



FOR TMLS STAFF USE ONLY	
Admin MLS ID	_____
Office ID	_____
Join Date	_____

ADMINISTRATIVE ASSISTANT AUTHORIZATION

(Please print.)

Admin Name _____

Admin E-mail Address _____

Office Name _____

Office Address _____

Broker in Charge Name _____

As Broker in Charge of the office above, I request that Triangle MLS, Inc. grant a TMLS logon to the administrative assistant named above. I understand that I must also sign a Subscriber Agreement for this person and payment must be processed before access will be granted.

This person is Unlicensed or on Inactive Status Licensed (Active Status)

License # _____

<p>The access level I want for this person is:</p> <p><input type="checkbox"/> Agent Level – Access to specific users in your office through Assume Identity</p> <p><input type="checkbox"/> Office Level – Access to all agents/listings in your individual office</p> <p><input type="checkbox"/> Firm Level – Access to all agents/listings in all the offices of your firm</p>
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Administrative Assistant applicants as the TMLS subscriber must also include the signed Triangle MLS Schedule of Fees and Payment form and a Triangle MLS Subscriber Agreement.

I have read and understand the TMLS schedule of fees. Fees are billed to the individual TMLS users but are the ultimate responsibility of the office BIC. I understand that these fees may be changed from time to time by the Triangle MLS, Inc. Directors and that I will be notified when such changes are made.

Broker-In-Charge Signature _____ Date _____



Schedule of Fees and Payment Form

New Firm/Office

\$1,500.00 application fee
Plus MLS user fees for Broker in Charge if new to TMLS (see New TMLS User Fee Schedule)

New Branch Office

\$200.00 application fee
Plus MLS user fees for Broker in Charge if new to TMLS (see New TMLS User Fee Schedule)

Partial Office Participant

\$1,500.00 application fee
Plus MLS user fees for Broker in Charge if new to TMLS (see New TMLS User Fee Schedule)

New Subscriber

MLS user fees (see New TMLS User Fee Schedule)

Quarterly Licensed User Fees

\$150.00. Fees are billed to the individual TMLS users but are the ultimate responsibility of the office BIC.

Quarterly Unlicensed User Fees

\$45.00. Fees are billed to the individual TMLS users but are the ultimate responsibility of the office BIC.

Quarterly New Home Site Office User Fees

\$150.00 for primary office and \$45.00 for additional site logons. Fees are billed to the individual TMLS users but are the ultimate responsibility of the office BIC.

Licensed Home Inspector Subscriber Fees

\$300.00 application fee for creation of a TMLS Licensed Home Inspector Subscriber access to be used to perform property inspections at the direction of a Triangle MLS, Inc. REALTOR® Participant.
Plus \$66 quarterly access fee billed to the individual licensed home inspector.

Returned Check Handling Fee

\$25.00

Office Reconnect Fees

\$150.00

Subscriber Reactivation Fees

\$50.00

Transfers

All billed MLS user fees must be paid before the TMLS Membership/Finance Department will transfer a TMLS user from one office or firm to another.

Data Feeds (Optional)

\$500.00 setup fee
Plus \$300.00 quarterly maintenance fee

Data Integrity Violations

Fines are based upon the seriousness and frequency of a violation. See Appendix A: Compliance Guidelines of the Triangle MLS, Inc. Rules and Regulations for details.

Refunds

Triangle MLS, Inc. has a policy of ***no refunds***. Only pre-paid MLS fees will be refunded. Pre-paid fees are MLS fees that have been paid in advance of the TMLS billing. Refunds will be paid directly to the account holder.

New TMLS User Fee Schedule

<u>Join Date</u>	<u>Licensed</u>	<u>Unlicensed</u>	<u>Home Inspector</u>	<u>Months</u>
January 1 – 15	\$150.00	\$45.00	\$66.00	3
January 16 – 31	\$125.00	\$37.50	\$55.00	2.5
February 1 – 15	\$100.00	\$30.00	\$44.00	2
February 16 – 28	\$75.00	\$22.50	\$33.00	1.5
March 1 - 15	\$200.00	\$60.00	\$88.00	4
March 16 – 31	\$175.00	\$52.50	\$77.00	3.5
April 1 – 15	\$150.00	\$45.00	\$66.00	3
April 16 – 30	\$125.00	\$37.50	\$55.00	2.5
May 1 – 15	\$100.00	\$30.00	\$44.00	2
May 16 – 31	\$75.00	\$22.50	\$33.00	1.5
June 1 – 15	\$200.00	\$60.00	\$88.00	4
June 16 – 30	\$175.00	\$52.50	\$77.00	3.5
July 1 – 15	\$150.00	\$45.00	\$66.00	3
July 16 – 31	\$125.00	\$37.50	\$55.00	2.5
August 1 – 15	\$100.00	\$30.00	\$44.00	2
August 16 – 31	\$75.00	\$22.50	\$33.00	1.5
September 1 – 15	\$200.00	\$60.00	\$88.00	4
September 16 – 30	\$175.00	\$52.50	\$77.00	3.5
October 1 – 15	\$150.00	\$45.00	\$66.00	3
October 16 – 31	\$125.00	\$37.50	\$55.00	2.5
November 1 – 15	\$100.00	\$30.00	\$44.00	2
November 16 – 30	\$75.00	\$22.50	\$33.00	1.5
December 1 – 15	\$200.00	\$60.00	\$88.00	4
December 16 – 31	\$175.00	\$52.50	\$77.00	3.5

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MLS ID _____

Office ID _____

Join date _____

Amount: _____

Method of Payment: Check # _____ ___ Visa ___ MasterCard ___ American Express ___ Discover

Card # _____ Expiration Date: _____ CVV Code: _____

Name on Card (if different from Subscriber): _____

Credit Card Billing Address: _____

o For automatic payments of quarterly Triangle MLS User Fees with this credit or debit card, initial here _____. This authorizes Triangle MLS to automatically charge this card to pay your user fee balance on the due date each quarter. You as the TMLS Subscriber can always set up or change a payment profile for yourself and authorize automatic payments on your member portal profile at www.TriangleMLS.com. If the credit card transaction fails, you will be notified, and you will be responsible for submitting another form of payment.

I have read and understand the TMLS Schedule of Fees. I understand that these fees may be changed from time to time by the Triangle MLS, Inc. Directors and that I will be notified when such changes are made.

Subscriber Signature

Printed Name

Date