

**New Agent Application**

Agent (Subscriber) must hold an active NJ Real Estate License and work for a Designated REALTOR® (Participant) of a member office. Agent agrees to pay a registration fee and annual membership fee directly to 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 (please check one):  
(All Sales Associates must have the same Board affiliation as their Designated Realtor.)

- |  |   |
|--|---|
| <input type="checkbox"/> CORE Association of REALTORS®                 | <input type="checkbox"/> Greater Bergen REALTORS®               |
| <input type="checkbox"/> Hudson Gateway (NY) Association of REALTORS   | <input type="checkbox"/> Liberty Board of REALTORS®             |
| <input type="checkbox"/> Metro Centre Association of REALTORS®         | <input type="checkbox"/> Monmouth Ocean Regional REALTORS®      |
| <input type="checkbox"/> North Central Jersey Association of REALTORS® | <input type="checkbox"/> Sussex County Association of REALTORS® |
| <input type="checkbox"/> Other: _____                                  |   |

The undersigned hereby makes application for membership in the New Jersey Multiple Listing Service, Inc. and agrees to abide by the By-Laws and the Rules and Regulations of the Service, which can be found at: [newjerseymls.com/rules](http://newjerseymls.com/rules)

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**

Once your completed application has been processed, you will receive email confirmation with **payment instructions**. After payment is received, your membership will be activated and you will receive a second email which will contain a **link to register for Orientation**. **This class is required in order to gain access to the system and to lease a Supra key**. Classes are held in our Haworth and Lyndhurst offices and you must be pre-registered. No walk-ins please.

### New Agent Membership Fees

**Annual Membership Fee: \$222.00** (first year—prorated monthly)

**Registration Fee: \$65.00** (one-time fee)

Month Joined	Membership Fee	Registration Fee	Total
July	222.00	65.00	287.00
August	203.50	65.00	268.50
September	185.00	65.00	250.00
October	166.50	65.00	231.50
November	148.00	65.00	213.00
December	129.50	65.00	194.50
January	111.00	65.00	176.00
February	92.50	65.00	157.50
March	74.00	65.00	139.00
April	55.50	65.00	120.50
May	37.00	65.00	102.00
June	18.50	65.00	83.50

### SUPRA Key Fees

An **eKey** is a networked key that allows you to open keyboxes and records each access. The eKEY software can be loaded directly into a compatible smartphone, and therefore gives you the benefit of an all-in-one tool (that means one less device to carry). With eKEY service, showing agents can send buyer feedback to listing agents after a showing. Listing agents can use their eKEY to program iBox features including setting access hours (separate hours can be designated for weekday, Saturday, or Sunday), changing shackle codes, and sending specific showing notes, listing highlights, and business card details to the iBox.

**eKEY** service is billed to members on a monthly basis from Supra. The monthly fee for an eKEY must be paid by automatic monthly debits on a checking account, credit or debit card (VISA, MasterCard, American Express, Discover and debit cards with the VISA/MC logo).

**eKEYs** must be issued in person at one of the following locations:

Haworth Office: Monday through Friday (9am to 5pm)

Lyndhurst Office: Monday through Wednesday (9am to 4pm)

**eKEY Costs**

Monthly service fee (billed on the 13th): \$16.03 (plus applicable taxes)

One-time Activation fee: \$50.00 (plus applicable taxes)

A **displayKey** option is also available but not recommended. (This option does not allow for cooperation with other MLSs and will not be supported in the future.) If you would like information about a displayKey, please contact NJMLS Technical Support.

**Keys are leased directly from SUPRA so the costs are NOT included in your NJMLS membership fees.  
 To learn more about SUPRA keys, go to [www.supraekey.com](http://www.supraekey.com) or call 1-877-699-6787.**

**NJMLS Market Area - Required Listings**

**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 and which are located within the territorial jurisdiction of the Multiple Listing Service, taken on an Exclusive Right to Sell or Exclusive Agency basis shall be input into the computer system after all necessary signatures have been obtained, and within 24 hours of the listing date.

***If these listings are not entered into the computer system within 24 hours, fines will be imposed 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 |
|-------------|----------|--------|