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## MARATHON AND LOWER KEYS ASSOCIATION OF REALTORS®, INC.

5800 Overseas Highway #15 Marathon, FL 33050  
305-743-2485 Membership@MLKAR.com

### APPLICATION FOR FLEX AGENT ASSISTANTS ONLY

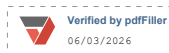
To become an Assistant for an Agent in Flex MLS, we will need the following:

1. An email or other written correspondence from your agent confirming they wish you to have access to their MLS listings. Please specify if the assistant is to be a “superuser” for an agent and if so which agents. If the access is for an office, please have the broker designate access for each agent.
2. A one-time application fee of \$25.00 (may pay by credit card authorization form, see item #4).
3. Completed application form attached.
4. If paying by credit card, fill out the attached credit card authorization form (may be paid by the assistant or the agent but must be signed by the cardholder).
5. Education is vital your success as well as helpful for your assistant and for only \$25.00 per year they will receive an MLKAR education pass, or \$25.00 per class will be due at the door for each class they take.

Access to our MLS will start immediately upon receipt of all above items once your payment is processed. Our monthly access fee to the MLS for assistants is \$10.00 per month per assistant. Please note that any agent allowing anyone to use their MLS login is subject to a \$5,000 fine per our MLS rules and regulations.

Should you have any additional questions, please do not hesitate to contact me.

Sincerely,



Ciera Smith  
Chief Executive Officer  
Ciera@MLKAR.com

**MARATHON AND LOWER KEYS ASSOCIATION OF REALTORS®, INC.**

5800 Overseas Highway #15 Marathon, FL 33050  
305-743-2485 Membership@MLKAR.com

**APPLICATION FOR FLEX AGENT ASSISTANT**

To: **Marathon and Lower Keys Association of REALTORS®, Inc.**

Assistant Name: \_\_\_\_\_ Brokerage: \_\_\_\_\_

If “superuser” access is required, agent names Assistant is to be given access to: \_\_\_\_\_

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

Office PH# \_\_\_\_\_ Office Fax # \_\_\_\_\_ assistant e-mail \_\_\_\_\_

Do you wish to pay the \$25.00 per year education fee as well to have access to most MLKAR classes? \_\_\_\_\_

I agree as a condition of participation in the Marathon and Lower Keys Association of REALTORS® MLS to abide by all relevant Bylaws, Rules and Regulations and other obligations of participation, including payment of fees. I further agree to be bound by the Code of Ethics on the same terms and conditions as other Association members, as established in the Code of Ethics and Arbitration Manual, including the obligation to submit to ethics hearings and the duty to arbitrate contractual disputes with other REALTORS® in accordance with the established procedures of the Association. I understand that a violation of the Code of Ethics may result in suspension or termination of MLS rights and privileges and that I may be assessed an administrative processing fee which may be in addition to any discipline, including fines that may be imposed.

\_\_\_\_\_  
Signature of Assistant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Supervising Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Additional Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Additional Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Additional Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Broker if Assistant is applying for full office access

\_\_\_\_\_  
Date

**MARATHON AND LOWER KEYS ASSOCIATION OF REALTORS®, INC.**

5800 Overseas Highway #15 Marathon, FL 33050

305-743-2485 Membership@MLKAR.com

Please email completed form to [membership@mlkar.com](mailto:membership@mlkar.com).



**Individual's account to pay using this credit card:** \_\_\_\_\_

Name as it appears on card: \_\_\_\_\_

Card Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Expiration Date: \_\_\_\_\_ CVV (Security Code): \_\_\_\_\_

Billing Address : \_\_\_\_\_

Street, City, State, Zip

E Mail: \_\_\_\_\_ Phone: \_\_\_\_\_

I, \_\_\_\_\_ authorize Marathon and Lower Keys Association of REALTORS® Inc. to charge the credit/debit card listed above. Marathon and Lower Keys Association of REALTORS®, Inc. is authorized to charge my card for the one-time amount of \$ \_\_\_\_\_ today and \$ \_\_\_\_\_ per month on the first of each month.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**MLS Access Payment Options Available:** (Circle your choice or contact the office to setup/change your billing plan)

• **Annual Billing: (Save \$120 per year over monthly billing )**

Annual billing of \$480 for MLS Access Only will be emailed Oct 1<sup>st</sup> of each year and due no later than Jan 1<sup>st</sup>.

• **Monthly Auto Payment Option:**

Your card is automatically charged \$50 monthly, complete & return this credit card authorization form.

**Annual Dues Invoices are sent October 1 and due no later than January 1.**

Payment is due within 30 days of invoice. The following are the payment terms:

Day 1 – Day 31:

Monthly invoices are emailed on the 1st day of the month and due within 30 days of invoice. MLS Billing is sent and due the same time every month to make it easy to calendar for payment.

Day 31 – Day 38:

If no payment is received. A past due reminder will be sent out within a week of being past due.

Day 38 – Day 45:

If no payment is received, a \$25 late fee will be sent along with the following notice: Please remit payment immediately or contact the office to avoid possible service interruption. If your access is suspended please make payment, then contact MLKAR to have your access restored immediately.

Day 45 – Day 52:

If no payment is received, access may be suspended and will be restored immediately after payment including \$50 reconnection fee is made and you contact MLKAR office to inform them your account is current and request your access be restored.