



CAPE COD & ISLANDS
ASSOCIATION of REALTORS®, INC. &
MULTIPLE LISTING SERVICE, INC.

CCIMLS Subscriber Application

This membership application is for individuals who wish to join the Cape Cod & Islands Multiple Listing Service (CCIMLS) as Subscriber. Your firm's Designated REALTOR® must currently hold Participant Membership with CCIMLS and you must hold REALTOR® membership with CCIAOR or another REALTOR® Association to be eligible.

The following must be submitted with your application:

- Copy of your Massachusetts salesperson, broker or appraiser license
- Letter or email from your Designated REALTOR® or Office Manager confirming you have joined their office
- Letter of good standing from your primary REALTOR® board (include with application or have the letter emailed to support@cciaor.com)

Submit your application via email to support@cciaor.com or mail to:

Cape Cod & Islands Association of REALTORS
Attention: Membership
22 Mid-Tech Drive
West Yarmouth, MA 02673

Upon receipt of your application package:

- ◆ The Association / MLS office staff will review this information, and will (1) accept the application administratively if all information is complete and appropriate payments have been made, or will (2) notify you that membership will be delayed until the problem is resolved. In this instance, the application will not be processed, nor will services of the MLS begin until your application is administratively approved.
- ◆ You will receive a welcome email when your application has been administratively accepted, along with membership identification information and access credentials to your Member Dashboard. This can take up to 4 business days, although we strive to process applications and begin services as quickly as possible.
- ◆ **Prior to accessing the Multiple Listing Service, you will need to complete an online orientation on the rules, regulations and services of the CCIMLS.** Additional information will be included in your welcome email. Once you have completed the orientation, you will have access to the MLS listing software and tools.
- ◆ Upon completion on the MLS Orientation, your membership information will be added to a master database for access to services provided by the Cape Cod & Islands Multiple Listing Service (CCIMLS). Additionally, your name and office affiliation will be announced to the membership as a Subscriber of CCIMLS.



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FOR INTERNAL STAFF USE ONLY		Revised: 12/14/17
Application Rec'd:	Provisional Accepted:	Orientation Date:
NRDS #:	MLS User ID:	Assigned Password:

Applicant Information		
Name as it appears on license:		
Home Address:		
City:	State:	ZIP Code:
Office Name and Address:		
City:	State:	ZIP Code:
Mobile Phone:	Office Phone:	Other Phone:
Preferred Mailing Address: <input type="checkbox"/> Office <input type="checkbox"/> Home	Preferred Phone: <input type="checkbox"/> Mobile <input type="checkbox"/> Office <input type="checkbox"/> Other	
Email:	Website:	
Birthdate:		
Real Estate License #:	Real Estate License Expiration Date:	
License Type: <i>Please include a copy of your active license with this application</i> <input type="checkbox"/> Broker <input type="checkbox"/> Sales <input type="checkbox"/> Appraisal		
Do you hold, or have you ever held, a real estate license in any other state? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please specify:		
Has your real estate license, in this or any other state, been suspended or revoked? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please specify the place(s) and date(s) of such action, and detail the circumstances relating thereto:		
Indicate the Association where you currently hold REALTOR® membership:		
Enter your NRDS #: <i>A Letter of Good Standing from the Association where you currently hold membership is required to process your application. Please include along with your application OR have the Association email the letter to: support@cicaor.com</i>		



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Have there ever been any complaints/cases against you before any real estate association, state real estate regulatory agency or any other agency of government within the last three years?

Yes No

If yes, please specify the substance of each complaint in each state, the agency before which complaint was made, and the current status or resolution of such complaint:

Have you ever been convicted of a felony?

Yes No

If yes, please explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and state and court of conviction:

Are you 18 or older?

Yes No

Do you certify that you are a U.S. citizen, permanent resident, or a foreign national with authorization to work in the United States?

Yes No

Application continued next page



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Payment Information

There is a \$250 application fee for MLS Subscriber membership. CCIMLS fees for new members are prorated monthly. Total payment should be the sum of the application fee (\$250), and CCIMLS prorated fees (based on month joining).

Application Fee **\$250.00**
CCIMLS Quarterly \$ _____ (see CCIMLS Quarterly Fee Schedule below)
Total Payment Due \$ _____

CCIMLS Quarterly Fee Schedule - 2018

Enter amount above based on the month you are applying. Amount paid will cover through the current quarter.

January	\$81.00
February	\$54.00
March	\$27.00
April	\$81.00
May	\$54.00
June	\$27.00
July	\$81.00
August	\$54.00
September	\$27.00
October	\$81.00
November	\$54.00
December	\$27.00

Payment Method

- Check Enclosed.** Payable to: Cape Cod & Islands Association of REALTORS®, Inc.
- Credit Card.** By checking this box, I authorize CCIMLS to charge my credit card the sum of the application fee (\$250), and CCIMLS prorated fees (based on month joining)

Cardholder Name:

Billing Address:

City:

State:

Zip Code:

Credit Card Number:

Expiration Date:

Security Code (CSV):

- YES, sign me up for MLS Auto Pay!** By checking this box, I hereby authorize the Cape Cod & Islands Multiple Listing Service, Inc. to make recurring charges for MLS fees to my Credit Card listed above, and, if necessary, to initiate adjustments for any transactions credited/debited in error. Charge amount will be \$81.00 and will recur on March 1st, June 1st, Sept 1st and Dec 1st annually. This authority will remain in effect until the Cape Cod & Islands Multiple Listing Service, Inc. is notified by me in writing at least two weeks (14 days) before the recurring credit card charge date to cancel it.



Membership Agreement

I hereby apply for Subscription in the Cape Cod & Islands Multiple Listing Service.

I understand that I must complete an online orientation on the MLS prior to receiving access to the MLS tools and services.

I am enclosing payment of an application fee plus my prorated fee for access to the Cape Cod and Islands Multiple Listing Service. I understand that my fees will be returned to me in the event of non-election and that the application fee is nonrefundable.

I agree to, upon my own initiative, thoroughly familiarize myself with the governing documents of the Cape Cod & Islands Multiple Listing Service which are continually available on the website: <http://cciaor.com/info/>

I agree that my act of paying MLS access fees shall evidence my initial and continued commitment to abide by the CCIMLS Bylaws, Rules, Regulations and Policies, all as from time to time amended.

By signing below, I consent that CCIAOR and CCIMLS may contact me at the specified address, telephone numbers, email address or other means of communication available. This consent applies to changes in contact information that may be provided by me to CCIMLS in the future. This consent recognizes that certain state and federal laws may place limits on communications that I am waiving to receive all communications as part of my membership.

I hereby certify that the foregoing information furnished by me is true and correct, and I agree that failure to provide complete and accurate information as requested, or any misstatement of fact, shall be grounds for revocation of my membership if granted.

Signature of applicant:

Date: