



|                                |       |
|--------------------------------|-------|
| FOR OFFICE USE ONLY            |       |
| Member #                       | _____ |
| Office #                       | _____ |
| New / Transfer / Reinstatement |       |
| NRDS #                         | _____ |

**2020 MLS Only Participant Application**

**Applicant**

Participant type:  Broker – Designated REALTOR®  Agent - REALTOR®  Appraiser

First Name \_\_\_\_\_ Middle \_\_\_\_\_ Last Name \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

AL Real Estate License # \_\_\_\_\_

Primary Association \_\_\_\_\_ NRDS# \_\_\_\_\_

Cell Phone \_\_\_\_\_ Preferred Phone \_\_\_\_\_

SS# (Last 4 digits) \_\_\_\_\_ Date of Birth \_\_\_\_\_

Email Address \_\_\_\_\_

Website \_\_\_\_\_

Preferred Password \_\_\_\_\_

**Office**

Broker \_\_\_\_\_

Office Name \_\_\_\_\_

Office Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Office Phone \_\_\_\_\_ Office Fax \_\_\_\_\_

I hereby agree to abide by the Rules and Regulations of the Gulf Coast Multiple Listing Service. I certify that the above information is true and accurate. I understand that quarterly MLS fees will be billed to my online member portal and unpaid fees will result in deactivation of my services and a \$50.00 reactivation fee will apply. I also understand that under no circumstances am I to share my GCMLS password with anyone and that there is a fine for sharing of passwords in the amount of \$3,000.

Please return completed form to the Gulf Coast Multiple Listing Service, along with a letter of good standing from your local Association of REALTORS®.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature of Qualifying Broker \_\_\_\_\_

## FEES

There will be **no refund** of fees paid by the applicant. IF YOU BECOME INACTIVE FOR MORE THAN 60 DAYS, YOU WILL HAVE TO REPAY THE \$500 APPLICATION FEE.

### 2020 MLS FEES & SCHEDULE

|  |                 |
|--|-----------------|
| MLS Only Participant Application Fee     | <b>\$500.00</b> |
| Agent Quarterly Access Fee               | <b>\$108.00</b> |
| Designated REALTOR® Quarterly Access Fee | <b>\$225.00</b> |

| Quarterly Billing       | MLS Bill Date | MLS Due Date | MLS Delinquent Date |
|-------------------------|---------------|--------------|---------------------|
| 1 <sup>st</sup> Quarter | Dec 1         | Dec 15       | Dec 31              |
| 2 <sup>nd</sup> Quarter | March 1       | March 15     | March 31            |
| 3 <sup>rd</sup> Quarter | June 1        | June 15      | June 30             |
| 4 <sup>th</sup> Quarter | Sept 1        | Sept 15      | Sept 30             |

### MLS BASIC CLASS

The GCMLS offers a monthly class on the basics of the Matrix system. Please check your online member portal for dates and times. You may also email Jean, [jean@gcmls.com](mailto:jean@gcmls.com), to complete a take home questionnaire for Basic Training.

For instructions on using the Matrix system, please start by watching the videos below:

#### New User Set up

<http://matrix-gcmls-956275246.us-east-1.elb.amazonaws.com/Matrix/Help#MatrixHelpID=44>

#### Overview Video Tutorial

<http://matrix-gcmls-956275246.us-east-1.elb.amazonaws.com/Matrix/Help#MatrixHelpID=4>

#### Hot Sheets Tutorial (8.38 Min)

<http://matrix-gcmls-956275246.us-east-1.elb.amazonaws.com/Matrix/Help#MatrixHelpID=47>

#### Contacts Tutorial (6.48 Min)

Contacts are an important part of your business model and because of that Matrix provides powerful contact management functionality. Watching this brief video will show you how, by keeping your contacts in Matrix, you can easily communicate with and track the activity of your clients and prospects. A flexible import tool makes it quick and easy to transfer records from a variety of other contacts management systems if desired.

<http://matrix-gcmls-956275246.us-east-1.elb.amazonaws.com/Matrix/Help#MatrixHelpID=41>