



2016  
MLS WAIVER / REQUEST FOR REDUCED MLS FEES

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 of MLS participation, the participant must certify that the individual requesting a waiver is **solely and exclusively** in a specialty of the real estate business separate and apart from listing, selling or appraising the type of properties which are required to be filed with the MLS and that they are not accessing the MLS compilation in any way.
- To qualify for Reduced MLS Fees and have access to the MLS the participant must certify that the assistant / staff member affiliated with the participant will not list, sell or appraise property.

This document must be signed by **BOTH** the Waiver Applicant and the Designated Realtor to certify that the requirements are 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 Request**  
(Please check one)

- Option 1 - WAIVER OF PARTICIPATION** - No MLS Access and No MLS Fees.
- Option 2 – STAFF – No License** – MLS Access with reduced MLS Monthly Fees. (\*See Note 1)
- Option 2 – STAFF – Licensed Agent** – MLS Access with reduced MLS Monthly Fees. (\*See Note 1)
- Option 3 - LICENSED PERSONAL ASSISTANTS** – MLS Access with reduced MLS Monthly Fees. (\*See Note 1)

**APPLICANT**

I, \_\_\_\_\_ associated with \_\_\_\_\_, certify that as an applicant for reduced fees, I will **not engage in listing, selling real estate**. 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 the individual identified above will comply with the rules specified in Paragraph 1. 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 listing or selling real estate**. 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)

\*Note 1 – Provide a brief description of the individuals duties and responsibilities.

**Applicant's Duties and Responsibilities (Option 2 and Option 3 only):**