

# ***MLS APPLICANTS***

**Upon receipt of your application for participation in the BAofR MLS, services will be started within 72 hours. The date your access begins will be your start date.**

## MLS Fees:

**Broker Participant: MLS admission fee is \$1,000.00. Quarterly MLS fee is \$195.00.**

**Agent Subscriber: MLS admission fee is \$100.00. Quarterly MLS fee is \$75.00.**

**Appraiser Participant: MLS admission fee is \$500.00. Quarterly MLS fee is \$195.00 \*\***

**Appraiser Trainees: MLS admission fee is \$100.00. Quarterly MLS fee is \$75.00 \*\***

\*\*Appraiser participants and subscribers are required to provide a letter stating the use of MLS will be limited only to appraisal purposes. This letter will also waive the MLS orientation requirement.\*\*

## **NO REFUNDS WILL BE ISSUED**

**\*\*MLS Brokers and Subscribers Application requirements:\*\***

## **We do not accept faxed or photo copied signatures on applications.**

**Copy of Drivers License included with application and a photo on disc or print for membership I.D. card.**

**Secure Logon Token required in order to logon into the MLS. Only the applicant is permitted to pick up the token.**

- > Please drop off the application at our office or mail it in with payment. Application must be returned with original signatures.
- > **To cancel your MLS participation** - it requires a letter in writing stating your request of cancellation signed and dated with the broker's signature. This cancellation letter can be faxed to our office.

## **MLS REQUIREMENTS:**

To assure an understanding of our rules and procedures, we would like to take this opportunity to call your attention to the following:

1. **Every** new participant or subscriber in our MLS is **required** to attend the Bakersfield MLS orientation within 60 days after filing the application. Services will be discontinued for those that fail to meet this obligation within the 60 days. Please note that there are **no exceptions** to this rule.
2. Only those licensees that are participants or subscribers to our MLS may access and use our MLS service, including the lock box system.
3. If you have licensees that do not access our MLS and do not do business within our jurisdiction, you may file a fee waiver for these persons. Please contact us for this form.
4. It is against our MLS rules and the Supra agreement for anyone other than the person assigned to use a lock box keycard.

It is our desire to offer you and our other MLS participants and subscribers a high level of service and we believe that the above procedures will assist in making it possible.

### **MLS ONLY Orientation dates.**

**Orientation dates are set monthly. You will receive a letter with the next time and date available for MLS Orientation.**

When you come to our office for the required orientation, **please bring your driver's license or other government photo ID.** Credit for attending orientation will only be given to those providing this identification. **Arrive early to sign in--once orientation is in session no late arrivals will be allowed to enter. *NO EXCEPTIONS***

### **Broker Load Training for your Listings**

The Broker load training class is held immediately following MLS Orientation. This will last approximately 45 minutes. **This training is required to input listings and make changes.** Access to attend broker loading requires broker's written permission. Please ask for the required form.

We do offer services of inputting in your listings for you. This requires the appropriate form and results in a \$20.00 charge per listing.

### **MLS Rapattoni Training Schedule**

We do have MLS computer training the scheduled through out the month. Please contact our office for the available dates. Reservations are not required for this training. If you have any questions regarding this training, please email [Jamey@bakersfieldrealtor.com](mailto:Jamey@bakersfieldrealtor.com).

**Driving Directions:** Please visit our website at [www.bakersfieldrealtor.com](http://www.bakersfieldrealtor.com) for directions to our office.

### **Supra Key Information**

**Keys are leased from Supra and are assigned by appointment only.**

**Visa, Master Card, Discover Card, American Express or Check made payable to SUPRA.**

**The cost for your key is pro-rated. Please ask for the current rates.**

**I-Boxes-(new infrared lockboxes) can be purchased from the Association store for \$114.54 each tax included.**