



**NORTHWEST INDIANA REALTORS® ASSOCIATION
MULTIPLE LISTING SERVICE PARTICIPANT
MAIN and/or BRANCH OFFICE APPLICATION FORM**

Applicant _____ Title/Position _____

IN real estate broker license number _____ Managing Broker Eligible Yes No

IN real estate appraiser license number _____

Email Address _____ Contact Phone Number _____

Company Name _____ Web Address _____
(Corporation, LLC, Partnership or Sole Proprietor Name on the IPLA real estate license)

Company Registered Assumed Name (d/b/a) _____
(As it appears on the IPLA real estate license)

APPLICATION FOR:

MAIN Office: Address _____ City _____ State _____ Zip _____

Company License _____ Office Phone () _____ Office Fax () _____

For Brokerage Office: Who is the Main Office Managing Broker? _____

Who are you naming as the Main Office Participant? _____
(Must be a Principal, Partner, Corporate Officer, Managing Broker or Appraiser who holds an active Indiana real estate broker or appraiser license)

Attach list of associate brokers and/or appraisers with Indiana license numbers affiliated with this main office

BRANCH Office: Address _____ City _____ State _____ Zip _____

Company License _____ Office Phone () _____ Office Fax () _____

For Brokerage Office: Who is the Branch Office Managing Broker? _____

Who are you naming as the Branch Office Participant? _____
(Must be a Principal, Partner, Corporate Officer, Managing Broker or Appraiser who holds an active Indiana real estate broker or appraiser license)

Attach list of associate brokers and/or appraisers with Indiana license numbers affiliated with this branch office

REALTOR® Association(s) in which I belong _____
(If primary association/board is other than NIRA, attach a letter from your primary REALTOR® Association/Board stating you are a REALTOR® member in good standing and that your dues are paid for the current year)

For NEW MLS Users: The mandatory MLS Rules & Regulations course must be completed within 120 days of the date of this application. NIRA MLS services will be suspended if the mandatory MLS Rules & Regulations course is not completed within 120 days and will remain suspended until the course is completed and a \$25.00 reinstatement fee is received.

- Initial Participant Fees (due at time of application):**
- ✓ Application---\$1000 (one-time fee due when filing application)
 - ✓ Current Month Office Fee---\$50
 - ✓ Prorated Current Quarter Individual MLS User Fee

- Recurring Participant Fees:**
- ✓ Monthly Office Fee---\$50
 - ✓ Individual MLS User Fee (prepaid quarterly)---\$125

NOTICE: In addition to the \$50 monthly office fee, your bill may include unpaid MLS related obligations. Offices will be invoiced each quarter with individual statements for each of the office MLS users (participant and subscribers). The Participant is financially responsible for payment of all MLS-related office and subscriber fees.

I acknowledge that I have received the NIRA MLS Rules & Regulations and Bylaws of the Northwest Indiana REALTORS® Association Multiple Listing Service, Inc. and agree to abide by them. Additionally, I agree to pay all dues and fees of the Service as required in a timely fashion. Furthermore, I agree to be bound by the Code of Ethics of the National Association of REALTORS®, including the duty to arbitrate any business disputes with my fellow REALTORS®.

Rev 2/23 See Reverse

Applicant Signature _____ Date _____



NEW MLS USER MANDATORY 3-HR MLS Rules & Regulations Course ACKNOWLEDGEMENT

DISREGARD if an **EXISTING** MLS of NIRA User

Name _____

IN Broker License # _____

IN Appraiser License # _____

Home Address _____ City _____ State _____ ZIP _____

Cell () _____ Email _____

Company _____ Company Phone () _____

I have received the NIRA MLS Rules & Regulations and Bylaws of the Northwest Indiana REALTORS® Association Multiple Listing Service, Inc. and agree to abide by them. Additionally, I agree to pay all dues and fees of the Service, as required, in a timely fashion.

NIRA MLS Rules and Regulations require that a mandatory MLS Rules and Regulations training course be completed within 120 (calendar) days of application. There is **no cost** to attend the training.

During your initial 120 (calendar) day period, you will have access to the NIRA MLS, however, **failure to attend the mandatory in-person or online (<https://vip10.recp.org/search.cfm>, cost \$5) MLS Rules and Regulations training course within 120 (calendar) days of this application will result in suspension of your MLS services and they will remain suspended until the class is taken and a \$25.00 reinstatement fee is received. Suspension will occur on the 121st date after becoming a MLS subscriber.**

Be aware your number of opportunities to attend the course will vary depending upon the date of this application.

_____ I acknowledge my **potential** MLS suspension date is _____
Initials NIRA Staff Only

Applicant Signature _____

Date _____



Adding/Dropping NIRA MLS Internet Data Exchange (IDX)

This form must be filled out completely and signed by the MLS Participant for your office. There are no exceptions. Once completed and signed, return to the NIRA MLS via fax or e-mail. **Fax:** 219-795-3611 | **E-mail:** MLSsupport@nira.realtor

Firm Name: _____ Firm MLS Office ID: _____

MLS (Designated REALTOR®) Participant: _____

Broker MLS ID: _____ E-mail address: _____

Firm Street Address: _____

Firm City, State, Zip: _____

Firm Phone: (____) _____ Fax: (____) _____

* Primary E-mail Address: _____

* **NOTICE:** You must supply an e-mail address above. This address will be the NIRA MLS's primary means of communicating with you for notices and or operations matters. If no issues/concerns are found during processing, your request will be completed within the week of receipt; however, that again is based on if any data issues are found and their resolution times.

CHECK ONE (1) OF THE TWO BOXES BELOW. By so doing, you are agreeing to the understandings indicated next to it.

MY FIRM DOES WANT TO BECOME AN INTERNET DATA EXCHANGE SUBSCRIBER. I understand that I am hereby giving every other Internet Data Exchange Subscriber in the NIRA MLS permission to advertise my active and contingent MLS listings on its own website, subject to the Rules and Regulations of the NIRA MLS. Non-IDX subscribers are not obliged to display my listings. I authorize the NIRA MLS to distribute my active and contingent listing data to other Internet Data Exchange Subscribers pursuant to its Rules and policies.

MY FIRM DOES NOT WANT TO BECOME AN INTERNET DATA EXCHANGE SUBSCRIBER. I understand that this means that other Internet Data Exchange Subscribers will not be permitted to display my listings on their websites. I further understand that my firm will receive no benefits under the Internet Data Exchange program of the NIRA MLS. My firm is not allowed to display the listings of other brokers unless I receive permission from them individually to do so.

Should this form apply to any other offices of your firm, i.e., multiple branch/office locations? If yes, attach a separate page with a list of the offices, indicating the MLS Office ID's, to which this form should apply.

I am the MLS Participant for the MLS office whose ID number first appears above. I represent that I have authority to execute this form on behalf of my own office and all other offices listed above and or separately disclosed (if any).

MLS Participant/Designated REALTOR@: _____ Date: _____