

**Bonita Springs-Estero REALTORS®, Inc.**  
**SWFLA MLS (MATRIX) APPLICATION – OFFICE**

~~ 2019-2020 ~~

- Use this form if the office is not currently a member of the MLS of Bonita Springs-Estero REALTORS®, Inc.
- There is a separate application form for membership in the BONITA SPRINGS - ESTERO REALTORS®.
- As the managing broker, you will still need to complete the SWFLA MLS Individual Application and pay the fees accordingly.

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**Company Information**

Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_ E-mail: \_\_\_\_\_

Florida Real Estate Business License # \_\_\_\_\_ (*Attach a copy*)

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**Managing Broker Information**

Managing Broker Name: \_\_\_\_\_

Florida Real Estate Broker's License # \_\_\_\_\_ (*Attach a copy*)

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**Fees/Approval**

\*\*\* All fees are nonrefundable and are subject to change \*\*\*

A one-time application fee of \$350.00 must accompany this application. Application is subject to approval by the Bonita Springs-Estero REALTORS®, Inc. MLS. Should the application not be approved, this fee will be refunded. The office is subject to bi-annual participation fees and charges which may change from time-to-time with approval of the Bonita Springs-Estero REALTORS®, Inc. MLS. Currently, fees are \$834.00 bi-annually per participating office. Our billing cycle runs from Jan-June (Due Jan 1) and July-Dec (Due July 1).

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**Participation Agreement**

I reaffirm my commitment to conduct myself and my business in compliance with the NATIONAL ASSOCIATION OF REALTORS® Code of Ethics. I have received and read the Rules and Regulations, and the Purpose and Participation Agreement for the MLS of Bonita Springs-Estero REALTORS®, Inc., and certify that I will operate in accordance with both documents. I agree as a condition of participation in the *Bonita Springs-Estero SWFLA MLS* to accurately maintain listing information and abide by all relevant bylaws, rules, and other obligations of participation including payment of fees. I confirm that I currently, and will on a continual and ongoing basis in the operation of my real estate business activities, actively endeavor to list real property of the type filed with the *Bonita Springs-Estero SWFLA MLS* and/or accept offers of cooperation and compensation made by other Participants through the *Bonita Springs-Estero SWFLA MLS*. I agree that I must continue to engage in such activities during my participation in the *Bonita Springs-Estero SWFLA MLS*. I acknowledge that failure to abide by these conditions of participation on an ongoing basis may result in potential suspension or termination of *Bonita Springs-Estero SWFLA MLS* participatory rights after a hearing in accordance with the *Bonita Springs-Estero SWFLA MLS* established procedures.

\_\_\_\_\_  
Managing Broker's Signature

\_\_\_\_\_  
Date Signed

Check #: \_\_\_\_\_ Date: \_\_\_\_\_ Total Amount: \$ \_\_\_\_\_

\_\_\_\_ Visa \_\_\_\_\_ MasterCard \_\_\_\_\_ AmEx:

Card Number: \_\_\_\_\_ Exp. Date \_\_\_\_\_ security code: \_\_\_\_\_

**Bonita Springs-Estero REALTORS® Inc.**  
**PURPOSE AND PARTICIPATION AGREEMENT**

The Bonita Springs-Estero REALTORS®, Inc. MLS is a means by which authorized Participants make blanket unilateral offers of cooperation and compensation to other Participants (acting either as subagents, buyer agents, transactional agents, or in a non-representative capacity); by which information is accumulated and disseminated to enable authorized Participants to prepare appraisals and other valuations of real property; by which Participants engaging in real estate appraisal contribute to common databases; and is a facility for the orderly correlation and dissemination of listing information among the Participants so that they may better serve their clients and the public and is a facility for the orderly accumulation, correlation, and dissemination of listing and sales information. The MLS data aggregated hereunder becomes the sole property of Bonita Springs-Estero REALTORS®, Inc., which then may be used by the participants under this Purpose and Participation Agreement. The MLS data and information is to be disseminated to Participants, so that they may better serve their clients, data collection agencies within the Real Estate industry as Bonita Springs-Estero REALTORS®, Inc., in its sole discretion, deems proper and the public.

Participation in the Service is available to the firm, partnership, or corporation of any REALTOR® principal of this or any other Association/Board of REALTORS® without further qualification except payment of required dues and fees and agreement to abide by the Bylaws and the Rules and Regulations of the Service.

However, under no circumstances is any individual or firm, regardless of membership status, entitled to Multiple Listing Service “Membership” or “Participation” unless they hold a current, valid real estate broker’s license, and are capable of accepting and offering cooperation and compensation to and from other Participants or are licensed or certified by an appropriate State regulatory agency to engage in the appraisal of real property.

I agree to abide by the Rules and Regulations of the Bonita Springs-Estero REALTORS®, Inc. MLS, and agree to promptly pay all costs related to such membership.

I understand that as a condition of my membership I will limit the use of the service to only those agents in my office who are paying the monthly participation fee. To ensure the integrity of the service, I will monitor the MLS activities and will prohibit any of the following activities:

- Sharing of identification numbers
- Using the MLS computer system at any time by non-participants
- Entering a non-participant’s name in a listing under the Broker’s or other agent’s name

***I further understand that if these rules are violated, my membership may be terminated by the Board of Directors and I will be subject to a \$500 fine.***

**Broker Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Bonita Springs-Estero REALTORS®, Inc.**  
**SWFLA MLS FEE SCHEDULE**

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**OFFICE FEES:**

**Application Fees for New Offices Joining MLS**

*Due at time of application:*

Real Estate Office – full MLS access	\$350.00
“Thompson Broker” Office	\$450.00
Appraiser - full MLS access	\$350.00

**Bi-Annual Fees for Offices**

Billed to the Office Bi-Annually:	\$834.00/ 6 months
<i>Billing Cycles: Jan-June (due Jan 1) &amp; July-Dec (due July 1)</i>	

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**INDIVIDUAL FEES:**

**Set-up Fees for New Users/Subscribers**

<i>Due at the time of application:</i>	\$20.00
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**Annual Fees for User/Subscribers**

Annual Fee per User/Subscriber ( <i>Billing cycle: July – June</i> )	\$240.00/ year
Annual Fee per Unlicensed Clerical Staff	\$120.00/ year

**Entry Fees**

Listings Entered by User/Subscriber	Free
Listings Entered for User/Subscriber by Association staff	\$30.00 each
Extensions Entered by User/Subscriber	Free
Extensions Entered for User/Subscriber by Association staff	\$15.00 each
Transfer of Listings from one office to another	\$ 2.00 each

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**INCLUDED IN MLS USER/SUBSCRIBER FEES:**

- Unlimited access to data entered by Associations/Boards in Bonita Springs-Estero, Cape Coral, Ft. Myers and Naples through the MLS Data Co-Op
- Access to Tax Roll information in Lee *and* Collier Counties
- You may enter an unlimited number of listings and extensions at no charge
- Free basic MLS training provided for agents enrolled in Bonita Springs-Estero REALTORS®, Inc. MLS.
- Free Profile Sheet and Status Change form
- NO LISTING FEES
- Exclusive to Bonita Springs-Estero REALTORS®, Inc. MLS :
  - RPR – Realtor Property Resources – [www.narrpr.com](http://www.narrpr.com)
  - IMAPP – Tax records
  - FIND.com – National MLS Search Engine

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**BEAR Website: [www.BonitaEsteroRealtors.com](http://www.BonitaEsteroRealtors.com)**

## **POLICY REGARDING NEW MEMBERS (REALTORS®, MLS, & SUPRA)**

### **Approval – New REALTOR® Members**

Applications for new REALTORS® require approval by the Associations Board of Directors, which meet monthly. “Provisional” membership is granted after Board of Directors approval. Membership becomes final when the new member completes requirements for Orientation and Induction.

### **Approval & Activation – New MLS Subscribers**

Agents who are applying for “subscriber” status in the Bonita Springs – Estero MLS must first complete the MLS application, have it signed by their broker/manager, and submit the MLS enrollment fee.

If the agent’s office is already an existing Bonita-Estero MLS participant, and if the agent is new to the business and has already *received* their license from the State, the agent will be issued a “temporary” ID and password. Their subscriber status will become permanent once their REALTOR application is approved by the Board of Directors, and when they complete Orientation and Induction. If they fail to meet these requirements, their “temporary” MLS access will be revoked.

If the office is already an existing Bonita-Estero MLS participant, and if the agent is new to the business and has *not* received their license from the state, no ID/password may be issued until their license number is confirmed. The agent may submit their MLS application, and we will hold it until we receive license number confirmation from the agent.

**NOTE:** The applicant does not have to wait for the license to be received in the mail, but may visit the DBPR web site ([www.myfloridalicense.com](http://www.myfloridalicense.com)) daily until their license number is confirmed on-line. The applicants can then print out a copy of their information from the DBPR web site and fax it to the Association Office and request a “temporary” ID/password at that time.

***This information must be submitted via fax or in person at the Association Office (no phone calls) so that we will have a “hard-copy” for our files!***

They will then be notified by E-Mail of their “temporary” ID/password. Their subscriber status will then become permanent once their REALTOR® application is approved by the Board of Directors and when they complete orientation and induction procedures. If they fail to meet these requirements, their “temporary” MLS access will be revoked.

If the office is already an existing Bonita – Estero, MLS participant, and if the agent currently is a REALTOR® member in good standing with another Association/Board, the agent will be issued an MLS ID and password immediately.

### **Approval & Activation – New Supra Lockbox Program Participants**

The lockbox program is available only to active members of a Board of REALTORS®. To process a participant into the system, we must have proof of REALTOR® membership application on file, with broker/manager signature and with payment. You do not have to be a member of Bonita Springs-Estero REALTORS®, Inc. to have a Supra key. But you must provide a letter of good standing from the board you belong to.

If the agent is new to the business and has *not* received their license from the State, no cardkey may be issued until their license number is confirmed. **NOTE:** The applicant does not have to wait for the license to be received in the mail, but may instead visit the DBPR web site ([www.myfloridalicense.com](http://www.myfloridalicense.com)) daily until their license number is confirmed on-line. The applicant must print out a copy of their information from the DBPR website and fax it to the Association Office. This information must be submitted via fax or in person at the Association Office (no phone calls). After this is received, the applicant will receive temporary access to the Supra program. Their Supra status will become permanent once they complete orientation and induction. If they fail to meet these requirements, their “temporary” Supra access will be revoked.

**\*\*\*\*PLEASE NOTE: Your application will be processed within 48 business hours of  
submittal to the board\*\*\*\***