



MARATHON AND LOWER KEYS ASSOCIATION OF REALTORS®, INC.

5800 Overseas Highway #15, Marathon, FL 33050

Phone 305-743-2485 • Fax 305-743-4679 • Membership@MLKAR.com

Flex MLS Agent Assistant Application

For assistants who need access to an agent's or an office's listings in Flex MLS.

Thank you for your interest. Access begins as soon as we receive all required items and your payment is processed.

WHAT TO SUBMIT

- ☐ An email or other written confirmation from each agent that they want you to have access to their MLS listings. Note whether you will be a "superuser" and for which agents. For office-wide access, the broker designates access for each agent.
- ☐ **Part 1 – Application**, signed by you, each supervising agent, and the broker if you are applying for full office access
- ☐ **Part 2 – Payment**: your billing choice and, if paying by card, the card authorization

FEES

Application fee (one-time)	\$25.00
Assistant MLS access – annual billing (saves \$20 a year)	\$100.00 / year
OR	
Assistant MLS access – monthly billing	\$10.00 / month
MLKAR Education Pass (optional; otherwise \$25.00 per class, due at the door)	\$25.00 / year

One login per person. Any agent who allows anyone else to use their MLS login is subject to a **\$5,000 fine** under the MLS rules and regulations. Assistants must use their own login.

Education is vital to your success, and helpful for your assistant. The Education Pass gives access to most MLKAR classes for a full year.

If you have any questions, please contact us at 305-743-2485 or Membership@MLKAR.com.

Sincerely,

Ciera Smith

Chief Executive Officer

Ciera@MLKAR.com



PART 1 APPLICATION FOR FLEX AGENT ASSISTANT

A. ASSISTANT

ASSISTANT NAME

ASSISTANT EMAIL

BROKERAGE

ASSISTANT PHONE

OFFICE ADDRESS

OFFICE PHONE

OFFICE FAX

B. ACCESS

Access type: ☐ Single agent ☐ Superuser (multiple agents) ☐ Full office (broker designates)

AGENTS THIS ASSISTANT MAY ACCESS (required for superuser access)

Add the \$25.00/year MLKAR Education Pass? ☐ Yes ☐ No

C. AGREEMENT

As a condition of participation in the Marathon and Lower Keys Association of REALTORS® MLS, I agree to abide by all relevant bylaws, rules and regulations, and other obligations of participation, including payment of fees. I agree to be bound by the Code of Ethics on the same terms as 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®. A violation of the Code of Ethics may result in suspension or termination of MLS rights and privileges, an administrative processing fee, and any fines imposed. I will not share my MLS login with anyone.

Supervising agents and the broker confirm the access requested above. The agent and broker must notify MLKAR in writing when this access is no longer needed; fees continue until that notice is received.

SIGNATURE OF ASSISTANT

PRINTED NAME

DATE

SIGNATURE OF SUPERVISING AGENT

PRINTED NAME

DATE

SIGNATURE OF ADDITIONAL AGENT

PRINTED NAME

DATE

SIGNATURE OF ADDITIONAL AGENT

PRINTED NAME

DATE

SIGNATURE OF ADDITIONAL AGENT

PRINTED NAME

DATE

SIGNATURE OF BROKER (IF APPLYING FOR FULL OFFICE ACCESS)

PRINTED NAME

DATE

**PART 2 PAYMENT****MLS ACCESS BILLING** (choose one)☐ **Annual billing – \$100 per year** Saves \$20 a year. Invoices are emailed October 1 and are due by January 1.☐ **Monthly auto-pay – \$10 per month** The card below is charged automatically on the 1st of each month.☐ **Monthly eBilling – \$10 per month** An invoice is emailed on the 1st of each month to pay online by credit card, debit card, or bank account. *If no option is selected, you will receive monthly eBilling.***CREDIT / DEBIT CARD AUTHORIZATION**

Complete only if paying by card. May be paid by the assistant or the agent but must be signed by the cardholder.

ACCOUNT THIS CARD WILL PAY FOR

NAME AS IT APPEARS ON CARD

EXPIRATION DATE

CVV

CARD NUMBER

BILLING ADDRESS (street, city, state, ZIP)

EMAIL

PHONE

I authorize Marathon and Lower Keys Association of REALTORS®, Inc. to charge the card above:

ONE-TIME AMOUNT CHARGED
TODAY

FOR (e.g., \$25 application fee, \$25 Education Pass, annual assistant access)

RECURRING AMOUNT CHARGED ON THE 1ST OF
EACH MONTH

CARDHOLDER SIGNATURE

DATE

BILLING AND PAYMENT TERMS

Days 1–31	Invoices are emailed on the 1st and are due within 30 days. MLS billing is sent and due at the same time every month.
Days 31–38	If no payment is received, a past-due reminder is sent within a week.
Days 38–45	A \$25 late fee is applied. Please pay immediately or contact the office to avoid interruption of service.
Days 45–52	Access may be suspended. It is restored once payment, including a \$50 reconnection fee, is made and you contact MLKAR to confirm your account is current.

FOR ASSOCIATION USE ONLY

DATE RECEIVED

APPLICATION FEE PAID

EDUCATION PASS

ACCESS START DATE

Annual dues and MLS invoices are sent October 1 and are due no later than January 1. Return this packet to Membership@MLKAR.com, fax it to 305-743-4679, or drop it off at 5800 Overseas Highway #15, Marathon.