



MetroList Services, Inc.
SUBSCRIBER APPLICATION PROCEDURES
Sacramento Administrative Center

Thank you for inquiring about participating in MetroList Services, Inc. (MLS). Outlined on this cover sheet are our Subscriber application procedures for the Sacramento Administrative Center.

The following items **MUST BE RECEIVED** in order to process your application:

- A fully completed and **signed** application. **Unsigned applications will not be accepted.**
- California Bureau of Real Estate License: You **must** be listed on the BRE website (www.bre.ca.gov) to be eligible for participation in MetroList. Please note that the office information listed on the MetroList application must match your BRE record.
- Picture ID: A copy of your picture ID (driver license, passport, military ID, etc.)
- PAYMENT*

IMPORTANT NOTE: MetroList Services requires that Applicants either appear in person at any MetroList Administrative Center or submit a notarized application to receive access.

Lockbox keys are only issued to the applicant in person.

You may fax your application package to 916.283.8812, email it to membership@sacrealtor.org; or mail or hand-carry your application package to the Administrative Center of your choice.

Please contact the Administrative Center to inquire about their specific processing hours.



Revised 7/2016



MetroList Services, Inc. Participant/Subscriber Application

For MLS Use Only	
Member Num.	_____
Office Num.	_____
Assoc. Code	_____

Applicant Information	First Name _____ Middle Initial _____ Last Name _____ <small>(As shown on BRE license)</small>
	Nickname _____
	Home Street Address _____
	City _____ State <u>CA</u> Zip Code + Four _____ -

Company/ Office Information	Office Name _____
	Office Street Address _____
	City _____ State <u>CA</u> Zip Code + Four _____ -
	Office Mailing P.O. Box/Street Address _____ <small>(If different than above)</small>
	City _____ State <u>CA</u> Zip Code + Four _____ -
Office Phone _____ - - Office Fax _____ - -	

Applicant Contact Information	Preferred Mailing Address: <input type="radio"/> Home <input type="radio"/> Office Preferred Fax Number: <input type="radio"/> Office <input type="radio"/> Personal
	Office Phone _____ - - Personal Fax _____ - -
	Home Phone _____ - -
	I want the following telephone numbers to appear on my listings:
	Primary Phone _____ - - Secondary Phone _____ - - <small>(Only Secondary # appears on metrolistmls.com)</small>
Email Address _____	

Required For Identification Purposes	Date of Birth _____ / _____ / _____
	SSN _____ - - Driver's License Number _____
	Mother's Maiden Name _____ Place of Birth _____

License Information	BRE License Number _____ BRE License Expires _____ / _____ / _____
	BRE Corporate License Number _____ BRE License Expires _____ / _____ / _____
	BREA Appraiser License Number _____ BREA License Expires _____ / _____ / _____

License Information continued

I am a (select one) : Broker Licensed Appraiser
 Salesperson Appraiser in Training

And, I am (select one) : a Broker Participant
 an Appraiser Participant
 an employee or an independent contractor affiliated with a Broker/Appraiser Participant
 a sole proprietor
 a general partner
 a corporate officer
 a non-principal

If I select sole proprietor, general partner or corporate officer, then I understand that I must answer the following questions:

1. Are you subject to any pending bankruptcy proceedings? Yes No
2. Have you been adjudged bankrupt within the last 3 years? Yes No
3. Have any official sanctions by a court or other lawful authority been imposed upon you within the past 3 years:

Civil rights laws	<input type="radio"/> Yes	<input type="radio"/> No
Real estate licensing laws	<input type="radio"/> Yes	<input type="radio"/> No
Other laws prohibiting unprofessional conduct	<input type="radio"/> Yes	<input type="radio"/> No

I am also a member of the following MLS(s) : _____

I have belonged to the following MLS(s): _____

- (select one) : I have not been disciplined by one of the above MLS(s)
 I have been disciplined by one of the above MLS(s), and I have attached copies of the discipline
- (select one) : I have not been disciplined by the BRE or BREA
 I have been disciplined by the BRE or BREA, and I have attached copies of the discipline

MLS Rules

By signing this application, I understand and agree to abide by the MLS Rules, as from time-to-time amended, including but not limited to the following:

- a. I have completed the MLS Orientation Program by reading the MetroList MLS Orientation Program Manual. (4.1 and 4.2)
- b. I understand that I must maintain a valid, active license or certificate at all times. (4.1 and 4.2)
- c. I understand that my continued participation in the MLS is dependent on my timely payment of all fees as charged by MetroList. (4.1 and 4.2)

**MLS Rules
continued**

- d. If I am an applicant other than a principal, partner or corporate officer of the real estate firm/appraisal firm, then I must remain employed by or affiliated as an independent contractor with a Broker Participant (4.2.1) or employed by an Appraiser Participant. (4.2.2)
- e. I agree to register all Clerical Users (licensed or unlicensed) with the Service. I understand Clerical Users are authorized limited access to the MLS for clerical tasks only and may not perform any activity that requires a real estate license. I also agree that any violation by a Clerical User that have registered with the service can result in discipline to me and ultimate termination of my MLS services. (4.3, 12.12.1 and 14.1.d)
- f. If I am a Broker or an Appraiser Participant, then I must list all licensees and certificate holders and their license numbers that are working under my license and have attached said list. (4.4)
- g. I understand that my participation is not transferable. (4.5)
- h. I agree that I will input or submit to the Service any and all listings and that I will maintain said listings in accordance with the MLS Rules. (7.6)
- i. I understand and agree that I have no ownership or copyrights to the MLS data; that I will preserve the confidentiality of the MLS compilations (including downloaded MLS information); and that I will not share any MLS data nor reproduce any portion of the active listings unless specifically authorized under the MLS Rules. (Sections 11 and 12)
- j. I understand that I will be assigned a unique user name ("Agent ID") by MetroList. I understand that if I permit another person to use my Agent ID for access to the MLS computer system without authorization from MetroList, I will be subject to a fine and/or other disciplinary action up to and including termination of MLS services. I understand that unauthorized access to and/or use of computers, computer systems or computer data, including misuse of my Agent ID, is a crime under California penal code section 502. (12.20)
- k. I understand that all access to the system furnished or permitted under these MLS Rules are furnished without warranty of any kind, either express or implied, and all such warranties, including without limitation the implied warranties of merchantability and fitness for a particular purpose, are hereby disclaimed.

I further understand that MetroList will not be responsible for the interruption of, interference with, lessening of or suspension of any of the services or access to the system or to information to be provided hereunder if caused by strikes, earthquakes, lockouts, riots, epidemics, war, government regulation, fire, flood, natural disasters, Acts of God or material shortages, failures, malfunctions or inadequacies of equipment not provided by MetroList, or any other cause not under the control of MetroList, or for material shortages, failures, malfunctions or inadequacies of equipment or software provided by MetroList or any other party during any transition or upgrade from one computer system to another computer system or any computer system upgrade.

I agree that in no event will MetroList be liable to Participants, Subscribers and/or Clerical Users or to any other person for any indirect, special, or consequential damages, including without limitation, any loss of profits or loss of revenues arising out of or in connection with the use or performance of the system operation or other services furnished by MetroList. (12.21)

- l. I will not lend nor make available my Key to any person, even if said person is a Participant or Subscriber or a registered Clerical User; and I fully understand my obligations as a Keyholder in the Keybox System. I understand that if I am an Appraiser Participant or Appraiser Subscriber applicant that I am not eligible to purchase a Keybox; place a Keybox on any property; or use a key to enter a property without the express permission of the owner or listing agent. (Section 13)
- m. I agree that all MLS Rules violations shall be processed in accordance with Section 15 of the MLS Rules. (15)

Authorization and Agreement

I authorize MetroList or its representative(s) to verify any information in this application including contacting any MLS, the BRE, current or past Brokers, Participants, salespersons, Subscribers or business associates. I further authorize any MLS in which I have been a member or Participant or Subscriber to release all membership and disciplinary records to MetroList or its representative(s). I further authorize MetroList or its representative(s) to use this information in determining future disciplinary sanctions. I waive any cause of action including, but not limited to, slander, libel or defamation of character resulting from such verification, evaluation or other processing of this application or use of the information gathered by MetroList or its representative(s).

I hereby apply for participation as a Participant or Subscriber in the MetroList Services, Inc. ("MetroList") Multiple Listing Service ("MLS"). I have read and hereby agree to abide by the MetroList Services, Inc. MLS Rules. I understand that the MLS Rules cited in parentheses () throughout this application refer to sections of the MLS Rules applicable to the questions referenced herein.

I understand and agree that the above statements are in addition to the MLS Rules, to which I have also agreed. Violation of any MLS Rule may result in discipline, fine and ultimate termination of my MLS service. In addition to that, my actions may cause damage to MetroList, which owns the MLS, and that MetroList may pursue their legal remedies against me to recover such damages.

I understand and agree that if I wish to change, modify, or terminate my MetroList MLS Service, I must do so in writing.

I understand that by checking this box, I have read and understood the following:

I understand that it is my responsibility to pay my MetroList fees by the given date.

If my MetroList payment is not received by the due date, my services are subject to suspension and may later result in termination.

I understand that it is my responsibility to notify MetroList if any information on this application changes.

I understand that once my services are terminated with MetroList I must go through the application process to reapply and that am subject to Application fees.

Required Signature(s)

I declare under penalty of perjury that the information given in this application is true and correct.

Executed at _____, CA

Subscriber Signature
(Agent/Appraiser/Broker Subscriber)



Participant Signature
(Broker/Appraiser)

Print Subscriber Name

Soheil Dini

Print Participant Name

Date

04 / 12 / 2018

Date

Fees Collected



Initial Participation Fee _____

Note: Future Participation Fees will be billed by MetroList Services, Inc.



Lockbox Key Information

MetroList participants/subscribers can choose from two different lockbox keys. The basic key, called the ActiveKEY, is a palm-sized device. The second, called an eKey, is an app installed on the users' smartphone.

ActiveKEY	eKEY
	
\$20.00 key programming fee	\$50.00 key activation fee
Lease fee is approximately \$39.35/quarter (or about \$13.12/monthly), paid to MetroList	Usage fee of \$15.95/month paid to Supra
Cost to replace if lost, stolen or damaged - \$268.92 paid to MetroList	No charge to install the app on your new smartphone
Requires frequent charging on a 6V DC wall charger (included) or 6V DC car charger (\$21.55)	App is free to install. A demo version is available for free use.



Administrative Center Locations

Regional Administrative Centers:

El Dorado Association of Realtors®

P.O. Box 627
4096 Mother Lode Drive
Shingle Springs, CA 95682
(530) 676-0161
Fax (530) 676-0180
membership@edcar.org

Lodi Association of Realtors®

777 South Ham Lane #B
Lodi, CA 95242
(209) 368-5316
Fax (209) 368-8289
lodiaor@lodirealtors.org

LAR (Modesto Branch)

1620 North Carpenter Road, Suite D48
Modesto, CA 95351
(209) 523-5316
Fax (209) 523-5317
larsouth@lodirealtors.org

LAR (Stockton Branch)

3439 Brookside Road, Suite 212
Stockton, CA 95219
(209) 954-4195
Fax (209) 954-4196
stockton@lodirealtors.org

Placer County Association of Realtors®

270 Technology Way, Suite 100
Rocklin, CA 95765
(916) 624-8271
Fax (916) 624-8023
membership@pcaor.com

Sacramento Association of Realtors®

2003 Howe Avenue
Sacramento, CA 95825
(916) 922-7711
Fax (916) 283- 8812
membership@sacrealtor.org

Yolo County Board of Realtors®

449 Elm Street
Woodland, CA 95695
(530) 666-4253
Fax (530) 666-7444
info@yolorealtors.com

MetroList Administrative Center:

MetroList's Modesto Office

1620 North Carpenter Road, Suite D48
Modesto, CA 95351
888-898-9788 Extension 330
Fax (209) 549-7079
modesto@metrolist.net



New subscriber/participants: calculate the initial fees required to start your subscription to MetroList Services, Inc.

1. Choose your mode of payment:
 - Monthly pay—requires a credit/debit card for automatic payment
 - Quarterly billing—paper bill sent to your home or office once every 3 months
2. Choose the lockbox key you will use (if any)

	Amount
Administrative fee (required)	<u>\$ 200.00</u>
Service fee (choose one) (required)	
Quarterly Billing	
- if starting before the 15 th of February, May, August of November OR	\$105.00
- if starting before the 15 th of March, June, September or December OR	70.00
- if starting before the 15 th of January, April, July or October	35.00
Monthly Pay	35.00
	<u>\$</u>
Lockbox key (choose one)	
ActiveKEY (includes a \$20.00 key programming charge)	
- if starting before the 15 th of February, May, August of November OR	59.35
- if starting before the 15 th of March, June, September or December OR	46.23
- if starting before the 15 th of January, April, July or October	33.12
- Monthly Pay	33.12
OR	
eKEY (includes a \$50.00 activation fee and \$15.95 monthly usage fee)	65.95
	<u>\$</u>
Total Initial Cost	<u><u>\$</u></u>

One Time Credit Card Authorization

- **This document will be shredded after processing**
- **Cannot be used to establish Automatic Monthly Payments**
- **Complete ONLY if mailing, faxing or emailing your application**

Applicant's Name _____

Name on Card _____

Credit Card Number _____

Expiration Date _____ Credit Card Billing Zip Code _____ Security Code _____

Amount to Charge \$ _____

Authorized Signature _____



Sign Up for Automatic Credit Card Billing

Pay your MLS fees automatically using the MetroList Automatic Credit Card Service – Best of all there is no additional charge for this service.

With our Automatic Credit Card Service your MLS fees will always be paid on time. MetroList will charge your credit card **automatically** for your MLS fees for the current month on approximately the 5th of each month.

The amount charged to your credit card will include your MLS Participant/Subscriber Fee, the System Use and Key Lease Fee, and any other currently outstanding MLS Fees (i.e. fines, purchases, template fees, voicemail fees). The amount charged might vary from person to person depending upon the services each person receives and the Sales Tax jurisdiction each person is located in. However, your charge will remain the same month to month unless you change the services that you receive.

Sign Up Today By Completing The Form Below!

Once you sign up for the Automatic Credit Card Service, MetroList will stop billing you quarterly in advance for your MLS fees. MetroList accepts VISA, MASTERCARD, AMERICAN EXPRESS, and DISCOVER cards.

Name _____

Address _____

City/State/Zip _____

Credit Card Number _____

Credit Card 3 or 4 Digit Code _____

(Please provide the 3-digit code located on the back of your card - For AMEX, provide the 4-digit code on the front of your card)

Expiration Date _____

Signature _____

Please FAX the completed form to Nancy at (916) 922-1835

MetroList Services, Inc.
PO Box 340340
Sacramento, CA 95834