



CAPE COD & ISLANDS
ASSOCIATION of REALTORS®, INC. &
MULTIPLE LISTING SERVICE, INC.

CCIMLS Subscriber Application

This membership application is for individuals who wish to join the Cape Cod & Islands Multiple Listing Service (CCIMLS) as Subscriber. Your firm's Designated REALTOR® must currently hold Participant Membership with CCIMLS and you must hold REALTOR® membership with CCIAOR or another REALTOR® Association to be eligible.

The following must be submitted with your application:

Copy of your Massachusetts salesperson, broker or appraiser license

New Agent Affiliation Form signed by your broker or office manager confirming you have joined the office (form can be accessed at: www.cciaor.com/formslibrary)

Letter of good standing from your primary REALTOR® board (include with application or have the letter emailed to support@cciaor.com)

Submit your application via email to support@cciaor.com or mail to:

Cape Cod & Islands Association of REALTORS
Attention: Membership
22 Mid-Tech Drive
West Yarmouth, MA 02673

Upon receipt of your application package:

- ◆ The Association / MLS office staff will review this information, and will (1) accept the application administratively if all information is complete and appropriate payments have been made, or will (2) notify you that membership will be delayed until the problem is resolved. In this instance, the application will not be processed, nor will services of the MLS begin until your application is administratively approved.
- ◆ You will receive a welcome email when your application has been administratively accepted, along with membership identification information and access credentials to your Member Dashboard. This can take up to 4 business days, although we strive to process applications and begin services as quickly as possible.
- ◆ **Prior to accessing the Multiple Listing Service, you will need to complete an online orientation on the rules, regulations and services of the CCIMLS.** Additional information will be included in your welcome email. Once you have completed the orientation, you will have access to the MLS listing software and tools.
- ◆ Upon completion on the MLS Orientation, your membership information will be added to a master database for access to services provided by the Cape Cod & Islands Multiple Listing Service (CCIMLS). Additionally, your name and office affiliation will be announced to the membership as a Subscriber of CCIMLS.



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FOR INTERNAL STAFF USE ONLY		Revised: 2/1/19
Application Rec'd:	Provisional Accepted:	Orientation Date:
NRDS #:	MLS User ID:	Assigned Password:

Applicant Information

Name as it appears on license:

Home Address:

City:

State:

ZIP Code:

Office Name and Address:

City:

State:

ZIP Code:

Mobile Phone:

Office Phone:

Other Phone:

Preferred Mailing Address:

Office Home

Preferred Phone:

Mobile Office Other

Email:

Website:

Birthdate:

Real Estate License #:

Real Estate License Expiration Date:

License Type:

Please include a copy of your active license with this application

Broker Sales Appraisal

Do you hold, or have you ever held, a real estate license in any other state?

Yes No

If yes, please specify:

Has your real estate license, in this or any other state, been suspended or revoked?

Yes No

If yes, please specify the place(s) and date(s) of such action, and detail the circumstances relating thereto:

Indicate the Association where you currently hold REALTOR® membership:

Enter your NRDS #:

A Letter of Good Standing from the Association where you currently hold membership is **required** to process your application. Please include along with your application OR have the Association email the letter to:

support@cciaor.com



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Have you been found in violation of state real estate licensing regulations, civil rights laws or other laws prohibiting unprofessional conduct rendered by the courts or other lawful authorities within the last three (3) years? If yes, please specify the substance of each complaint in each state, the agency before which complaint was made, and the current status or resolution of such complaint:

Within the last ten years, have you been: 1) convicted of a crime punishable by death or imprisonment in excess of one year or 2) been released from confinement imposed for that conviction? If yes, please explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and state and court of conviction:

Are you 18 or older?

Yes No

Do you certify that you are a U.S. citizen, permanent resident, or a foreign national with authorization to work in the United States?

Yes No

Application continued next page



Payment Information

There is a \$250 application fee for MLS Subscriber membership. CCIMLS fees for new members are prorated monthly. Total payment should be the sum of the application fee (\$250), and CCIMLS prorated fees (based on month joining).

Application Fee **\$250.00**
CCIMLS Quarterly \$_____ (see CCIMLS Quarterly Fee Schedule below)
Total Payment Due \$_____

CCIMLS Quarterly Fee Schedule - 2019

Enter amount above based on the month you are applying. Amount paid will cover through the current quarter.

January	\$81.00
February	\$54.00
March	\$27.00
April	\$81.00
May	\$54.00
June	\$27.00
July	\$81.00
August	\$54.00
September	\$27.00
October	\$81.00
November	\$54.00
December	\$27.00

Payment Method

- Check Enclosed.** *Payable to: Cape Cod & Islands Association of REALTORS®, Inc.*
- Credit Card.** *To submit credit card information please go to www.cciaor.com/payment/*

If payment is not included or submitted you will receive an email (to the email address listed above) with a link to submit payment information online once your application has been reviewed for processing. Note that your application will not be fully processed until payment is received.



Membership Agreement

I hereby apply for Subscription in the Cape Cod & Islands Multiple Listing Service.

I understand that I must complete an online orientation on the MLS prior to receiving access to the MLS tools and services.

I am enclosing payment of an application fee plus my prorated fee for access to the Cape Cod and Islands Multiple Listing Service. I understand that my fees will be returned to me in the event of non-election and that the application fee is nonrefundable.

I agree to, upon my own initiative, thoroughly familiarize myself with the governing documents of the Cape Cod & Islands Multiple Listing Service which are continually available on the website: <http://cciaor.com/info/>

I agree that my act of paying MLS access fees shall evidence my initial and continued commitment to abide by the CCIMLS Bylaws, Rules, Regulations and Policies, all as from time to time amended.

By signing below, I consent that CCIAOR and CCIMLS may contact me at the specified address, telephone numbers, email address or other means of communication available. This consent applies to changes in contact information that may be provided by me to CCIMLS in the future. This consent recognizes that certain state and federal laws may place limits on communications that I am waiving to receive all communications as part of my membership.

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 if granted.

Signature of applicant:

Date: