



**MetroList Services, Inc.
SUBSCRIBER APPLICATION PROCEDURES
with ActiveKey Service
Sacramento Administrative Center**

Thank you for inquiring about participating in MetroList Services, Inc. (MLS). Outlined on this cover sheet are our Subscriber application procedures.

The following items **MUST BE RECEIVED** in order to process your application request:

- Application: Must be fully completed and signed by your office Broker/Participant or authorized signer in order to be processed.
- California Department of Real Estate License: You must be actively listed on the DRE website (www.dre.ca.gov) to be eligible for membership in either SAR or MLS. Please note that the office information listed on the MetroList application must match your DRE record.
- Picture ID: A copy of your picture ID (driver's license, passport, etc.).
- Lockbox Key Agreement: If requesting an ActiveKey, a completed KeyBox System Use and Sublease Agreement is required. Please be sure to indicate what 4-digit pin code you would like assigned to your key.
- Payment: Includes Application Start-Up and quarterly fees. Payment must be collected in order to complete the application process.

IMPORTANT NOTES: Access to MetroList Services requires that Applicants must either appear in person at any MetroList Administrative Center or submit a notarized application. ActiveKey's may only be issued in person.

You may fax, hand-carry or mail your application package to the Administrative Center of your choice.

Please contact the Administrative Center to expedite your application request or to inquire about their specific processing hours.

Sacramento Association of REALTORS®, 2003 Howe Avenue, Sacramento, CA 95825
916-922-7711 | fax: 916-922-1221 | memserv@sacrealtor.org

MetroList Services, Inc.

Administrative and Service Fees Schedule

Sacramento Billing Group

MetroList's initial payment includes Administrative and Service Fee(s) for the remainder of your assigned billing cycle.

Administrative Start-Up Fee(s)

Administrative Application Fee	\$200
If requesting ActiveKey or Cooperative Key Service	\$20

If requesting eKey Service, your start-up and monthly fees for key service will be billed by Supra, you will only be responsible for the Administrative Application and 'MLS Only' fees.

Service Fees

Following the initial payment, you will receive your service invoice every three months (assigned billing cycle listed below). Invoices will be mailed to the **preferred mailing address** listed on your application. Payments are due within the first month of the assigned billing cycle in order to avoid a late fee and service interruption.

Assigned Billing Cycle	MLS Only	MLS w/ Key Service (MLS + 12.50/mo with partial tax)
November, December & January	\$105	\$144.58
February, March & April	\$105	\$144.58
May, June & July	\$105	\$144.58
August, September & October	\$105	\$144.58

Note: To be billed on a monthly basis, also complete the **Automatic Credit Card Billing** form.

TOTAL START-UP FEES

MetroList will not charge you the current month's fees if the application is processed after the 15th of the month. Below is your total start-up cost if you are processed from the 1st to the 15th of the month.

If you sign up in ...	MLS Only	MLS w/ Key
Nov, Feb, May, or Aug (3 months in billing cycle)	\$305	\$364.58
Dec, Mar, Jun, or Sept (2 months in billing cycle)	\$270	\$316.38
Jan, Apr, Jul, or Oct (1 month in billing cycle)	\$235	\$268.19



MetroList Services, Inc
 Participant / Subscriber Application

For MLS Use Only	
Member No	_____
Office No	_____
Assoc. Code	_____

Applicant Information

First Name _____ Middle Initial _____ Last Name _____
(as shown on license)

Nickname _____

Home Street Address _____

City _____ State CA Zip Code + four _____ - _____

Company/ Office Information

Office Name _____

Street Address _____

City _____ State CA Zip Code + four _____ - _____

Office Mailing P.O.Box/Street Address _____
(if different than above)

City _____ State CA Zip Code + four _____ - _____

Office Phone _____ - _____ - _____ Office Fax _____ - _____ - _____

Applicant Contact Information

Preferred Mailing Address: Home Office

Office Phone _____ - _____ - _____ Ext _____

Home Phone _____ - _____ - _____

Personal Fax _____ - _____ - _____

I want the following telephone numbers to appear on my listings:

Primary Phone _____ - _____ - _____ Secondary Phone _____
(Only Secondary # appears on metrolistmls.com)

Preferred Fax Number: Office Personal

Email Address _____

Required For Identification Purposes

Date of Birth ____ / ____ / ____

SSN ____ - ____ - ____ Driver's License Number _____

Mother's Maiden Name _____ Place of Birth _____

License Information

My DRE License Number is _____ DRE License Expires ____ / ____ / ____

My OREA Appraiser License Number is _____ OREA License Expires ____ / ____ / ____

License Information continued

I am a (select one) : Broker Licensed Appraiser
 Salesperson Appraiser in Training

And, I am (select one) : a Broker Participant
 an Appraiser Participant
 an employee or an independent contractor affiliated with a Broker/Appraiser Participant
 a sole proprietor
 a general partner
 a corporate officer
 a non-principal

If I selected sole proprietor, general partner or corporate officer, then I understand that I must answer the following questions

1. Are you subject to any pending bankruptcy proceedings? Yes No
2. Have you been adjudged bankrupt with the last 3 years? Yes No
3. Have any official sanctions by a court or other lawful authority been imposed upon you within the past 3 years for:

Civil rights laws	<input type="radio"/> Yes	<input type="radio"/> No
Real estate licensing laws	<input type="radio"/> Yes	<input type="radio"/> No
Other laws prohibiting unprofessional conduct	<input type="radio"/> Yes	<input type="radio"/> No

I am also a member of the following MLS(s) :

I have belonged to the following MLS(s) :

- (select one) : I have not been disciplined by one of the above MLS's
 I have been disciplined by one of the the above MLS(s), and I have attached copies of the discipline
- (select one) : I have not been disciplined by the DRE or OREA
 I have been disciplined by the DRE or OREA, and I have attached copies of the discipline

By signing this application, I understand and agree to abide by the MLS Rules, as from time-to-time amended, including but not limited to the following:

- a. I have completed the MLS Orientation Program by reading the MetroList MLS Orientation Program Manual (4.1.1.f/4.1.2.e).
- b. If I am an applicant other than a principal, partner or corporate officer of the real estate firm/appraisal firm, then I must remain employed by or affiliated as an independent contractor with a Broker Participant (4.2.1) or employed by an Appraiser Participant (4.2.2)

- c. I agree to register all Clerical Users (licensed or unlicensed) with the Service. I understand Clerical Users are authorized limited access to the MLS for clerical tasks only and may not perform any activity that requires a real estate license. I also agree that any violation by a Clerical User that have registered with the service can result in discipline to me and ultimate termination of my MLS services. (4.3, 12.12.1 and 14.1.d)
- d. If I am a Broker or an Appraiser Participant, then I must list all licensees and certificate holders and their license numbers that are working under my license and have attached said list. (4.4)
- e. I understand that my participation is not transferable. (4.5)
- f. I understand that I must maintain a valid, active license or certificate at all times. (4.1/4.2)
- g. I understand that my continued participation in the MLS is dependent on my timely payment of all fees as charged by MetroList.
- h. I agree that I will input or submit to the Service any and all listings and that I will maintain said listings in accordance with the MLS Rules.
- i. I understand and agree that I have no ownership or copyrights to the MLS data; that I will preserve the confidentiality of the MLS compilations (including downloaded MLS information); and that I will not share any MLS data nor reproduce any portion of the active listings unless specifically authorized under the MLS Rules.
- j. I understand that I will be assigned a unique user name ("Agent ID") by MetroList. I understand that if I permit another person to use my Agent ID for access to the MLS computer system without authorization from MetroList, I will be subject to a fine and/or other disciplinary action up to and including termination of MLS services. I understand that unauthorized access to and/or use of computers, computer systems or computer data, including misuse of my Agent ID, is a crime under California penal code section 502. (12.20)
- k. I understand that all access to the system furnished or permitted under these MLS Rules are furnished without warranty of any kind, either express or implied, and all such warranties, including without limitation the implied warranties of merchantability and fitness for a particular purpose, are hereby disclaimed.

I further understand that MetroList will not be responsible for the interruption of, interference with, lessening of or suspension of any of the services or access to the system or to information to be provided hereunder if caused by strikes, earthquakes, lockouts, riots, epidemics, war, government regulation, fire, flood, natural disasters, Acts of God or material shortages, failures, malfunctions or inadequacies of equipment not provided by MetroList, or any other cause not under the control of MetroList, or for material shortages, failures, malfunctions or inadequacies of equipment or software provided by MetroList or any other party during any transition or upgrade from one computer system to another computer system or any computer system upgrade.

I agree that in no event will MetroList be liable to Participants, Subscribers and/or Clerical Users or to any other person for any indirect, special, or consequential damages, including without limitation, any loss of profits or loss of revenues arising out of or in connection with the use or performance of the system operation or other services furnished by MetroList. (12.21)

- l. I will not lend nor make available my Key to any person, even if said person is a Participant or Subscriber or a registered Clerical User; and I fully understand my obligations as a Keyholder in the Keybox System.

I understand that if I am an Appraiser Participant or Appraiser Subscriber applicant that I am not eligible to purchase a Keybox; place a Keybox on any property; or use a key to enter a property without the express permission of the owner or listing agent. (Section 13)

- m. I agree that all MLS Rules violations shall be processed in accordance with Section 15 of the MLS Rules. (15)

I authorize MetroList or its representative(s) to verify any information in this application including contacting any MLS, the DRE, current or past Brokers, Participants, salespersons, Subscribers or business associates. I further authorize any MLS in which I have been a member or Participant or Subscriber to release all membership and disciplinary records to MetroList or its representative(s). I further authorize MetroList or its representative(s) to use this information in determining future disciplinary sanctions. I waive any cause of action including, but not limited to, slander, libel or defamation of character resulting from such verification, evaluation or other processing of this application or use of the information gathered by MetroList or its representative(s).

I hereby apply for participation as a Participant or Subscriber in the MetroList Services, Inc. ("MetroList") Multiple Listing Service ("MLS"). I have read and hereby agree to abide by the MetroList Services, Inc. MLS Rules. I understand that the MLS Rules cited in parentheses () throughout this application refer to sections of the MLS Rules applicable to the questions referenced herein.

I understand and agree that the above statements are in addition to the MLS Rules, to which I have also agreed. Violation of any MLS Rule may result in discipline, fine and ultimate termination of my MLS service. In addition to that, my actions may cause damage to MetroList, which owns the MLS, and that MetroList may pursue their legal remedies against me to recover such damages.

I understand and agree that if I wish to change, modify, or terminate my MetroList MLS Service, I must do so in writing.

I understand that by checking this box, I have read and understood the following:

I understand that it is my responsibility to pay my MetroList fees by the given date. If my MetroList payment is not received by the due date, my services are subject to suspension and may later result in termination.

I understand that it is my responsibility to notify MetroList if any information on this application changes.

I understand that once my services are terminated with MetroList I must go through the application process to reapply and that am subject to Application fees.

I declare under penalty of perjury that the information given in this application is true and correct.

Executed at _____, CA

Subscriber's Printed Name
(Agent/Appraiser/Broker Subscriber)

Subscriber Signature

____/____/____
Date

Participant's Printed Name
(Broker/Appraiser)

Participant Signature

____/____/____
Date

Fees Collected

Initial Participation Fee _____

Note: Future Participation Fees will be billed by MetroList Services, Inc.

For MetroList Use Only:

ELD LODI MOD PCAR PTON SAC STKN YOLO

METROLIST SERVICES, INC.
One Time Credit Card Payment Authorization

Name on Card _____

Credit Card No _____

Exp. Date _____ Billing Zip Code _____ 3-or-4 digit
Security Code _____

Amount to Charge \$ _____

Authorized Signature _____

This document will be destroyed after processing



Administrative Center Locations

Regional Administrative Centers:

El Dorado Association of Realtors®

P.O. Box 627
4096 Mother Lode Drive
Shingle Springs, CA 95682
(530) 676-0161
Fax (530) 676-0180
membership@edcar.org

Lodi Association of Realtors®

777 South Ham Lane #B
Lodi, CA 95242
(209) 368-5316
Fax (209) 368-8289
lodiaor@lodirealtors.org

LAR (Modesto Branch)

1620 North Carpenter Road, Suite D48
Modesto, CA 95351
(209) 523-5316
Fax (209) 523-5317
larsouth@lodirealtors.org

Placer County Association of Realtors®

4750 Grove Street
Rocklin, CA 95677
(916) 624-8271
Fax (916) 624-8023
membership@pcaor.com

Sacramento Association of Realtors®

2003 Howe Avenue
Sacramento, CA 95825
(916) 922-7711
Fax (916) 922-1221
memserv@sacrealtor.org

Yolo County Board of Realtors®

449 Elm Street
Woodland, CA 95695
(530) 666-4253
Fax (530) 666-7444
info@yolorealtors.com

MetroList Administrative Centers:

MetroList's Modesto Office

1620 North Carpenter Road, Suite D48
Modesto, CA 95351
888-898-9788 Extension 330
Fax (209) 549-7079
modesto@metrolist.net

MetroList's Pleasanton Office

5980 Stoneridge Drive, Suite 102
Pleasanton, CA 94588
888-898-9788 Extension 310
Fax (925) 730-4931
pleasanton@metrolist.net

MetroList's Stockton Office

1811 Grand Canal, Suite 7
Stockton, CA 95207
888-898-9788 Extension 320
Fax (209) 954-4196
stockton@metrolist.net