MLS Data Access Approval Process

The following documentation is a guide for Cape Cod & Islands Multiple Listing Service (CCIMLS) Participants and Subscribers, in-house vendors, and third-party vendors to get data access approval.

Participants & Subscribers

Working with an In-House Vendor

A Participant and/or Subscriber will need to consult with their in-house vendor to set up a data feed. Their vendor should reach out to data@cciaor.com with the request for approval after obtaining an executed Participant Data License.

Working with a Third-Party Vendor

A Participant and/or Subscriber who does not have an in-house vendor may choose to work with a third-party vendor. If you have not selected a vendor and are looking to work with one who already has an established agreement with CCIMLS, please find a list on our website here. Whether you select a new vendor or have selected a vendor of your choice, you will want to contact them directly and then they will reach out to data@cciaor.com with the request for approval, which may include completing a Participant Data License.

Vendors

CCIMLS Established Vendors

Established vendors should have an approved Spark API or Bridge Interactive data feed. If you receive a request for CCIMLS data, you should reach out to data@cciaor.com to confirm the client is a member of CCIMLS. Once confirmed, a Participant Data License may need to be executed.

New Vendors

New vendor data access will be given with the request of a CCIMLS member and only after submitting an executed Participant Data License to data@cciaor.com. As a new vendor, you will have the choice to access an API through Spark API or Bridge Interactive.

Approval Timeframe

CCIMLS staff will approve or deny a Participant Data License within 1 to 2 business days of receiving the executed agreement. Prior to approval, a new vendor will need to choose between using the Spark API or Bridge Interactive API and take the necessary steps for 'Instructions for New Spark API Access' or 'Instructions for New Bridge Interactive Access' as described below.

API Information & Access

Instructions for New Spark API Access

If you are interested in using the Spark API, you will need to send data@cciaor.com an executed Participant Data License and complete the following.

- Register as an API developer using this form. Once your registration is activated (within 3 business days), you will receive demo API credentials that can be used to retrieve some example data from the Spark API and our RESO Web API. Please note that this test access is only intended to give you a feel for how the APIs work, not what kind of data will be available to you with a live API key.
- Determine what kind of API key you will need. There are two parts to this: deciding whether you need a bearer token API key or an OpenID Connect API key and determining which role your API key should have based on your intended use. Please read more information about this by clicking here.
- Confirm with the CCIMLS staff the appropriate MLS data plan to apply to in Spark Datamart. Click here to learn more.

About Spark API

To learn more about the benefits of using the Spark API, click here.

Instructions for New Bridge Interactive Access

If you are interested in using the Bridge API, please contact data@cciaor.com. Once we receive an executed Participant Data License, we will send you an invitation to begin the access process.

About Bridge Interactive

For software developers, the Bridge platform standardizes how you access MLS datasets and other real estate data in the United States and Canada. MLS data is normalized to the RESO Data Dictionary standards and made available through a variety of transports, including RESO Web API and RETS. For more information click here.

Executing the Participant Data License

Signature Page

Below is a detailed explanation for how each section of the Signature Page should be completed.

Brokerage

Participants or full rights office managers must complete the Brokerage section of the Participant Data License in its entirety. The Sales Licensee Authorization Election may only include one selection but must be selected. The following is an explanation of each option.

- **No Sales Licensees at this time** – the Participant or full rights office manager is agreeing that there are either no Subscribers in their office or that the CCIMLS data will not be used by any Subscribers they may have. Participants may use the Participant Data License Addendum page to add a Subscriber at a later date.
- **Only the Sales Licensees specified in Exhibit A or an Addendum executed by Brokerage and Sales Licensee are authorization by Brokerage** – the Participant or full rights office manager is agreeing that only Subscriber's specified in Exhibit A are authorized for CCIMLS data with this vendor. Subscriber signatures are required and if a Subscriber is not specified in Exhibit A, an Addendum can be submitted for each new

Subscriber. The Participant or full rights office manager signature and the Subscriber's signature are required on each Addendum.

- **All Sales Licensees affiliated with Brokerage**; **Brokerage does not need to also sign each Exhibit A or Addendum that Sales Licensee signs** – the Participant or full rights office manager is agreeing that any Subscriber affiliated with their brokerage is able to access the CCIMLS data feed with this vendor. The Subscriber must be a member of CCIMLS and must be specified on Exhibit A or on an Addendum. The Participant or full rights office manager signature is not required for Exhibit A or an Addendum, but the Subscriber's signature is still required.
- **All Sales Licensees affiliated with Brokerage**; **no Sales Licensee signatures are required (Exhibit A and Addendum are not applicable)** – the Participant or full rights office manager is agreeing that any Subscriber affiliated with their brokerage is able to access the CCIMLS data feed with this vendor. The Subscriber must be a member of CCIMLS. Exhibit A and an Addendum are not applicable.

Permitted Use

The Permitted Use section should disclose all the applicable uses for the CCIMLS data. For example, if you are using CCIMLS data for an IDX website and for a Brokerage BBO, you would check off both. More information about each option can be found in the [Data Distribution Guidelines](#).

Vendor

The vendor who will be accessing the CCIMLS data on behalf of the Participant and/or Subscriber must complete this section of the Participant Data License.

CCIMLS

Only the CCIMLS staff should complete this section of the Participant Data License. Once the Brokerage and Vendor sections are completed, the Participant Data License should be sent to data@cciaor.com for approval. The CCIMLS staff will then complete this section should the agreement be approved. The fully executed agreement will be sent to the vendor.

Contact Information

On the Contact Information page of the Participant Data License, CCIMLS, Participants, and Vendors should complete their own contact section based on the matter for which you may need to be reached.

Exhibit A – Specified Sales Licensee

The following explains when and how each section should be completed.

- Do not use this page if 'No Sales Licensees at this time' or 'All Sales Licensees affiliated with Brokerage; no Sales Licensee signatures are required' was selected for the Sales Licensee authorization.
- The Participant or full rights office manager signature is required only when 'Only the Sales Licensees specified in Exhibit A or an Addendum executed by Brokerage and Sales Licensee are authorized by Brokerage' was selected for the Sales Licensee authorization.
- The Subscriber's signature is required when 'All Sales Licensees affiliated with Brokerage; Brokerage does not need to also sign each Exhibit A or Addendum that Sales Licensee signs' or 'Only the Sales Licensees specified in Exhibit A or an Addendum executed by Brokerage and Sales Licensee are authorized by Brokerage' was selected for the Sales Licensee authorization.
- All Use Locations are required. Use Location refers to where the data will be displayed or delivered.

At least one Permitted Use option is required to be selected for each Sales Licensee.

Addendum – Add/Remove Sales Licensee
The following explains when and how each section should be completed.

- Do not use this page if 'No Sales Licensees at this time' or 'All Sales Licensees affiliated with Brokerage; no Sales Licensee signatures are required' was selected for the Sales Licensee authorization.
- The Participant or full rights office manager signature is required only when 'Only the Sales Licensees specified in Exhibit A or an Addendum executed by Brokerage and Sales Licensee are authorized by Brokerage' was selected for the Sales Licensee authorization.
- The Subscriber's signature is required when 'All Sales Licensees affiliated with Brokerage; Brokerage does not need to also sign each Exhibit A or Addendum that Sales Licensee signs' or 'Only the Sales Licensees specified in Exhibit A or an Addendum executed by Brokerage and Sales Licensee are authorized by Brokerage' was selected for the Sales Licensee authorization.
- Either choose the option to add authorization or revoke authorization.
- A use Location is required when adding a Sales Licensee.

CCIMLS API Fee Structure[1]
The following is the current fee structure for API access which may be amended from time to time by the CCIMLS Board of Directors.

- In-House Vendor with office or company data only – Free
- In-House Vendor with all other data feed types or all data – $450 annually
    - An additional $450 annual charge will be assessed for each additional company feed pulled by an in-house vendor
- 3rd Party Vendor with broker only data – Free
- 3rd Party Vendor with all other data feed types or all data - $1,800 annually

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[1] Note that Spark API charges additional fees based on vendor data pulls.