



Team Policy

What Defines a Team

A team is defined as two or more CCIMLS Participants or Subscribers working or acting as one for all transactions.

Creating a Team

To create a team, the Participant will need to fill out the Team ID Application. Anyone who wishes to create a team will be charged a \$100 processing fee. If an individual switches teams or removes themselves from a team more than once in a calendar year a fee of \$25 will be assessed per each change thereafter.

Transfer of Listings

All listings and sales, for all team members, from the start of team creation will be transferred. This includes Coming Soon-No Showings, Active, Active w/Kick-Out, Pending/Continue to Show, Pending, and Temp Off Market. No statistical history shall be transferred from the Team ID, even if the team dissolves.

If a dissolving team has current listings, those listings will be distributed as directed by the Participant. If a team remains in effect and a team member is departing, that team member is not entitled to transfer team listings into their own name unless otherwise authorized by the Participant.

Team Guidelines

The Participant must notify the Membership office of all team changes, including removing a member from the team, the addition of a team member, the transfer of a member to a new team, or termination of a team. Please use the Team ID Change Form for all necessary changes. Other guidelines are as follows:

- Participants and Subscribers may only be on one team at a time
- Team members may access the MLS at the same time
- The T# assigned will replace your U#, for the purpose of submitting new listings and closing listings
- You may use your U# or T# for maintaining contacts
- You shall use your U# to register for events and classes or to pay your bill

Team Names

CCIMLS does not allow teams to register names that imply the team is an independent brokerage. Team names should not indicate in any way that the team is its own business or entity.

The following words are prohibited from being in a team name registered with CCIMLS:

- Advisors
- Agency
- Associates
- Brokerage
- Brokers
- Company
- Consultants
- Corporation
- Corp., or Inc.
- Partners
- Partnership
- Properties
- Property
- Real Estate
- Realty

Recertification

Periodically, teams will be required to submit a recertification to the Cape Cod & Islands Multiple Listing Service, Inc. for updating member records.