

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 submit:

1. A completed MLS ONLY application form;
2. MLS Entrance Fee of \$400;
4. Copies of each active license: broker, associate broker, and/or appraiser license;
5. Letter from primary board evidencing individual's licensure/membership status and confirmation that dues have been paid.

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 submits:

1. A completed MLS ONLY application form;
2. Copies of each active license: broker, associate broker, salesperson, and/or appraiser license; and
3. Letter from primary board evidencing individual's licensure/membership status and confirmation that dues have been paid.

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 submit:

1. A completed MLS LISTING ONLY application form and \$50 application fee;
2. Copies of each active license: broker, associate broker, and/or appraiser license; and
3. Letter from primary board evidencing individual's licensure/membership status and confirmation that dues have been paid.

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 submit:

1. A completed MLS LISTING ONLY application form; **NO APPLICATION FEE FOR YOU!**
2. Copies of each active license: broker, associate broker, salesperson, and/or appraiser license; and
3. Letter from primary board evidencing individual's licensure/membership status and confirmation that dues have been paid.

***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***

How do I submit a listing to the MLS which is administered by the Greater Regional Alliance of REALTORS®?

The Designated REALTOR® of your firm must first be a participant in this service. Then any agent can apply for authorization to submit listings to our MLS. You do this by submitting either an MLS Only or Listing Only application. We can email application packs to agents at their request (please email danat@grar.com with your request). Once you are approved, you can submit listings as often as you like! MLS Only users pay \$61/month for unlimited listings and Listing Only users pay approximately \$50/listing.

I have already been approved; now how do I submit a listing?

Full MLS Participants:

- Upload your listing to our MLS via the Broker Load program.
- Upload your own primary and interior photos within 72 hours of when the listing becomes active.

Listing Only Participants:

- For each **NEW LISTING**, we will need a copy of your Listing Agreement, as well as our MLS data form.
- You may fax it to 616-940-8216 or email jens@grar.com.
- Complimentary data forms are mailed to your Designated REALTOR when he/she joins, but if your DR no longer has these forms available.
- Agent Reports are available upon request. Simply complete the "Request for Submission of Listing" form.
- Email your photos (which includes one exterior photo and up to 6 additional media photos if submitted in digital format) to MLSphoto@grar.com.

Questions about new listings can be directed to the email above or to 616-940-8200/new listings.

AMENDMENTS:

- The rule of thumb is that any changes you make to the Listing Agreement (price changes, etc) have to be submitted to us on an Amendment form.
- Changes made to the Data Form (listing comments, rooms description, square footage, etc.) can be emailed to jens@grar.com.
- ***These amendment rules are not hard and fast, so if you are not sure which to do, please contact us!!***

Questions about amendments can be directed to the above email or 616-940-8200/amendments.

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 access to MICHRIC MLS for a monthly fee per user of \$61/month. Access is granted & restricted per individual licensee—it is not required for each licensee in the firm to be on record with GRAR.
- Common Lock Box System. You may participate in the Sentrilock Electronic Lockbox System.
- MICHRIC provides access to the following associations: Battle Creek, Branch County, Greater Kalamazoo, Hillsdale County, Mason Oceana Manistee, Montcalm County, St. Joseph County, Southwestern Michigan, West Central Michigan, and West Michigan Lakeshore. We also have reciprocal access with Greater Lansing and an MLS Data Sharing Agreement with Water Wonderland
- Unlimited input of listings—you are not charged a fee to input each listing. A listing contract, seller's disclosure form and lead base paint form, if applicable, must be uploaded within 24 hours.
- 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.
- MLS fees are billed at the end of each month for the upcoming month.

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 jens@grar.com
- Listing Only participants shall submit one exterior (or split exterior) photo per listing. They may also submit up to 6 additional photos per listing. Photos may be emailed to MLSphoto@grar.com
- Input now, pay later--Monthly billing for MLS fees.

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

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