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

Application for MLS Participation

For brokers and state-certified appraisers who want to participate in the Florida Keys MLS without holding membership in MLKAR.

Thank you for your interest in the Florida Keys MLS. This packet has four parts. Complete the parts that apply to your office and return everything together. MLS access begins as soon as we receive all required items and your payment is processed.

WHAT TO SUBMIT

- ☑ A copy of your firm's Florida real estate business license
- ☑ Verification of your Florida broker license or state appraiser certification
- ☑ **Part 1 – Participant Application**, completed and signed by the broker participant
- ☑ **Part 2 – Broker Authorization** for each licensee in your office who will use the MLS
- ☐ **Part 3 – Blanket Waiver** listing each licensee in your office who will not use the MLS
- ☑ **Part 4 – Payment**: your billing choice and, if paying by card, the card authorization

FEES

Application fee (one-time)	**$600.00**
New Office setup fee (one-time, only if your office is not already in the Florida Keys MLS)	**$200.00**
MLS access, per licensee using the MLS – **annual billing** ($40 per month; saves $120 a year)	**$480.00 / year**
OR	
MLS access, per licensee using the MLS – **semi-annual billing** ($40 per month; saves $60 every six months)	**$240.00 / 6 months**
OR	
MLS access, per licensee using the MLS – **monthly billing**	**$50.00 / month**

Who pays MLS fees. MLS access fees are billed for every licensee affiliated with your office unless that licensee is listed on an approved Blanket Waiver (Part 3). A waived licensee who uses the MLS in any way voids the waiver for that licensee, and fees become due from the start of the waiver period.

Changes to your office. The broker and agent must notify MLKAR in writing when a licensee no longer needs MLS access. Fees continue until we receive written notice. The broker of record is responsible for any unpaid billing for their agents.

Fees are non-refundable once your application is accepted. 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

SAMPLE FOR REFERENCE ONLY | All names and information are fictional | Do not submit

PART 1 PARTICIPANT APPLICATION

To be completed and signed by the broker participant (principal broker or state-certified appraiser) for the office.

A. FIRM

Sandbar Shores Realty, LLC — FIRM NAME
CQ0000000 — FLORIDA BUSINESS (FIRM) LICENSE #

100 Seashell Way, Suite 2 — OFFICE STREET ADDRESS
Sandy Shores — CITY
FL — STATE
33999 — ZIP

MAILING ADDRESS (if different)

305-555-0100 — OFFICE PHONE
305-555-0101 — OFFICE FAX
office@sandbarshores.example — OFFICE EMAIL
www.sandbarshores.example — WEBSITE

Business type: ☐ Sole proprietor ☐ Partnership ☐ Corporation ☑ LLC

None — BRANCH OFFICE ADDRESSES (if any)

Does this office comply with local zoning requirements? ☑ Yes ☐ No If no, explain in Section D.

Is this office already in the Florida Keys MLS? ☐ Yes ☑ No – the one-time $200 New Office setup fee applies

PRINCIPAL BROKER (if different from you)
Betty Broker — DESIGNATED BROKER

B. BROKER PARTICIPANT

Betty B. Broker — NAME AS SHOWN ON LICENSE
Betty Broker — NAME TO APPEAR ON MLS ROSTER

License type: ☑ Broker ☐ State-certified appraiser

BK0000000 — LICENSE / CERTIFICATION #
06/2012 — DATE STARTED IN REAL ESTATE
03/2019 — DATE STARTED WITH THIS FIRM

Position with firm: ☑ Principal ☐ Partner ☐ Corporate officer ☐ Branch office manager

42 Coral Reef Road, Sandy Shores, FL 33999 — HOME ADDRESS

305-555-0102 — CELL PHONE
305-555-0103 — HOME PHONE
betty@sandbarshores.example — EMAIL

Coconut Coast Association of REALTORS® — PRIMARY REALTOR® ASSOCIATION (if any)
000000001 — NRDS / NAR ID # (if any)

C. PRINCIPALS OF THE FIRM

List all principals, partners, corporate officers, or trustees of the firm.

NAME	TITLE	FLORIDA RE LICENSE # (IF ANY)
Betty Broker	Managing Member	BK0000000

SAMPLE

SAMPLE FOR REFERENCE ONLY | All names and information are fictional | Do not submit

D. BACKGROUND

Answer every question. If you answer "Yes," explain below and attach additional pages if needed.

Have you held a real estate license in any state other than Florida?	☐ Yes	☑ No
Has your real estate license, in Florida or any other state, ever been suspended or revoked?	☐ Yes	☑ No
Are there now, or have there been within the past 3 years, any complaints against you or your firm before any state real estate regulatory agency or other government agency?	☐ Yes	☑ No
Have you ever been convicted of a felony?	☐ Yes	☑ No
Are you or your firm now, or within the past 3 years, involved in any bankruptcy or insolvency proceedings?	☐ Yes	☑ No
Within the past 5 years, have you held membership or MLS participation with another board or association affiliated with the NATIONAL ASSOCIATION OF REALTORS®?	☐ Yes	☑ No

EXPLANATION OF ANY "YES" ANSWER: PLACES, DATES, AGENCIES, CURRENT STATUS, AND BOARDS/ASSOCIATIONS WITH MEMBERSHIP TYPE AND DATES

E. IDX ELECTION (choose one)

☑ **My firm IS an IDX participant.** Other IDX brokers may display my firm's listings on their websites, and my firm may display the listings of other participating IDX brokers.

☐ **My firm IS NOT an IDX participant.** Other IDX brokers may not display my firm's listings on their websites, and my firm may not display other brokers' listings unless each broker gives individual permission.

F. AGREEMENT AND CERTIFICATION

As a condition of MLS participation, I agree that:

- I will abide by the bylaws, MLS rules and regulations, and other obligations of participation of the Marathon and Lower Keys Association of REALTORS®, including payment of fees, all as amended from time to time.
- I am bound by the Code of Ethics of the NATIONAL ASSOCIATION OF REALTORS® 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 may result in suspension or termination of MLS rights, an administrative processing fee, and any fines imposed.
- If my participation ends while an ethics complaint is pending, reinstatement may be conditioned on my submitting to that proceeding. My duty to arbitrate continues after participation ends for disputes that arose while I was a participant.
- The Association will keep a file on me that may be shared with other boards and associations where I later apply. It may include prior applications; final Code of Ethics findings and other membership-duty violations from the past 3 years; pending complaints, discipline, and arbitration requests; and unpaid arbitration awards or financial obligations to the Association or its MLS.
- The Association may invite and receive information and comment about me from any member or other person. Any such information is privileged and will not be the basis of any claim by me for slander, libel, or defamation.
- I am responsible for notifying the Association in writing when any licensee in my office no longer needs MLS access; fees continue until that notice is received. As broker of record, I am responsible for all unpaid billing for my agents. Fees are non-refundable once this application is accepted.

I certify that the information in this application is true and complete, and that I have authority to sign on behalf of my office. I understand that any misstatement or omission may be grounds for denial or termination of MLS participation.

Betty Broker	Betty Broker	10/28/2026
SIGNATURE OF BROKER PARTICIPANT	PRINTED NAME	DATE

SAMPLE FOR REFERENCE ONLY | All names and information are fictional | Do not submit

PART 2 BROKER AUTHORIZATION FOR MLS ACCESS

Complete one block for **each licensee** in your office who will use the Florida Keys MLS. Make copies of this page as needed. MLS access fees apply to each licensee listed here.

By signing below, each licensee agrees to abide by the MLS bylaws, rules and regulations, and other obligations of participation, including payment of fees, and to be bound by the Code of Ethics and the duty to arbitrate on the same terms as Association members. A Code of Ethics violation may result in suspension or termination of MLS rights, an administrative processing fee, and fines. **MLS logins are for the named licensee only.** Allowing anyone else to use a login is subject to a $5,000 fine under the MLS rules and regulations.

By signing below, the broker participant authorizes the named licensee to access and use the Florida Keys MLS and agrees to notify MLKAR in writing, and pay the required fee, if any other licensee in the office uses the MLS.

Licensee 1

Ricky Realtor	SL0000000	000000002
LICENSEE NAME	FLORIDA LICENSE #	NRDS / NAR ID #
ricky@sandbarshores.example	305-555-0104	Coconut Coast AOR
EMAIL	PHONE	PRIMARY ASSOCIATION

☑ Also authorize this licensee to receive the MLS IDX feed for their website (optional; firm must be an IDX participant)

Ricky Realtor	10/28/2026	Betty Broker
SIGNATURE OF LICENSEE	DATE	SIGNATURE OF BROKER PARTICIPANT

Licensee 2

Betty Broker	BK0000000	000000001
LICENSEE NAME	FLORIDA LICENSE #	NRDS / NAR ID #
betty@sandbarshores.example	305-555-0102	Coconut Coast AOR
EMAIL	PHONE	PRIMARY ASSOCIATION

☐ Also authorize this licensee to receive the MLS IDX feed for their website (optional; firm must be an IDX participant)

Betty Broker	10/28/2026	Betty Broker
SIGNATURE OF LICENSEE	DATE	SIGNATURE OF BROKER PARTICIPANT

Licensee 3

LICENSEE NAME	FLORIDA LICENSE #	NRDS / NAR ID #
EMAIL	PHONE	PRIMARY ASSOCIATION

☐ Also authorize this licensee to receive the MLS IDX feed for their website (optional; firm must be an IDX participant)

SIGNATURE OF LICENSEE	DATE	SIGNATURE OF BROKER PARTICIPANT

SAMPLE

SAMPLE FOR REFERENCE ONLY | All names and information are fictional | Do not submit

PART 3 BLANKET WAIVER – AFFIDAVIT OF EXEMPTION

The broker participant is exempt from paying MLS access fees for any licensee employed by, or affiliated as an independent contractor with, the participant who does not actually have access to or use of the MLS. Complete this page to list every licensee in your office who will **not** use the MLS.

This exemption is requested for the period from _____ **through December 31,** _____
START DATE YEAR

> The exemption takes effect when approved by the Association, on the recommendation of the MLS Committee. **It is void for any licensee who uses the MLS in any manner.**

LICENSEES TO BE EXEMPTED

LICENSEE NAME	FLORIDA LICENSE #	LICENSEE NAME	FLORIDA LICENSE #
None - all licensees use the MLS			

Attach additional pages if needed.

BROKER PARTICIPANT CERTIFICATION

I certify that the licensees listed above do not have access to or use of the Florida Keys MLS. If any of them uses the MLS in any way during the exemption period, I will notify the Service and pay the required MLS fees **from the beginning of the exemption period**.

SIGNATURE OF BROKER PARTICIPANT _____ PRINTED NAME _____ DATE _____

FOR ASSOCIATION USE ONLY

☐ Approved ☐ Disapproved

DATE RECEIVED _____ DATE APPROVED / DISAPPROVED _____ BY _____

SAMPLE

SAMPLE FOR REFERENCE ONLY | All names and information are fictional | Do not submit

PART 4 PAYMENT

MLS ACCESS BILLING (choose one)

☐ **Annual billing – $480 per licensee per year** Saves $120 a year. Invoices are emailed October 1 and are due by January 1.

☑ **Semi-annual billing – $240 per licensee every six months** Saves $60 every six months. Invoices are emailed October 1 and April 1 and are due by January 1 and July 1.

☐ **Monthly auto-pay – $50 per licensee per month** The card below is charged automatically on the 1st of each month.

☐ **Monthly eBilling – $50 per licensee 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 broker or the licensee but must be signed by the cardholder.

Sandbar Shores Realty, LLC (Betty Broker & Ricky Realtor)
ACCOUNT THIS CARD WILL PAY FOR

Betty B. Broker | 12/29 | ***
NAME AS IT APPEARS ON CARD | EXPIRATION DATE | CVV

XXXX - XXXX - XXXX - 1234
CARD NUMBER

100 Seashell Way, Suite 2, Sandy Shores, FL 33999
BILLING ADDRESS (street, city, state, ZIP)

betty@sandbarshores.example | 305-555-0102
EMAIL | PHONE

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

$1,280.00 | $600 application + $200 New Office + $480 first semi-annual MLS (2 licensees)
ONE-TIME AMOUNT CHARGED TODAY | FOR (e.g., application fee, New Office setup fee, annual MLS access)

N/A - semi-annual invoices | *Betty Broker* | 10/28/2026
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 | NEW OFFICE FEE PAID | MLS 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.

SAMPLE FOR REFERENCE ONLY | All names and information are fictional | Do not submit