



## MADISONVILLE - HOPKINS COUNTY BOARD OF REALTORS

Dear Designated Broker,

Thank you for your inquiry into MLS Participation with the Madisonville Hopkins County Board of REALTORS®. We have laid out the application process and guidelines for participation below. **All of this is subject to approval by our Board of Directors at their next scheduled meeting once your application, application fee and our Application Form for Waiver of MHCBOR MLS signed by any Licensee, or you on their behalf, in your office that does NOT want to participate in our MLS Service are returned to the Board.** Steps in applying for MLS Participation Only are:

1. Complete the provided application for MLS Participation Agreement and pay the application fee of \$500.00. **Also, provide proof you are a current member and in good standing with another REALTOR® Association/Board and their MLS.**
2. Pay all monthly participation fees as billed. Only the Broker Participant and any Licensee that wants to participate in our MLS Service will be billed the monthly fees. **The other Licensees in the Broker Participants office will have to sign our MLS Waiver. The Broker may sign waiver for all Licensees not participating on their behalf.**
3. Pay a listing fee of \$12.00 per listing for each listing entered into the Madisonville Hopkins County Board of REALTORS® MLS system. This fee will be included in your monthly invoice along with the monthly participation fee.
4. Agree to pay an annual renewal fee of \$400.00 for Designated Broker. Each Licensee that wants to have access to our MLS provider (Navica) and Zip Logix their annual renewal fee is \$250.00.
5. As part of MLS Only membership members have access to our MLS forms for inputting and maintaining listings through ZipForms.
6. Agree to abide by the Madisonville Hopkins County Board of REALTORS® MLS Rules and Regulations.

Enclosed are the application, participation agreement and breakdown of billing from MHCBOR. Upon request/or after BOD approval of membership, a copy of our MLS Rules and Regulations will be emailed to you. Please sign on the line below and include this letter with your application to indicate your agreement to adhere to the application process as outlined above.

\_\_\_\_\_  
Designated Broker Participant Signature

\_\_\_\_\_  
Date

If you have any questions, please feel free to call us at (270) 821-8888.

Sincerely,

  
Sandy Newell  
Association Executive