

## **New Participant / New Office Application Checklist**

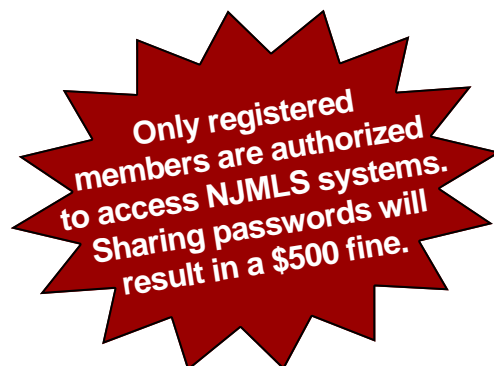
Thank you for your interest in the New Jersey Multiple Listing Service, Inc. In order to avoid delays in the processing of your application, please review the following checklist.

- ✓ **Is the application signed and filled out in its entirety?**
- ✓ **Have you included a letter from your Board of REALTORS® stating that you are a Designated Realtor in good standing? (Appraisers must also submit a copy of their appraiser license.)**
- ✓ **Did you choose which of our two member boards you would prefer for arbitration purposes?**
- ✓ **Have you included a check for \$500.00? Or phoned in your Credit Card information?**
- ✓ **I understand that my office must submit all Exclusive Right to Sell and Exclusive Agency listings for One to Four Family Residential Properties for sale within the NJMLS territorial jurisdiction. A list of towns in our service area is attached.**

Please review the NJMLS Rules and Regulations at  
<http://www.newjerseymls.com/about/bylaws-rules-regulations/>  
A complete copy of NJMLS By-Laws and Rules and Regulations will be mailed to you in our Welcome Kit after your office has been registered.

Once a completed application is received, please allow 48 hours for processing.  
An Orientation Class is required for all new members in order to gain access to the system.  
Please call 201-387-1150 to register for a class.

**AT THE TIME OF JOINING THE NJMLS, YOUR ACTIVE AND OFF MARKET LISTINGS  
CAN BE ENTERED INTO OUR SYSTEM AT NO CHARGE.  
CALL MEMBER SUPPORT @ 201-387-1150 FOR MORE INFORMATION.**



Please complete a New Agent Application and register each sales associate who will list, show, or sell through the New Jersey Multiple Listing Service. Don't forget to register your Secretary/Office Administrator or any Personal Assistants who work for a registered member. Applications are available on our website, [www.newjerseymls.com](http://www.newjerseymls.com), or can be faxed upon request.

### New Participant / New Office Application

The undersigned 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. A Participant must hold a current valid New Jersey real estate broker's license and offer or accept cooperation and compensation to and from other Participants or is licensed or certified by the appropriate New Jersey state regulatory agency to engage in the appraisal of real property.

- Does your business model comply with the above definition of a Participant?     Yes     No (please explain)
- **I am a Designated REALTOR® with a Board of my choice.**  
**A letter from your Board stating you are a Designated Realtor in good standing must accompany your application.**  
**Appraisers must also submit a copy of their appraiser license.**

Please Print Clearly

TRADE NAME \_\_\_\_\_ LICENSE # \_\_\_\_\_

ADDRESS \_\_\_\_\_ COUNTY \_\_\_\_\_

TOWN \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

DESIGNATED REALTOR \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_

TOWN \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

HOME PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_

LAST 4 DIGITS OF SS # \_\_\_\_\_ R.E. LICENSE # \_\_\_\_\_ NRDS ID # \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

MEMBER OF REALTOR® BOARD \_\_\_\_\_

(The name of the REALTOR® Board you have membership with)

- √ I agree to bind myself to arbitration requests through one of the Member Boards (**please check one**):  
 **Eastern Bergen County Board of REALTORS®**    or     **RealSource Association of REALTORS®**
- √ I agree to pay an initiation fee of \$500.     Check enclosed with application     Credit Card information to be phoned in
- √ I agree to pay \$30.00 monthly office dues and \$111.00 semi-annual MLS Access fees (prorated to \$56.00 when joining mid-term).
- √ I understand my office must submit all Exclusive Right-to-Sell and Exclusive Agency listings for residential properties for sale (one to four family) located in **Bergen, Essex, and Passaic Counties, and E. Newark, Harrison, and Kearny in Hudson County.**
- √ I agree to register each sales associate who will list, show, or sell through the New Jersey Multiple Listing Service, and agree to pay a \$65 one-time registration fee and \$111 semi-annual MLS Access fee for each new member (prorated to \$56.00 when joining mid-term). New Agent Applications are available on our website, [www.newjerseymls.com](http://www.newjerseymls.com), or faxed upon request.
- √ I agree to notify NJMLS if my or my sales associates' status and/or affiliation with a REALTOR® Board should change.
- √ I authorize sales associates in this office to (please check the applicable boxes):  
 Purchase keyboxes on my behalf and:     Bill my office for the charges    or     Pay with Broker's check only  
 Obtain shackle codes     Change shackle codes
- √ I give my consent to display my office listings on broker and agent websites participating in the Internet Data Exchange (IDX) program:     Yes     No

By the act of submitting any property listing content to the Service, the Participant represents that he/she has been authorized to grant, and also thereby does grant, authority for the Service to include the property listing content in its copyrighted MLS compilation and also in any statistical report on comparables. Listing content includes, but is not limited to, photographs, images, graphics, audio and video recordings, virtual tours, drawings, descriptions, remarks, narratives, pricing information, and other details or information related to listed property.

\_\_\_\_\_  
 Designated Realtor Signature

\_\_\_\_\_  
 Date

**Fax Completed Application to 201-387-6960 or Email to [membership@njmls.com](mailto:membership@njmls.com)**

**2018 NJMLS Fees**

**SEMI ANNUAL MLS ACCESS FEES:**

Semi Annual MLS Access Fee	\$111.00
Joining in January, February, March or July, August, September	
Prorated Semi Annual MLS Access Fee	\$ 56.00
Joining in April, May, June or October, November, December	

**NEW AGENT START-UP FEES:**

Registration/XL Paragon Start Up Fee	\$ 65.00
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**ADMINISTRATIVE MEMBERSHIP FEES:**

Semi Annual Administrative Assistant/Secretary Fee	\$ 40.00
Semi Annual Personal Assistant Fee	\$ 40.00

**OPTIONAL FEES:**

Courier Service Monthly Fee	\$ 15.00
Keybox (Broker's check only)	\$ 99.00*

**LISTING FEES:**

Listings:	Residential Rentals	\$ 30.00
	All other Listings	\$ 40.00
Office Exclusives:	Residential Rentals	\$ 50.00
	All other Listings	\$ 60.00
Listing Entered by NJMLS Staff	(additional fee)	\$ 15.00
Listing Updated by NJMLS Staff	(additional fee)	\$ 5.00

**ELECTRONIC KEY FEES:**

DisplayKey Annual Lease Fee	(billed by SUPRA)	\$149.43*
e-Key Basic Monthly Lease Fee	(billed by SUPRA)	\$ 16.21*
e-Key Professional Monthly Lease Fee	(billed by SUPRA)	\$ 22.21*
Key Activation Fee (one time fee)	(billed by SUPRA)	\$ 50.00
Annual Key Insurance Fee (optional)	(billed by SUPRA)	\$ 25.00

(\*Plus applicable sales tax)

**NJMLS Service Area**

**Rules & Regulations** – Listing Procedures Section 1: Listings of one (1) to four (4) family properties (including Condo/Co-op/Townhouse) which are listed subject to a real estate broker’s license taken on an Exclusive Right to Sell or Exclusive Agency basis and are located within the service area of the member boards...shall be input into the computer system within the 24 hour listing period.

***If these listings are not entered into the system within 24 hours, a \$150 fine will be imposed each month until the listing is submitted to the NJMLS.***

**Bergen County (02)**

Allendale	Fort Lee	Moonachie	Rockleigh
Alpine	Franklin Lakes	New Milford	Rutherford
Bergenfield	Garfield	North Arlington	Saddle Brook
Bogota	Glen Rock	Northvale	Saddle River
Carlstadt	Hackensack	Norwood	South Hackensack
Cliffside Park	Harrington Park	Oakland	Teaneck
Closter	Hasbrouck Heights	Old Tappan	Tenafly
Cresskill	Haworth	Oradell	Teterboro
Demarest	Hillsdale	Palisades Park	Twp of Washington
Dumont	HoHoKus	Paramus	Upper Saddle River
Elmwood Park	Leonia	Park Ridge	Waldwick
East Rutherford	Little Ferry	Ramsey	Wallington
Edgewater	Lodi	Ridgefield	Westwood
Emerson	Lyndhurst	Ridgefield Park	Woodcliff Lake
Englewood	Mahwah	Ridgewood	Woodridge
Englewood Cliffs	Maywood	River Edge	Wyckoff
Fair Lawn	Midland Park	River Vale	
Fairview	Montvale	Rochelle Park	

**Essex County (07)**

Belleville	Fairfield	Montclair	South Orange
Bloomfield	Glen Ridge	Newark	Verona
Caldwell	Irvington	North Caldwell	West Caldwell
Cedar Grove	Livingston	Nutley	West Orange
East Orange	Maplewood	Orange	
Essex Fells	Millburn	Roseland	

**Passaic County (16)**

Bloomington	Little Falls	Pompton Lakes	Wanaque
Clifton	North Haledon	Prospect Park	Wayne
Haledon	Passaic	Ringwood	West Milford
Hawthorne	Paterson	Totowa	Woodland Park

**Hudson County (09)**

East Newark	Harrison	Kearny
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