



MLS Waiver Request Decision Matrix

Am I eligible for an MLS Waiver?

Step	Question	Yes	No
1.	Do you have a Real Estate License?	If Yes, go to Step 2	If No, go to Step 8
2.	Do you want access to the MLS?	If Yes, go to Step 3	If No, go to step 7
3.	a. Do you show real estate? b. Do you answer any questions beyond the most basic questions (price, # of bedrooms) about any listed property? c. Do you advise or offer opinions to clients or customers about a purchase or sale, area, home, sales market characteristics or values? d. Do you advise clients or customers with regard to agency agreements or sales? e. Do you sign listing agreements or agency documents? f. Do you negotiate on behalf of clients? g. Do you act as "listing agent #2"	If Yes to any question go to Step 6.	If No to all go to Step 4
4.	Do you work for one person (Licensed Personal Assistant)	If Yes go to Step 9	If No go to Step 5
5.	Do you work for the Designated REALTOR®	If Yes, go to step 8	If No, go to step 4
6.	No waiver is allowed		
7.	Submit Waiver – Option 1		
8.	Submit Waiver – Option 2		
9.	Submit Waiver – Option 3		



MLS WAIVER APPLICATION

Applicant Name: _____ Applicant Firm: _____

The MLS Rules and Regulations require that a subscription fee be paid for each individual having access to the MLS unless an approved waiver is on file with the Association. To qualify for a waiver the participant must certify that the individual requesting a waiver will not be engaged in activities that require a real estate license or certification, or that the applicant will not use the MLS or MLS compilation in any way. This document must be signed by BOTH the Waiver Applicant and the Designated Realtor to certify that this requirement is understood. Licensed personal assistants must also have their employing agent's signature. This Waiver must be renewed by January 1 of each year or access to the MLS will be terminated.

Type of Waiver (Please check one)

- Option 1 - WAIVER OF PARTICIPATION in MLS (No MLS Access and No MLS Fees). (If this option is chosen, then no signature is required)
Option 2 - STAFF - No License- Waiver of MLS Fees (MLS Access with no MLS Fee) (*See Note)
Option 2 - STAFF - Licensed Agent - Waiver of MLS Fees (MLS Access with no MLS Fee) (*See Note)
Option 3 - LICENSED PERSONAL ASSISTANTS Waiver of MLS Fees (MLS Access with no MLS Fee) (*See Note)

APPLICANT

I, _____ associated with _____, certify that as a waiver applicant I am not engaged in activities that require a real estate license or certification. I understand that if, at any time, I am found to be in violation of this waiver my MLS waiver will be terminated and I will be liable for a \$500.00 fine.

(Signature of Applicant) _____ (Date) _____

DESIGNATED REALTOR

I, _____, the Designated REALTOR of the Firm with which the Applicant is affiliated, certify that they will not at any time engage in an activity that requires a real estate license or certification. I understand that if, at any time, they are found to be in violation of this condition, their MLS waiver will be terminated and I will be assessed an additional \$500.00 fine.

(Signature of Designated REALTOR) _____ (Date) _____

EMPLOYING AGENT (Licensed Personal Assistant Only)

I, _____, employing agent of the Licensed Personal Assistant named herein, certify that my Licensed Personal Assistant will not engage in an activity that requires a real estate license or certification. If, at any time, my Licensed Personal Assistant is found in violation of his/her MLS waiver I will be liable for an additional \$500.00 fine.

(Signature of Employing Agent) _____ (Date) _____

Waivers are only granted for one year - Please Circle Year

Table with 4 columns: 2007, 2008, 2009, 2010

*Note - To assist in evaluating the validity of the MLS Waiver Application for a licensed individual must be accompanied with a brief explanation as to the duties and responsibilities that will be performed. If the applicant is licensed and still wants access to the MLS system with the fees waived, then please fill out the following. If the applicant does not require access or a password to the MLS system then you do not need to complete this section.