

MARATHON AND LOWER KEYS ASSOCIATION OF REALTORS®, INC.

**5800 Overseas Highway #15
Marathon, FL 33050
Phone # 305-743-2485 / Fax # 305-743-4679
Email address: CEO@MLKAR.com**

APPLICATION FOR FLEX AGENT ASSISTANTS ONLY

I am pleased to send you the following information:

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,

Wayne Carter

Wayne Carter
Association Executive

Marathon and Lower Keys Association of REALTORS®, Inc.
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Marathon, FL 33050
Phone 305-743-2485 / Fax 305-743-4679
CEO@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

CREDIT CARD AUTHORIZATION FORM

Person whose bill is being paid on card (one form for each person please) _____

Please complete and email to CEO@MLKAR.com or Fax to 305-743-4679

Card Type: **Visa / MasterCard / AMEX (Please circle one)**

Name as it appears on card: _____

Card Number _____ - _____ - _____

Expiration Date: _____ **CVV (Security Code):** _____

** 3 digit code listed on the back of the card**

Billing Address: _____

Street Address

City, State, Zip Code

E Mail Address: _____

Telephone #: _____

I, _____ authorize The Marathon and Lower Keys Association of REALTORS® Inc. to charge the credit/debit card listed above.

The Marathon and Lower Keys Association of REALTORS®, Inc. is authorized to charge my card immediately for the total amount of \$25.00 for the assistant application fee.

The Marathon and Lower Keys Association is authorized to charge my card immediately for the total amount of \$25.00 for the annual education fee (YES/NO – please circle one).

My card will also be charged: one time/monthly/annually/ (circle one) other _____ in the amount of \$_____.

Please Specify Term

SIGNATURE: _____

DATE: _____

MLS Access Payment Options Available:

(Please note if you do not request one you will receive Standard Option #1 Monthly eBilling)

- **Monthly eBilling:**
(Standard Option #1) You receive your invoice on the 1st of every month and pay it online using Visa, MasterCard, AMEX or by entering your checking account info online. *This is the standard eBilling option you will receive unless you request otherwise.
- **Auto Payment Option: (Second Desired Option)**
(Option #2) If you wish to have your credit card automatically charged monthly (preferred) annually, request, complete & return a credit card authorization form.
- **Special Annual Check Payment Discount: (Most Desired Option)**
If you opt to pay your Annual MLS Dues for your assistant annually (**by check only**) no later than January 1st, we will reduce the MLS access to \$100 for the entire year.