

**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;
3. Copies of each active license: broker, associate broker, and/or appraiser license;
4. Letter from primary board evidencing individual's licensure/membership status and confirmation that dues have been paid.

**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.  
Greater Regional Alliance 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 the \$50 application fee (if the Designated REALTOR), 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 GREATER REGIONAL ALLIANCE 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 \_\_\_\_\_

FIRM NAME \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

FIRM ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_, MICHIGAN ZIP CODE \_\_\_\_\_

FIRM PHONE 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/pager/cellular/  
voicemail)

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® \_\_\_\_\_

\$50 Application Fee (to be paid for Designated REALTOR applicants only)

Check made payable to MLS Exchange

VISA, Master Card, Discover, or American Express (complete info below)

Card #: \_\_\_\_\_ Name on Card: \_\_\_\_\_ Exp Date: \_\_\_\_\_

CVV: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Signature: \_\_\_\_\_

## **MLS FEES for MLS Only & Listing Only Participants**

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### **MLS ENTRANCE FEE FOR MLS ONLY DESIGNATED REALTORS - \$400**

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 MICHRIC. The fee should be submitted with the proper application. The fee is a one-time, individual fee (not a company fee) provided that participation is continuous. The fee is not transferrable to another person.

### **APPLICATION FEE FOR LISTING ONLY DESIGNATED REALTOR - \$50**

The application fee is an individual fee (not a company fee) and is one-time only provided that participation/usage is continuous. It should be submitted with the proper application form.

### **MLS ONLY MONTH USER FEES:**

\$65/month for MLS plus Sentrilock Ekey

MLS fees are billed in advance to the company

### **The following fees apply for Listing Only Participants:**

New listing of improved or vacant property, one exterior photo, and up to \$50.00

9 additional media photos if submitted in digital format.

(exterior photo or sketch of vacant land REQUIRED to be submitted simultaneously with listing)

Fee for additional photos (after 10)	\$ 2.00
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# 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](mailto:danat@grar.com) with your request). Once you are approved, you can submit listings as often as you like! MLS Only users pay \$65/month for unlimited listings and Listing Only users pay approximately \$50/listing.

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

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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](mailto:jens@grar.com).
- Complimentary data forms are mailed to your Designated REALTOR when he/she joins.
- 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 9 additional media photos if submitted in digital format) to [MLSphoto@grar.com](mailto:MLSphoto@grar.com).

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

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## 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](mailto: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 \$65/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 and MLS's: Ann Arbor, Battle Creek, Branch County, Greater Kalamazoo, Hillsdale County, Jackson Area, Mason Oceana Manistee, Montcalm County, RealComp MLS/MiRealSource, 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.
- Input now, pay later—Listing fees are billed monthly.
- You may email all forms and photos (one exterior photo and up to 9 additional photos) to [emmic@grar.com](mailto:emmic@grar.com).

*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 Sentrilock System, call the REALTOR Store at 616/940-8225 or TOLL FREE at 888/940-GRAR.