

MARATHON AND LOWER KEYS ASSOCIATION OF REALTORS®, INC.

5800 Overseas Highway #15, Marathon, FL 33050

Phone 305-743-2485 / Membership@MLKAR.com



New Office Application

Please note: New Office setup fees are a one-time administrative fee. Office members will be responsible for keeping current on association dues and MLS access fees on an ongoing basis.

Date: _____

FIRM INFORMATION

Firm Name: _____

Firm Address: _____

Firm Phone: _____

Firm Website: _____

Firm E-Mail: _____

Company Type:

☐ Sole Proprietor ☐ Partnership ☐ Corporation ☐ LLC (Limited Liability Company)

BROKER INFORMATION

Principal Broker Name (as shown on FL real estate license): _____

FL Broker License #: _____

Is the Designated Broker (your association's REALTOR® representative) the same person as the Principal Broker above?

☐ Yes ☐ No — if No, provide Designated Broker's name: _____

Designated Broker's Position in the Firm:

☐ Principal ☐ Partner ☐ Corporate Officer ☐ Branch/Office Manager

CERTIFICATION

Print Name of Designated Broker: _____ Date: _____

Signature of Designated Broker: _____ Date: _____

PAYMENT

One-time setup fee of \$200 paid on date: _____

If this application is attached to an individual application, provide agent's name below:

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Credit Card Authorization Form



CARDHOLDER INFORMATION

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: _____

AUTHORIZATION

I, _____, authorize the 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 a one-time amount of \$_____ today, and \$_____ per month on the first of each month.

Signature: _____ Date: _____

MLS ACCESS PAYMENT OPTIONS

Please select your preferred billing plan below, or contact the office to set up or change it at any time.

☐ Annual Billing — \$480/year (save \$120 vs. monthly), emailed Oct 1, due no later than Jan 1

☐ Monthly Auto-Payment — \$50/month, charged automatically to the card above

ANNUAL DUES PAYMENT SCHEDULE

To help keep your membership and MLS access in good standing, here's how annual dues renewals work each year:

- October 1 — Invoices for your local, state, and national REALTOR® dues are emailed to you.
- January 1 — Dues renewal payments are due. If payment hasn't been received by this date, a late notice is sent along with a \$2 late fee.
- February 1 — If payment is still outstanding, your MLKAR membership and MLS access will be suspended.
- Once suspended, MLS service can be reactivated for a \$50 reactivation fee.

If you have any questions about your dues or would like to set up a payment plan, please don't hesitate to reach out to the office — we're happy to help.

Please email the completed form to Membership@MLKAR.com.