



# MLS Only REALTOR® APPLICATION

APPLICATION REQUIREMENTS AND PROCESSING PROCEDURES

MLS ONLY MEMBERSHIP APPLICATION

We are excited that you have selected our Association!

If you ever have any questions or need any advice, don't hesitate to touch base with us.

Southeastern Border Association of REALTORS®  
Southeastern Michigan MLS

**Monroe Office**

125 Cole Road, Monroe, MI 48162

Office Phone # 734-242-6866

**Down River Office**

Horizon Business Center West, 20600 Eureka Rd., Suite 510 Taylor, MI 48180

Office Phone # 734-287-8060

Shannon Harner, CEO/Association Executive – [Sharner@SEBrealtors.com](mailto:Sharner@SEBrealtors.com)

Jessica Lapp, Membership & Administrative Manager – [JLapp@SEBrealtors.com](mailto:JLapp@SEBrealtors.com)

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Donna Birkner, Downriver Office Manager – [DBirkner@SEBrealtors.com](mailto:DBirkner@SEBrealtors.com)

# APPLICATION REQUIREMENTS

## Application Requirements and Processing Procedures

### WHAT YOU NEED

#### TO COMPLETE YOUR APPLICATION:

- Applications will be processed Monday – Friday 9AM – 4PM. Application can take up to 24 hours to process.
- Completed applications with original wet signatures or digital ink will be accepted.
- Copy of your Michigan LARA REALTOR® license.
- A current Photo I.D. or a copy of your driver's license.
- All forms attached to this application must be filled out, signed or initialed where needed.
- A letter of good standing will be required from your current Association.
- Applications are accepted in person, by postal mail or email.
- Payment for Membership must be included with all Applications. If paying by check, please make all checks payable to Southeastern Border Association of REALTORS® or **SEBAR**.
- If paying by Debit or Credit Card please fill out the attached credit card information. The Association charges a 3% service fee for credit cards. Due to liability, no credit card information is allowed over the phone.
- False or misleading information on the application(s) may result in your release from the Association. No refunds will be issued.
- After your applications has been completed. You will receive a link to an online MLS training video. Please submit the certificate of completion to Jessica Lapp or Lisa Horvath at [staff@mcars.com](mailto:staff@mcars.com). Once the online training has been completed. Contact the Association for the next available MLS in-house training program.
- Only those licensees whom have submitted an application and paid the required fees may access and use our MLS services. It is against our MLS rules and our SentiLock agreement for anyone other than the assigned Participant (Broker) or Subscriber (Sales Associate/Broker Associate) to use the SentiLock lockbox system. Never share your I.D. or Passwords. Members sharing their login information can be suspended from the MLS and can receive upto a (\$5,000) five thousand dollar fine.
- Please contact the Association to apply for an unlicensed listing assistant if needed.



SOUTHEASTERN BOARDER ASSOCIATION OF REALTORS®  
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## Application MLS Only REALTOR® Membership

1. Name (as it appears on your LARA license): \_\_\_\_\_ Gender:  Male  Female
2. Name (as you wish it to appear on the roster): \_\_\_\_\_
3. MI LARA License #: \_\_\_\_\_ Date your Real Estate Licensed was issued: \_\_\_\_\_
4. Number of years, months or days engaged in the real estate business: \_\_\_\_\_ NRDS #: \_\_\_\_\_
5. Type of License:  Broker  Appraiser  Sales Person Specialty:  Residential  Commercial  Other \_\_\_\_\_
6. Home Address: \_\_\_\_\_  
(Street Address, City, State, and Zip Code)
7. Which do you prefer as your primary mailing address:  Office  Home
8. Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Home Fax: \_\_\_\_\_
9. Would you like to receive text messages for billing?  Yes  No If yes, please include the name of your cell phone carrier: \_\_\_\_\_
10. Preferred Email Address on the Roster: \_\_\_\_\_ DOB (MM/DD/YY) \_\_\_\_\_
11. Please check if you have never been a member of another Associations:  Yes  No
12. List Primary Board and/or all other Association(s) of REALTORS® to which you currently/previously belong as a REALTOR®, REALTOR® Associate, or MLS Participant/Subscriber. \_\_\_\_\_  
Please provide NRDS number, if applicable: \_\_\_\_\_
13. Have you been disciplined by any of the Board/Associations or MLS(s) listed in question #12?  Yes  No  
(If you answered yes to question #13 provide all relevant details and dates or attach copies of the discipline.)
14. If question #11 is yes. A letter of good standing is required from the Association(s) listed above in question #12. \_\_\_\_\_
15. Have you ever been disciplined by LARA?  Yes  No  
(If you answered yes to question #15 provide all relevant details and dates or attach copies of the discipline.)
16. Have you ever been convicted of a crime/felony?  Yes  No
17. Brokers Company Office Name: \_\_\_\_\_
18. Brokers Name: \_\_\_\_\_ Brokers MI License #: \_\_\_\_\_
19. Office Phone #: \_\_\_\_\_ Office Fax #: \_\_\_\_\_
20. Office Address: \_\_\_\_\_  
(Street Address, City, State, and Zip Code)

### Disclaimer and Signature

*I certify that my answers are true and complete to the best of my knowledge. I understand that false or misleading information in my application may result in my release from the Association. No refunds will be issued.*

Agents Signature: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Brokers Signature: \_\_\_\_\_

Today's Date: \_\_\_\_\_

## FUTURE PAYMENTS & FEE SCHEDULE

**Invoices:**

- MLS User Fees are required each calendar year. **All future payments are subject to change per billing cycle.** Please read below regarding payments due on holidays and weekends. Only one notice will be sent Via-Email one month prior to the required billing due date(s). All invoices can be viewed and paid online at the Southeastern Border Association of REALTORS® main webpage. The SEBAR Association is not required to send out other notifications and reminders.
- If at any time your email address has changed. It is your responsibility to provide the Association your new email address prior to the invoices being sent.
- All payments must be received by 4:00 P.M. on the date(s) according to your invoice.
- If the payment billing cycle date(s) ends on a Holiday, Saturday or Sunday, the required payment(s) must be received by 4:00 P.M. on the first business day following. This includes online payments, U.S. Postal Service, or walk-ins. Reinstatement/late fees will be applied.
- The SEBAR Association cannot take credit or debit card information over the phone, due to liability issues. There will be a 3% service fee on all credit or debit card transactions.

**MLS User Fee:**

- **The full amount for the MLS User Fee: \$465.00.** The MLS User Fee billing cycle will begin on July 15th and end on July 14th each calendar year at 4:00 P.M. The MLS User fee has two options, (depending on the month a member is joining the Association). Full amount \$465.00 or quarterly payment amounts of \$116.25 due on July 15th, October 15th, January 15th, and April 15th. Payments must be received no later than 4:00 P.M. on the invoice dates listed on your statement(s). There is a \$50.00 reinstatement/late fee for dues paid after 4:00 P.M. on the date the invoice is due.

I \_\_\_\_\_ have read and agreed to the guidelines for the future payment requirements set forth by the Southeastern Michigan MLS and the Southeastern Border Association of REALTORS®. All as may from time to time be amended.

Today's Date: \_\_\_\_\_

Agents Signature: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Brokers Signature: \_\_\_\_\_



## **Terms and Conditions of Membership**

- 1. BYLAWS, POLICIES AND RULES.** I agree by the bylaws, policies and rules of the Southeastern Border Association of REALTORS®(SEBAR), Southeastern Michigan MLS (SEMM), the bylaws, policies and the Michigan Association of REALTORS®(MAR), and the constitution, bylaws, policies and rules of the National Association of REALTORS®(NAR), all as may from time to time be amended.

**AGENT INITIAL \_\_\_\_\_ BROKER INITIAL \_\_\_\_\_**

- 2. NO REFUND:** I understand that I will not be entitled to a refund for my Application or MLS Fees in the event I fail to maintain eligibility for membership or for MLS services for any reason.

**AGENT INITIAL \_\_\_\_\_ BROKER INITIAL \_\_\_\_\_**

- 3. AUTHORIZATION TO RELEASE AND USE INFORMATION; WAIVER.** I authorize the Association or its representative to verify any information provided by me in the application by any method including contacting the Michigan Department of Real Estate licensing, my current or past responsible broker or designated REALTOR®, or any Association or MLS where I held, or continue to hold, any type of membership. I further authorize any Association, including information regarding (i) all final findings of Code of Ethics violations or other membership duties within the past three (3) years; (ii) pending ethics complaints (or hearings); (iii) unsatisfied discipline pending; (iv) pending arbitration request (or hearings); (v) unpaid arbitration awards or unpaid financial obligations. I understand that any information gathered under this authorization may be used in evaluating my application for membership and further disciplinary sanctions. I waive any legal claim or cause of action against the Association, its agents, employees or members including, but not limited to, slander, libel, defamation of character, that may arise from any action taken to verify, evaluate of process this application or other use of the information authorized and released hereunder.

**AGENT INITIAL \_\_\_\_\_ BROKER INITIAL \_\_\_\_\_**

- 4. ADDITIONAL TERMS AND CONDITIONS FOR MLS APPLICATION.** I understand and agree that by becoming and remaining a participant of subscriber to the MLS, I agree to abide by the MLS rules, as from time to time amended, including by not limited to the following:

**AGENT INITIAL \_\_\_\_\_ BROKER INITIAL \_\_\_\_\_**

I agree not to use the MLS data for any purpose other than to market property or support market valuations of appraisal as specifically set forth in the rules

**AGENT INITIAL \_\_\_\_\_ BROKER INITIAL \_\_\_\_\_**

I agree not to reproduce any portion of the active listings except as provided in the MLS.

**AGENT INITIAL \_\_\_\_\_ BROKER INITIAL \_\_\_\_\_**

I agree not to download MLS data except as provided in the MLS rules.

**AGENT INITIAL \_\_\_\_\_ BROKER INITIAL \_\_\_\_\_**

I agree not to allow anyone other than authorized participates, their subscribers and the clerical users as defined in the MLS rules to access any computer receiving MLS information. I agree not to transmit the information to any participants, subscribers and clerical users not authorized to access the MLS system by the rules. I agree not to use the MLS to create another product except as may be used by the participant who downloaded the date in compliance with the MLS rules.

**AGENT INITIAL \_\_\_\_\_ BROKER INITIAL \_\_\_\_\_**



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**Terms and Conditions of Membership (continued)**

I agree not to give or sell my password to any person nor make it available to any person. I further understand that the Michigan Penal Code and the United States Code prohibits unauthorized access to computer databases. I agree not to allow such unauthorized access by use of either any of my equipment or passcodes.

**AGENT INITIAL** \_\_\_\_\_ **BROKER INITIAL** \_\_\_\_\_

I understand that clerical users may be authorized to have limited access to the MLS for clerical support only. I understand that clerical users are not allowed to use the information in any way other than to provide such information to me. Persons performing any activities that require a real estate license are not eligible for this clerical user's classification. I further understand that any violation by a clerical user employed by the me under the contract with me or used by the me is responsibility and can result in discipline and ultimate termination of MLS services.

**AGENT INITIAL** \_\_\_\_\_ **BROKER INITIAL** \_\_\_\_\_

The security of many homeowners in the area depends on the security of the lockbox system. I will not lend or make available my SentiLock key or Senti-Key App to any person, even if they are an authorized MLS user. I further understand that the Association can incur costs in securing the system if I fail to take adequate measures to protect my SentiLock key, Senti-Key App, and lockbox and that I may be held responsible for these costs.

**AGENT INITIAL** \_\_\_\_\_ **BROKER INITIAL** \_\_\_\_\_

I understand and agree that the above statements are in addition to the MLS rules, to which I have also agreed. Violations of any MLS rule may result in discipline, fine and ultimate termination of the services. In pursue its legal remedies against me to recover such damages.

**AGENT INITIAL** \_\_\_\_\_ **BROKER INITIAL** \_\_\_\_\_

I acknowledge receipt of and agree to abide by the Southeastern Border Association of REALTORS® and Southeastern Michigan MLS By-Laws, Policy and Procedures, and Rules and Regulations.

**AGENT INITIAL** \_\_\_\_\_ **BROKER INITIAL** \_\_\_\_\_

- 5. REALTOR® AND MLS APPLICANTS ONLY; ARBITRATION AGREEMENT.** A condition of membership in the Southeastern Border Association of REALTORS® and participation in the MLS is that you agree to binding arbitration of disputes. As a REALTOR® (including Designated REALTOR®) member, you agree to yourself and the corporation or firm for which you act as a partner, officer, principle or branch manager to binding arbitration of disputes with (i) other REALTOR® members of the Association, (ii) with any member of the Michigan or National Association of REALTORS® and (iii) any client provided the client agrees to binding arbitration of the Association. As a MLS Broker or Appraiser Participant or MLS Subscriber, you agree for yourself and the corporation or firm for which you act as a partner, officer, principal or branch office manager to binding arbitration of disputes with (i) an other MLS Broker or Appraiser Participant or MLS Subscriber of another Association MLS which shares a common database with the Southeastern Border Association of REALTORS® or Southeastern Michigan MLS through a Regional or Reciprocal Agreement. Any arbitration under this agreement shall be conducted using the Association facilities and in accordance with the Association rules and procedures for arbitration.

**AGENT INITIAL** \_\_\_\_\_ **BROKER INITIAL** \_\_\_\_\_

**PLEASE SIGN AS APPLICANT AND HAVE BROKER SIGN AS APPLICABLE.**

I certify that I have read and agree to the terms and conditions of the application and that all information in this application is true and correct.

Signature of Licensed Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of MLS Broker: \_\_\_\_\_ Date: \_\_\_\_\_

# WE'VE GONE GREEN...



In our continuing efforts to be “green,” we provide the legal notices required for membership meetings or for any other matter, to our members by email.

Therefore, we ask you to provide the Association with your name, email address, and LARA REALTORS® number to confirm your identity. Please initial below indicating you have read this document.

Print Name: \_\_\_\_\_

Initials: \_\_\_\_\_

LARA Realtor® #: \_\_\_\_\_

Email: \_\_\_\_\_



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## SENTRILOCK ELECTRONIC LOCKBOX ENTRY CARD AGREEMENT

### SENTRILOCK SYSTEM RULE SMART CARDS, SENTRIKEY, AND LOCKBOXES

Agent who are current members of the Southeastern Michigan MLS are allowed to borrow SentiLock boxes from the Broker. The Broker must be a participant of the SentiLock program. An agent can purchase SentiLock boxes at the Association office with the approval of their Broker. The Broker must submit an email to the Association allowing the agent to purchase their own lockboxes.

The policy below

Senti-Key App is free and located on your Smart Phone

Purchase or replace a SentiLock Card	\$25.00
Damage to Lockbox that has been borrowed to a Broker	\$100.00
Failure to return requested lockboxes that have been borrowed to the agent within 48 hours	\$250.00
Failure to notify Association of lost SentiLock Card	\$100.00
Loaning, selling, borrowing a SentiLock card or allowing others to access your SentiLock Key App	\$1000.00
Failure to notify listing office prior to entrance	\$1000.00
Lost or Stolen SentiLock box(s) per box not returned to the Brokers office.	\$95.00

Fees and fines are subject to change from time to time by approval of the MLS Board of Directors of The Southeastern Border Association of REALTORS®. In addition to any fees and fines, the Board of Directors may also implement a suspension of smartcard use.

Agents Name (print): \_\_\_\_\_

Office Name: \_\_\_\_\_





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## SENTRILOCK APPLICATION



*This Agreement is made and entered into as of the (**Today's Date**) \_\_\_\_\_  
by and among The Southeastern Border Association of REALTORS® MULTIPLE  
Listing Service (hereinafter the "Issuer"), and (**Broker Name here**) \_\_\_\_\_  
of (**Brokers Company Name here**) \_\_\_\_\_ and  
Broker/Participant's Licensee, (**Your Name here**) \_\_\_\_\_  
(hereinafter the "CardHolder"). In consideration of the mutual promises herein  
contained, the parties agree as follows:*

*Cell phone number: \_\_\_\_\_*

- 1. ENTRY CARD:** CardHolder acknowledges the Entry Code Number is for their use only and will be kept confidential.
- 2. TITLE TO ENTRY CARD:** CardHolder acknowledges that the Entry Card is and shall be the sole property of the Issuer and is leased to the CardHolder under the terms and conditions of this agreement.
- 3. UPDATE CODE:** CardHolder acknowledges that the Entry Card has an update code which expires every two weeks (14) days prohibiting further use of the Entry Key until the Entry Key has been updated. Update codes will only be issued to CardHolders in good standing with the issues, and who are in compliance with these Rules and Regulations.
- 4. COST:** CardHolder acknowledges his/her Entry Key will expire per calendar year in the month of July. Annual renewal fee will be required to continue utilizing the SentiLock Entry Key in Michigan. Unpaid fees will immediately terminate the CardHolders current SentiLock Entry key in Michigan.
- 5. RETURN OF ENTRY CARD:** CardHolder agrees to return the Entry Card and or notify The Southeastern Border Association of REALTORS® and Multiple Listing Services within 48 hours of receipt of request to do so by Issuer or within 5 business days of the following events:
  - a. Termination of either Broker/Participant or CardHolder as an active member in good standing with The Southeastern Border Association of REALTORS® and Multiple Listing Services.
  - b. Termination of CardHolder's Association with Broker/Participant for any reason, except transferring from one SEBAR member Broker/Participant to another.

When transferring membership from one Participant to another Participant, the Entry Card will transfer to the new Participant by virtue of the Participant's signature on the written notification of the transfer to the Board Office. In the event of death of CardHolder, CardHolder's heirs or personal representatives will surrender the Entry Card to Issuer.

- 6. REIMBURSEMENT:** CardHolder agrees to reimburse Issuer for any and all expenses incurred by Issuer's attempts to recover the Entry Card from CardHolder as a result of CardHolder's failure to surrender the Entry Card in accordance with this agreement. In the event the Issuer commences legal Proceedings against CardHolder to recover the Entry Card or to enforce or interpret any of the provisions of this agreement, Cardholder agrees to pay all costs incurred by Issuer together with reasonable attorney's fees as determined by the court both at trial and on appeal, if any.
- 7. INSPECTION/ENTRY CARD AUDIT:** Issuer will have the right to inspect the card leased to CardHolder at all reasonable times and places. CardHolder agrees to submit the Entry Card for inspection at Issuer's office within 48 hours after receipt of written notice. In addition, CardHolder agrees to submit the Entry Card for inspection on an annual basis for an Entry Card audit, and at any other time upon oral request if Issuer believes that the integrity and security of the system is in jeopardy. A failure in comply with the terms of this paragraph will constitute an event of default under the lease.



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**8. SECURITY OF ENTRY CARD:** Holder agrees:

- a. To complete the mandatory SentiLock Electronic Lockbox System Training.
- b. To keep the Entry Card in CardHolder's possession or in a safe place at all times.
- c. To keep confidential his/her personal ID number (PIN).
- d. Not to loan the Entry Card to any person, for any purpose whatsoever, or to permit the Entry Card to be used for any purpose by any other person. The foregoing includes, but is not limited to, loans to spouses, appraisers, mortgage agents, utility agents, builders, Brokers, salespersons, and prospective Purchasers or Seller. Violation of the provisions **will** result in a **\$1,000 fine**.
- e. Not to duplicate the Entry Card or allow any other person to do so.
- f. Not to assign, transfer, or pledge this lease or the Entry Card.
- g. To immediately notify Issuer in writing of the loss or theft of Entry Card and circumstances surrounding loss or theft. One (1) replacement Entry Card for lost or stolen Entry Card will be issued to Broker/Participant and CardHolder if they have complied with the Agreement and the policies and procedures of the Board with respect to Entry Cards and Key Boxes. A \$25.00 REPLACEMENT FEE WILL BE REQUIRED PRIOR TO ISSUANCE. Any subsequent replacement Entry Card will be issued only upon authorization from The Southeastern Border Association of REALTORS® Multiple Listing Committee.
- h. To follow all additional security procedures as specified by issuer.

**9. INDEMINIFICATION:** Broker/Participant and CardHolder covenant and agree to indemnify and hold Issuer harmless from any and all liability, obligations, or demands against Issuer as a result of CardHolder's loss of use of the Entry Card including but not limited to, any and all liabilities, including but not limited to loss of business, attorney's fees, incurred by Issuer as a result of damage or injury to premises or persons arising out of the use of the Entry Card by CardHolder or by any other person.

**10. RESPONSIBILITY OF BROKER/PARTICIPANT:** Broker/Participant confirms that Broker/Participant is a licensed real estate broker or a licensed or certified appraiser and an active member of The Southeastern Border Association of REALTORS® and its Multiple Listing Services. Further Broker/Participant confirms that CardHolder is in fact associated with Broker/Participant in an active effort to sell or appraise real estate through the same business office, that CardHolder is a licensed real estate agent, a licensed or certified appraiser, and that Broker/Participant is jointly and severally liable with CardHolder for all duties, responsibilities, and undertakings of CardHolder under this agreement, provided, however, that this agreement will not be construed to make CardHolder an employee of Broker/Participant.

**11. PARTIAL INVALIDITY:** If any provision of this contract is held by any court to be invalid, void, or unenforceable, the remaining provisions shall continue in full force.

I HEREBY ACKNOWLEDGE HAVING RECEIVED A COPY OF THE RULES AND REGULATIONS GOVERNING ISSUE, USE, CONTROL, RESPONSIBILITY, LIABILITY, AND/OR PENALTY OF/FOR VIOLATION OF SENTRILOCK KEY BOX AND ENTRY CARD POLICIES AND PROCEDURES AND HAVE READ AND UNDERSTAND AND AGREE TO ABIDE BY SAID RULES AND REGULATIONS.

The undersigned hereby agrees to The Southeastern Border Association of REALTORS® SentiLock Smart Card and Lockbox Rules and Fees and that fees and fines are subject to change in accordance with MLS Rules and Regulations and Policy and Procedures.

■ Have you ever used SentiLock? YES  NO  If yes, which Association? \_\_\_\_\_

Agents Name (Print): _____	Brokers Name (Print): _____
Agents Signature: _____	Brokers Signature: _____
Date: _____	Date: _____

## CREDIT CARD or DEBIT CARD FORM

Due to liability issues the Southeastern Border Association of REALTORS® cannot accept credit card information over the phone.

Visa     Mastercard     Discover     American Express

Payment amount of: \$ \_\_\_\_\_

Add 3% service fee: \$ \_\_\_\_\_

Total:            \$ \_\_\_\_\_

Members Name: \_\_\_\_\_

(Print)

Name on the Card: \_\_\_\_\_

Card Number: \_\_\_\_\_

3-digit security code on the back: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Home or Business Address that matches the credit card:

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(Street Address, City, State, and Zip Code)

10 Digit Phone Number: \_\_\_\_\_

Members Email Address: \_\_\_\_\_

Members Signature: \_\_\_\_\_