. is \$10.00.

OPTION 2 LISTING ONLY SERVICE

- Designated REALTOR® must be on record as an MLS Only or Listing Only Participant. Each applicant must be a REALTOR®.
- \$50 application fee for Designated REALTOR® **only** if not an MLS Only Participant.
- \$50 input fee per listing (which includes up to 6 additional media photos if submitted in digital format). Listings may be faxed to 616-940-8216 or emailed to elistings@grar.com
- Listing Only participants shall submit one exterior (or split exterior) photo per listing. They may also submit up to 6 additional photos (if submitted in digital format) per listing. Photos may be emailed to MLSphoto@grar.com
- Input now, pay later--Monthly billing for MLS fees.
- Record change fee for office name, address or individual name change, transfers, etc. is \$10.00.

QUESTIONS regarding your MLS Only, Listing Only, or FULL GRAR MEMBERSHIP options? Please call Sue Jenkins at 616/940-8218 or TOLL FREE at 888/940-GRAR.

To inquire about GRAR's Common Lock Box System, call Jodi at 616/940-8225 or TOLL FREE at 888/940-GRAR.

MLS ENTRANCE FEE

The MLS Entrance Fee (for MLS Participation) is paid by an individual who already holds Designated REALTOR® membership in Michigan, and wants to participate in GRAR's MLS, and should be submitted with proper application (payable to MLS Exchange, Inc.). The fee is a one-time, individual fee (not a company fee), provided that participation is continuous, and is not transferable to another person. Please call 940-8218 with questions about MLS Entrance Fees.

- Residential MLS \$400.00

APPLICATION FEE

The application fee is an individual fee (not a company fee), is one-time only (provided that participation/usage is continuous), and should be submitted with proper application form (payable to GRAR). The fee is in addition to the MLS Entrance Fee, if the applicant is a Designated REALTOR®. Refer to the MLS Only and Listing Only Application Instructions for further info about the application process.

- MLS Only Application Fee \$ 0.00
- Listing Only Application Fee (for Designated REALTORS® only) \$50.00

MLS ONLY MONTHLY USER FEES

(Does not apply to LISTING ONLY firms)

Billed on monthly MLS Exchange Statement. Please call 940-8209 with questions regarding your monthly MLS Exchange Statement. Call the Records Administrator at 940-8218 regarding access type.

MLS User Fees (Designated REALTOR®/MLS Only Participant's monthly fee for each licensed MLS user)
Residential MLS \$45.00 per person

OTHER FEES

Please call 940-8209 regarding your monthly MLS Exchange or GRAR Statement.

INDIVIDUAL FEES

Record Change Fee (Transfers, Name changes, etc.) BILLED ON GRAR STATEMENT \$10.00

The following fees apply for Listing Only Participants:

New listing of improved or vacant property, which includes up to 6 additional media photos if submitted in digital format (exterior photo or sketch of vacant land REQUIRED to be submitted simultaneously with listing)	\$50.00
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Photo Scan Fee (for hard copies of photos or sketches provided to GRAR by you)	\$ 9.00
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Photo Fee (for photos or sketches that are emailed to GRAR by you)	\$4.50
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Listing Resubmission fee (for listings lacking minimum submission requirements that are returned to DR)	\$ 4.00
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