



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

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.

MLS FEES & SCHEDULE

MLS Only Participant Application Fee	\$500.00
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		Association Member	Qualifying Broker
July 1 – June 30	Full Year	\$432.00	\$900.00
October 1 – December 31	Quarter 2 prorated	\$324.00	\$675.00
January 1 – March 31	Quarter 3 prorated	\$216.00	\$450.00
April 1 – June 30	Quarter 4 prorated	\$108.00	\$225.00

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, 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>