

New Agent Application Checklist

Before submitting an application for membership to the New Jersey Multiple Listing Service, Inc., please review the following checklist.

- √ **Is your office a member of New Jersey Multiple Listing Service, Inc.?**
- √ **Do you have an active NJ Real Estate License?**
- √ **Are you a REALTOR® member in good standing of a local Board of REALTORS® where your broker holds membership?**

2017 New Agent Membership Fees

	<u>Full Term</u> ⁽¹⁾	<u>Prorated Term</u> ⁽²⁾
Semi-Annual MLS Access Fee	\$ 111	\$ 56
Registration Fee (one-time fee)	\$ 65	\$ 65
TOTAL	\$ 176	\$ 121

⁽¹⁾ **Joining January, February, March or July, August, September**

⁽²⁾ **Joining April, May, June, or October, November, December**

MEMBERSHIP FEES ARE BILLED TO YOUR OFFICE – please DO NOT send direct payment. Membership fees are non-refundable and are effective the date your application is processed.

Electronic keys are leased directly from SUPRA so the costs are NOT included in your NJMLS membership dues. SUPRA accepts all major credit cards and personal checks as form of payment. Please see SUPRA fees schedule and information on page 3.



160 Terrace Street | P.O. Box U | Haworth, NJ 07641
Phone: 201-387-1150 | Fax: 201-387-6960
www.newjerseymls.com | www.njmls.com

New Agent Application

The agent named below hereby makes application for participation in the New Jersey Multiple Listing Service, Inc. and agrees to abide by the By-Laws and the Rules and Regulations of the Service.

Please Print Clearly

OFFICE NAME _____ **NJMLS OFFICE #** _____
ADDRESS _____ **COUNTY** _____
TOWN _____ **STATE** _____ **ZIP** _____

NAME OF SALES ASSOCIATE _____
(As it appears on your NJ Real Estate license)

HOME ADDRESS _____
TOWN _____ **STATE** _____ **ZIP** _____
HOME PHONE _____ **CELL PHONE** _____
R.E. LICENSE # _____ **DATE LICENSED** _____
NRDS # _____ **LAST 4 DIGITS OF SOCIAL SECURITY #** _____
E-mail Address (required) _____

I am a REALTOR® member in good standing with the following REALTOR® Board:

(All sales associates must have the same board affiliation as the Designated Realtor.)

- | | |
|---|--|
| Eastern Bergen County Board of REALTORS® | Hudson Gateway (NY) Association of REALTORS® |
| Liberty (Hudson County) Board of REALTORS® | Mercer County Association of REALTORS® |
| Middlesex County Association of REALTORS® | Monmouth County Association of REALTORS® |
| North Central Jersey Association of REALTORS® | Passaic County Board of REALTORS® |
| RealSource Association of REALTORS® | Sussex County Association of REALTORS® |
| West Essex Board of REALTORS® | Other: _____ |

I agree to notify NJMLS if my status and/or affiliation with the above REALTOR® Board should change.

Once your application has been processed, we will send you an **email confirmation** with instructions how to register for an **Orientation Class**. This class is required in order to gain access to the system and to lease a Supra key. Orientation classes are held in our Haworth and Lyndhurst offices. You must be pre-registered. No walk-ins please.

Agent Signature _____ **Date** _____

Designated Realtor Name: _____

Signature: _____ **Date** _____

Fax or Email Completed Form to
Fax: 201-387-6960 or Email: membership@njmls.com

SUPRA Key Fees & Information

DisplayKEY is a basic networked key that allows you to open keyboxes and records each access. Through nightly updates using a cradle/charger over a regular phone line or USB/computer connection (Windows only), data from the DisplayKEY is uploaded to Supra's KIM database, and at the same time, the DisplayKEY receives an automatic update code so it does not expire. In addition to opening keyboxes, the DisplayKEY also allows listing agents to read access activity directly from the keybox, providing the date and time of entry plus the agent name and phone number.

DisplayKEY Costs:

- 152.87* Annual Lease Fee**
- First year Lease Fee: Prorated monthly
- \$50.00 One-time Activation Fee**
- \$25.00 Optional Annual Insurance Fee**

SUPRA DisplayKEY Annual Lease Fee* - Prorating Schedule

Key Lease Date		Lease Fee	Activation Fee	Total Due without Insurance	Insurance Fee	Total Due with Insurance
12/13/2016	01/12/2017	152.87	50.00	202.87	25.00	227.87
01/13/2017	02/12/2017	140.13	50.00	190.13	25.00	215.13
02/13/2017	03/12/2017	127.39	50.00	177.39	25.00	202.39
03/13/2017	04/12/2017	114.65	50.00	164.65	25.00	189.65
04/13/2017	05/12/2017	101.91	50.00	151.91	25.00	176.91
05/13/2017	06/12/2017	89.17	50.00	139.17	25.00	164.17
06/13/2017	07/12/2017	76.44	50.00	126.44	25.00	151.44
07/13/2017	08/12/2017	63.70	50.00	113.70	25.00	138.70
08/13/2017	09/12/2017	50.96	50.00	100.96	25.00	125.96
09/13/2017	10/12/2017	38.22	50.00	88.22	25.00	113.22
10/13/2017	11/12/2017	25.48	50.00	75.48	25.00	100.48
11/13/2017	12/12/2017	12.74	50.00	62.74	25.00	87.74

eKEY lets you perform the same functions as a **DisplayKEY**, but it provides additional services and benefits. The eKEY software can be loaded directly into a compatible smart phone, and therefore gives you the benefit of an all-in-one tool.

eKEY Basic: \$16.50* Monthly Lease Fee and \$50.00 One-time Activation Fee

With **eKEY Basic** service, showing agents can send buyer feedback to listing agents after a showing, program iBox features including setting access hours, changing shackle codes, and sending specific showing notes, listing highlights, and business card details to the iBox.

eKEY Professional: \$22.50* Monthly Lease Fee and \$50.00 One-time Activation Fee

With **eKEY Professional** service, you get the same features as eKEY Basic plus the additional feature of receiving MLS information right on your device. You can view hotsheets, search for listings by address or MLS number, view maps, and read showing details right on your device, plus more. NJMLS listing information you receive through the eKEY Professional service is updated once a day and transmitted when you update your key. You are NOT accessing this information in real time and therefore are not incurring any charges from your wireless service.

*Plus applicable sales tax

To learn more about SUPRA keys, go to www.supraekey.com, or call 1-877-699-6787.