



## Coeur d'Alene Multiple Listing Service, Inc.

409 W. Neider Avenue, Suite A  
Coeur d'Alene, ID 83815  
(208) 765-5364

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# NEW PARTICIPANT (Broker/Appraiser)

### CDA MLS REQUIRES THE FOLLOWING WHEN JOINING AS A NEW PARTICIPANT:

- ✓ Designated Brokers must be licensed in Idaho.
- ✓ Completed Participant Application along with "Letter of Good Standing" from Primary Board of REALTORS® if not a primary member of the Coeur d'Alene Association of REALTORS®.
- ✓ Participants and every authorized Subscriber and Admin wanting MLS access are required to attend the MLS 101 training within 30 days of receiving access. Failure to complete the course will result in loss of access. MLS 101 training is available via:
  - Online: <https://goo.gl/forms/W35LoskBofB2b6pz2>
  - Live in the classroom at CAR (contact us to be added to the next class)
- ✓ Application fees:
  - REALTOR® member.....\$500
  - Non-REALTOR® member.....\$1000
  - Office Fee .....\$250
- ✓ Monthly Subscription Fees: Participant is responsible for the monthly fee for each active licensee in your office. The "Subscription Waiver" needs to be completed and submitted with your application for Membership or your office will be charged for each active Licensee in your office.
  - REALTOR® Member.....\$30
  - Non-REALTOR® Member.....\$50

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Contact Jennifer Richards for more information: [jennifer@cdarealtors.com](mailto:jennifer@cdarealtors.com)



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# PARTICIPANT MEMBERSHIP APPLICATION

The ability of MLS participants to communicate with other MLS participants and MLS staff is vital to the continued functionality of the MLS. You are responsible for providing valid, reliable contact information in the MLS system. Upon approval of this application, you'll receive MLS login ID credentials and be scheduled for the MLS 101 training.

### PARTICIPANT (BROKER/APPRaiser)

*\*Please print or type*

Member Type:	<input type="radio"/> Designated Broker <input type="radio"/> Appraiser	Select a 3-letter code as your MLS ID ____ _
Name:		
Phone:		
Broker Email:		

### OFFICE

Company DBA:	
Address:	
Office Phone:	
Office Email:	
Billing Address:	
<input type="radio"/> Same as above	
Bookkeeping Email:	

### LICENSE/REALTOR® ASSOCIATION

Are you a REALTOR® Member?	<input type="radio"/> YES <input type="radio"/> NO		
Primary REALTOR® Association*:			
Broker/Appraiser NRDS #:		Office NRDS #:	
Broker/Appraiser License #:		Office License #:	

*\*Primary Association is the Association that you pay National Dues to. If Coeur d'Alene Association of REALTORS® is not your Primary Association, then you must provide a "Letter of Good Standing" from your Primary Association.*

### ACKNOWLEDGEMENTS, TERMS AND CONDITIONS OF SERVICE

I agree, on my own behalf and on behalf of all licensees and admins associated with me, to abide by all Bylaws, Rules and Regulations, and Policies of the CDA MLS, as from time to time amended, and any other obligation of participation, including payment of service charges, fees and fines.

I agree to notify the CDA MLS within 30 days of license activation when any licensee has joined my office, and will ensure that all licensees and admins accessing the CDA MLS through my Participant membership will join the CDA MLS as a Subscriber, an Admin (non-agent), or will have a valid Waiver on file with the CDA MLS. I understand that Participants, Subscribers and Admins will be provided *partial* MLS access until completion of the MLS 101 training. If training is not completed within 30 days all MLS access will be revoked. I understand that licensees in my office who are members of another MLS, and do not at any time have access to or use of, the CDA MLS system may be granted a Subscription Waiver, via submission by the Participant of a separate Waiver form available from the CDA MLS.

I agree to notify the CDA MLS immediately when any Licensed or Non-Licensed personnel has left my office.

I agree to maintain the strict confidentiality of the CDA MLS database and agree to maintain reliable contact information in the CDA MLS system.

If applying as a Real Estate Broker, I agree to actively endeavor to list real property with the MLS and to cooperate with other Participants through the CDA MLS, and understand that failure to abide by these conditions of participation may result in potential suspension or termination of CDA MLS services.

MLS membership or participation is not transferrable. I understand in the event I resign my membership in the CDA MLS, I relinquish the right to use any forms, computer programs, listing displays or any other items for use by members of the CDA MLS, and will return or discontinue use of all such items prior to resigning membership in the CDA MLS.

### NOTICE TO INDEMNIFY AND HOLD HARMLESS

I agree to hold the Coeur d'Alene Association of REALTORS® Inc. and the Coeur d'Alene Multiple Listing Service Inc. harmless from any and all claims and/or liability for damages arising from incorrect or undisclosed information within this application and information provided by the seller to the Broker. I agree to indemnify the above organizations from any and all costs and/or liability, including attorney's fees in defending any such action, regarding the information submitted to the CDA MLS, whether the information has been submitted in written or electronic format.

### ARBITRATION AGREEMENT

**For ALL REALTOR® and Non-REALTOR® Applicants:** I agree to be bound by the Code of Ethics on the same terms and conditions as members of the Coeur d'Alene Association of REALTORS®, including the obligation to submit to ethics hearings and the duty to arbitrate contractual disputes with other Participants/Subscribers in accordance with the established procedures of the Coeur d'Alene Association of REALTORS®. I understand that I may be assessed an administrative processing fee which may be in addition to any discipline, including fines, that may be imposed, and that a violation of the REALTOR® Code of Ethics may result in termination of my CDA MLS privileges.

### SIGNATURE

My signature below certifies that I have read and agree to the terms and conditions and that all information provided on my application is true and correct.

\_\_\_\_\_  
*PARTICIPANT Broker/Appraiser*

\_\_\_\_\_  
*Date*

*For MLS use only:*

NRDS/FORMS:	LoGS	SUPRA:	FLEX:	MLS 101:	APP FEE:	QB:	BOD:
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## AUTHORIZED SIGNATORY

As the Designated Broker for: \_\_\_\_\_ (Brokerage),  
I ask that the MLS accept the following signatures in lieu of my signature for any document on which my signature is required by MLS Rules & Regulations (digital signatures not permitted).

\_\_\_\_\_  
*Name (please print or type)*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Name (please print or type)*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Name (please print or type)*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Name (please print or type)*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Name (please print or type)*

\_\_\_\_\_  
*Signature*

I agree to be bound by such agency signature to the same extent as if I had signed directly, and I agree to hold the MLS harmless from any claims arising out of any signature provided under this authorization.

\_\_\_\_\_  
*PARTICIPANT/Broker Name (please print or type)*

\_\_\_\_\_  
*PARTICIPANT/Broker Signature*

\_\_\_\_\_  
*Date*