

## **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?**

### **2018 New Agent Membership Fees**

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

<sup>(1)</sup> **Joining January, February, March or July, August, September**

<sup>(2)</sup> **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.**

**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** \_\_\_\_\_

**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®
- Liberty (Hudson County) Board of REALTORS®
- Middlesex County Association of REALTORS®
- North Central Jersey Association of REALTORS®
- RealSource Association of REALTORS®
- West Essex Board of REALTORS®

- Hudson Gateway (NY) Association of REALTORS®
- Mercer County Association of REALTORS®
- Monmouth County Association of REALTORS®
- Passaic County Board of REALTORS®
- Sussex County Association 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** \_\_\_\_\_

**Print Broker/Designated Realtor Name** \_\_\_\_\_

**Broker/DR Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Fax Completed Application to 201-387-6960 or Email to 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:**

- 149.43\* 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
12/13/2017	01/12/2018	149.43	50.00	199.43	25.00	224.43
01/13/2018	02/12/2018	136.98	50.00	186.98	25.00	211.98
02/13/2018	03/12/2018	124.53	50.00	174.53	25.00	199.53
03/13/2018	04/12/2018	112.07	50.00	162.07	25.00	187.07
04/13/2018	05/12/2018	99.62	50.00	149.62	25.00	174.62
05/13/2018	06/12/2018	87.17	50.00	137.17	25.00	162.17
06/13/2018	07/12/2018	74.72	50.00	124.72	25.00	149.72
07/13/2018	08/12/2018	62.26	50.00	112.26	25.00	137.26
08/13/2018	09/12/2018	49.81	50.00	99.81	25.00	124.81
09/13/2018	10/12/2018	37.36	50.00	87.36	25.00	112.36
10/13/2018	11/12/2018	24.91	50.00	74.91	25.00	99.91
11/13/2018	12/12/2018	12.45	50.00	62.45	25.00	87.45

**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: \$16.21\* 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: \$22.21\* 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 hot sheets, 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](http://www.supraekey.com), or call 1-877-699-6787.**