



## PROCEDURES TO JOIN THE SOUTHEAST ARIZONA MULTIPLE LISTING SERVICE, INC.

1. Upon receiving your license from the Arizona Department of Real Estate or Appraiser Board, complete the Application for REALTOR® Membership. **Your Designated REALTOR® must sign this form before you can join and be issued a Supra Key.**
2. All MLS Fees are billed to your Broker on a six (6) month basis in the amount of \$258.00 with the fiscal year being July-June. The fees are prorated on a monthly basis. At the time of Application, current fees must be paid.
3. **If you are an active Realtor® with another Association you must submit a Letter of Good Standing with this application.**
4. **You must attend the Southeast Arizona Multiple Listing Service, Inc. Orientation class.** There is no charge for the class; however, you must complete the requirements within ninety (90) days of joining SAMLs. Your SAMLs membership is conditional until you complete this requirement. **Failure to attend the required course within the specified time (90 days) will result in forfeiture of application fee and your membership will be terminated.** You will then be required to reapply for membership.
5. As a new member, you will receive a copy of the governing documents (Bylaws, MLS Rules and Regulations and Professional Standards Policy Statements).

**2012 Dues and Fee Schedule**

Month	New Office Application Fee	New Member Application Fee	Broker Billed MLS	Total to Broker	Total to REALTOR®
January	\$100.00	\$75.00	\$258.00	<b>\$358.00</b>	<b>\$333.00</b>
February	\$100.00	\$75.00	\$215.00	<b>\$315.00</b>	<b>\$290.00</b>
March	\$100.00	\$75.00	\$172.00	<b>\$272.00</b>	<b>\$247.00</b>
April	\$100.00	\$75.00	\$129.00	<b>\$229.00</b>	<b>\$204.00</b>
May	\$100.00	\$75.00	\$86.00	<b>\$186.00</b>	<b>\$161.00</b>
June	\$100.00	\$75.00	\$43.00	<b>\$143.00</b>	<b>\$118.00</b>
July	\$100.00	\$75.00	\$258.00	<b>\$358.00</b>	<b>\$333.00</b>
August	\$100.00	\$75.00	\$215.00	<b>\$315.00</b>	<b>\$290.00</b>
September	\$100.00	\$75.00	\$172.00	<b>\$272.00</b>	<b>\$247.00</b>
October	\$100.00	\$75.00	\$129.00	<b>\$229.00</b>	<b>\$204.00</b>
November	\$100.00	\$75.00	\$86.00	<b>\$186.00</b>	<b>\$161.00</b>
December	\$100.00	\$75.00	\$43.00	<b>\$143.00</b>	<b>\$118.00</b>

**Please make checks payable to SAMLs**  
**You may also pay by Visa, MasterCard or Discover**  
**If paying with a credit card please add additional \$10.00 Processing Fee**

As of January 11, 2012

# SOUTHEAST ARIZONA ASSOCIATION OF REALTORS®, INC.

## SUPRA INFORMATION

1. You have the option of applying for a Supra ActiveKey. Carefully review the Terms and Conditions of the Lease Form (Provided at the Association Office). If you wish to have an ActiveKey, you will sign the Lease Agreement for Supra Keybox System at the Association Office.
2. To obtain a Supra Key, you must appear in person at SAAR. The Annual ActiveKey fee is prorated on a monthly basis, please refer to the ActiveKey Chart for the **estimated** amount due before taxes.
3. You can pay for your ActiveKey with the following forms of payment: **Electronic check, cash or credit card**. Please do NOT fill out your check before signing up for the key. **Check payments are done through electronic transfer.**

\*\*\*\*SUPRA FEES ARE ESTIMATED AND SUBJECT TO CHANGE\*\*\*\*

Period	Issuance Fee	Monthly Fee (\$17.37) Before Tax	Insurance (optional)	Estimated Total Fees (w/o Insurance) Before Tax	Estimated Total Fees (with Insurance) Before Tax
Jan 15 – Feb 14, 2012	\$60.00	\$106.96	\$25.00	<b>\$166.96</b>	<b>\$191.96</b>
Feb 15 – Mar 14, 2012	\$60.00	\$89.12	\$25.00	<b>\$149.12</b>	<b>\$174.12</b>
Ma 15 – Apr 14, 2011	\$60.00	\$71.28	\$25.00	<b>\$131.28</b>	<b>\$156.28</b>
Apr 15 – May 14, 2012	\$60.00	\$53.44	\$25.00	<b>\$113.48</b>	<b>\$138.48</b>
May 15 – Jun 14, 2012	\$60.00	\$35.60	\$25.00	<b>\$95.60</b>	<b>\$120.60</b>
June 10-14, 2012	\$60.00	\$34.74+\$214.00	\$25.00	<b>\$248.74</b>	<b>\$273.74</b>
Jun 15 - Jul 14, 2012	\$60.00	\$17.37+\$214.00	\$25.00	<b>\$291.37</b>	<b>\$316.37</b>
Jul 15 – Aug 14, 2012	\$70.00	\$214.00	\$25.00	<b>\$284.00</b>	<b>\$309.00</b>
Aug 15 – Sep 14, 2012	\$70.00	\$196.16	\$25.00	<b>\$266.16</b>	<b>\$291.16</b>
Sep 15 – Oct 14, 2012	\$70.00	\$178.32	\$25.00	<b>\$248.32</b>	<b>\$273.32</b>
Oct 15 – Nov 14, 2012	\$70.00	\$160.48	\$25.00	<b>\$230.48</b>	<b>\$255.48</b>
Nov 15 – Dec 14, 2012	\$70.00	\$142.64	\$25.00	<b>\$212.64</b>	<b>\$237.64</b>
Dec 15 – Jan 14, 2013	\$70.00	\$124.80	\$25.00	<b>\$194.80</b>	<b>\$219.80</b>

1. We also offer the eKey. Please ask the Association Staff for more information and pricing (Estimated pricing before tax \$17.37 monthly until July).
2. Important: REALTOR® membership with an Association in Arizona is mandatory in order to obtain an ActiveKey.

# SOUTHEAST ARIZONA MULTIPLE LISTING SERVICE, INC.

## APPLICATION FOR REALTOR® MEMBERSHIP

Date of Application \_\_\_\_\_

I hereby apply for REALTOR® Membership in the Southeast Arizona Multiple Listing Service, Inc.

I hereby submit the following information for your consideration:

Name as shown on license (please print): \_\_\_\_\_

License No. \_\_\_\_\_ Date Licensed: \_\_\_\_\_ Exp. Date \_\_\_\_\_

Birthday: \_\_\_\_\_

ID (for computer access): samls. \_\_\_\_\_ Password: \_\_\_\_\_  
(Up to 9 characters) (Up to 8 characters)

License Types: (Check all that are applicable) Other Licenses Held: \_\_\_\_\_

\_\_\_\_\_ Real Estate Broker \_\_\_\_\_ Property Manager \_\_\_\_\_ Real Estate Salesperson

\_\_\_\_\_ Mortgage Broker \_\_\_\_\_ Other \_\_\_\_\_ Real Estate Appraiser

Office Name: \_\_\_\_\_

Office Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Office Telephone: ( ) \_\_\_\_\_ Office Fax: ( ) \_\_\_\_\_

Phone to use on Listing Information: ( ) \_\_\_\_\_

Residence Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Telephone: ( ) \_\_\_\_\_ Other Telephone: ( ) \_\_\_\_\_

Email Address: \_\_\_\_\_

Are you a current or former member of any other Board/Association? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes: Where? \_\_\_\_\_ Join Date: \_\_\_\_\_

Did you pay NAR and/or AAR dues there this year? \_\_\_\_\_ Yes \_\_\_\_\_ No

# SOUTHEAST ARIZONA MULTIPLE LISTING SERVICE, INC.

I hereby apply for REALTOR® membership in the Southeast Arizona Multiple Listing Service, Inc. I agree as a condition of membership, to complete the Southeast Arizona Multiple Listing Service, Inc. Orientation/Ethics quiz, and to thoroughly familiarize myself with the Code of Ethics of the NATIONAL ASSOCIATION OF REALTORS®, including the duty to arbitrate business disputes in accordance with the Code of Ethics and Arbitration Manual of NAR and the Bylaws and Rules and Regulations of the Multiple Listing Service, the State Association, and the National Association. I further agree that my act of paying dues shall evidence any initial and continuing commitment to abide by the aforementioned Code of Ethics, Constitutions, Bylaws, Rules and Regulations, and duty to arbitrate, all as from time to time amended. Finally, I consent and authorized the Multiple Listing Service, through its membership committee or otherwise, to invite and receive information and comment about me from any member or other person, and I agree that any information and comment furnished to the MLS by any member or other person in response to any such invitation shall be conclusively deemed to be privileged and not form the basis of any action by me for slander, libel, or defamation of character.

NOTE: Applicant acknowledges that the MLS will maintain a membership file of information which may be shared with other boards/associations where applicant subsequently seeks membership. This file shall include: previous application for membership; all final findings of Code of Ethics violations and violations of other membership duties within the past three (3) years; pending complaints alleging violations of the Code of Ethics or alleging violations of other membership duties; incomplete or pending disciplinary measures, pending arbitration requests; and information related to unpaid arbitration awards or unpaid financial obligations to the board/association or its MLS.

NOTE: Applicant acknowledges that if accepted as a member and he/she subsequently resigns from the Association or otherwise causes membership to terminate with an ethics complaint pending, the Board of Directors may condition renewal of membership upon applicant's certification that he/she will submit to the pending ethics proceeding and will abide by the decision of the hearing panel. If applicant resigns or otherwise causes membership to terminate, the duty to submit to arbitration continues in effect even after membership lapses or is terminated, provided the dispute arose when applicant was a REALTOR®.

**By signing this application for MLS Service I hereby represent that my firm and I are eligible for Multiple Listing Service participation because:**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**I hold a current, valid real estate broker's license and actively endeavor during the operation of my real estate business to offer or accept cooperation and compensation to and from other participants; and/or I am licensed or certified by an appropriate state regulatory agency to engage in the appraisal of real property.**

**I hereby certify that the foregoing information furnished by me is true and correct, and I agree that failure to provide complete and accurate information as requested, or any misstatement of fact, shall be grounds for revocation of my membership.**

As Designated REALTOR® (Broker) of \_\_\_\_\_ I concur with the signed statement of intent above. (Office Name)

\_\_\_\_\_  
Print Name - Designated REALTOR® (Broker)

\_\_\_\_\_  
Signature - Designated REALTOR® (Broker)

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All blanks on this form must be completed.  
Application will not be accepted unless accompanied by the correct amount for dues and fees.

**Call for an appointment or return completed application and appropriate fees**

**to Southeast Arizona Multiple Listing Service, Inc., 125 S. Second Street, Sierra Vista, Arizona 85635  
(520) 458-7802 Fax (520) 458-7620**

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**REALTOR®**  
**MULTIPLE LISTING PARTICIPATION AGREEMENT**

NAME: \_\_\_\_\_

PRIMARY ASSOCIATION: \_\_\_\_\_

OFFICE NAME: \_\_\_\_\_

OFFICE ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

I agree as a condition of participation in the Multiple Listing Service to abide by all relevant Bylaws, Rules and other obligations bound by the Code of Ethics on the same terms and conditions as association members including the obligation to submit to ethics hearings and the duty to arbitrate contractual disputes with other REALTORS® in accordance with the established procedures of the Multiple Listing Service. I understand that a violation of the Code of Ethics may result in termination of my Multiple Listing Service privileges and that I may be assessed an administrative processing fee which may be in addition to any discipline, including fines, that may be imposed.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date