

**MEMBER DATA SHEET FOR
SUPERUSER/STAFF ADMIN**

Check the box that applies:

- ☐ Superuser (If staff member is working on behalf of agent as personal assistant)
- ☐ Staff/Admin (If staff member is working for the entire office)
- ☐ Licensed- If yes, what is the License Number _____
- ☐ Unlicensed

Superuser/Staff Admin Name: _____

Office Name: _____

Office Address: _____

Office Phone #: _____ Mobile Phone #: _____

User's E-Mail Address: _____ Billing contact email address: _____

Web Page: _____

Signature (Staff person) _____

BIC AUTHORIZATION:

This staff person is authorized to have access to the MLS user accounts of:

- ☐ Entire Office
- ☐ My Listings Only

The listings of the following named Broker(s) _____

By signing this form I am taking full responsibility for the actions of the above named staff person in relation to this requested access. I agree that MLS access is provided only in pursuit of assistant/secretarial/admin duties and may not be used in the pursuit of showing, listing/selling or appraisal activities of MLS listed properties. I understand that by authorizing the above named person as a superuser in my office, there will be no indication that this person has accessed or made changes; all records will show the individual user (member) has changed, accessed or sent any files or information in the authorized user accounts.

Broker-In-Charge Signature, _____

*****below is for CCAR/CCMLS use only*****

Login name _____ Date entered In FLEX _____

CRYSTAL COAST MLS, INC./ NCRMLS Waiver Request – Waiver Agreement

BEFORE ENTERING INTO AN MLS WAIVER AGREEMENT, PLEASE REVIEW AND FAMILIARIZE YOURSELF WITH THE FOLLOWING GUIDELINES.

A WAIVER IS AN INSTRUMENT BY WHICH THE REALTOR® PARTICIPANT OF THE SERVICE SHALL BE EXEMPT FROM PAYMENT OF MULTIPLE LISTING SUBSCRIPTION FEES FOR AN INDIVIDUAL EMPLOYED BY OR AFFILIATED AS AN INDEPENDENT CONTRACTOR WITH THE PARTICIPANT. THE APPLICANT SHOULD BE AN INDIVIDUAL WHO DOES NOT ACTUALLY HAVE ACCESS TO AND USE OF THE SERVICE, OR IF ACCESSING, BE ACCESSING UNDER THE SUPERVISION OF THE DESIGNATED BROKER/PARTICIPANT AND ACCESSING FOR ADMINISTRATIVE PURPOSES ON BEHALF OF THE BROKER/PARTICIPANT OR THE LICENSED REALTOR BY WHOM THEY ARE EMPLOYED ONLY. THIS APPLICANT MAY NOT USE THE SERVICE FOR THE PURPOSE OF LISTING, SELLING, RENTING OR LEASING REAL ESTATE OR TO COLLECT DATA IN AN ATTEMPT TO LIST, SELL, RENT OR LEASE REAL ESTATE AS AN AGENT OR REPRESENTATIVE FOR SELLERS OR BUYERS.

The monthly participation fee of each Participant shall be an amount equal to an amount, as from time to time prescribed by the Managers, times each Subscriber (anyone who has access to the Service). Brokerage Staff and Property Management Staff may be exempted, by approved written waiver, from the payment of a recurring subscriber fee for any 1) paid brokerage staff 2) property management staff who is under the direct supervision of an MLS Participant or the Participant's licensed designee, In the case of 1 or 2, the person waived shall be exempt from MLS recurring subscription fees, but may be charged recurring administration fees. 3) REALTOR with subscription to a different REALTOR MLS who does NOT access NC Regional MLS. The person waived shall be exempt from MLS recurring subscription fees, but may be charged recurring administration fees. Note: BIC's fees will not be waived.

WAIVERS WILL BE GRANTED TO LICENSEES WHO ARE:

- Employed by Broker/Participant as full-time property managers, who never list or sell.
- Employed in a position that only accesses the MLS for administrative purposes as directed by the Broker/Participant and never lists, sells or shows properties that are for sale.
- Licensees who are employed as personal assistants to REALTOR® members and who do not list, sell, rent, or lease real estate.

WAIVER RULES, FEES, AND CHARGES ARE AS FOLLOWS

1. All dues and MLS user fees must be current at the time the waiver application is submitted.
2. During your initial admin/superuser set up you will be billed \$100 for the year and \$100 annually thereafter.
3. If a member on waiver elects to activate his MLS user status before the year is over, the current quarterly MLS fee will be due and payable.
4. If a member on waiver violates the waiver agreement, all waived MLS Fees for that calendar year will be due immediately.
5. The waived member's designated Broker/Participant will be responsible for any fees not paid by the member. If the waiver fee is not paid on the last day of the quarter, the MLS access fee of \$151 will be due.
6. Granting of waivers for the MLS fees in NO WAY AFFECTS THE REQUIREMENT TO PAY ANNUAL DUES FOR LOCAL, STATE AND NATIONAL ASSOCIATIONS OF REALTORS®.

7. Initial requests for waivers shall be approved or disapproved by the Executive Officer, who shall also have the authority to revoke waivers for violations of these policies. Once approved by the Executive Officer, the application will be forwarded to the MLS Board of Directors for final approval. Applicant will have the right to appear at said meeting. Appeals for denial and or revocation must be in writing to the Board of Directors through the Executive Officer. The Board of Directors reviews these waivers and votes on approvals in July of each year.
8. Any internet "presence" of the waived member as an active listing/selling broker must be removed from all office, firm, franchise or personal websites.
9. If a person so waived uses the service for the purpose of finding properties for clients, customers, themselves, or for any other purpose for which a Subscriber would normally use the service, the Participant must immediately notify the MLS in writing and shall pay \$100 or back MLS fees, whichever is greater.
THE SYSTEM DOES NOT ALLOW SHARING OF USER LOGINS AND PASSWORDS. A SEPARATE ACCOUNT WILL NEED TO BE SET UP FOR THE INDIVIDUAL ABOVE.

Waiver forms are to be submitted to:

Traci L. Yoho

Carteret County Association of REALTORS® & Crystal Coast MLS, Inc.

Director of Membership Services & Support

121 N. 28th Street

Morehead City, NC 28557

traci@ccarrealtors.com fax (252) 247-3332

CRYSTAL COAST MLS, INC./ NCRMLS
Waiver Request Waiver Agreement

Complete and Return This Page

TYPE OF WAIVER REQUEST- PLEASE CHECK ONE

- ☐ Brokerage Staff Member/Admin/Superuser ☐ Property Manager
- ☐ Superuser (if working as a personal assistant for an agent)
Name of Agent assisting: _____
- ☐ Staff/Admin (if working on behalf of the entire company or team)
- ☐ Licensed on active status* ☐ Licensed but inactive* ☐ Unlicensed
If Licensed what is your license number: _____

* Includes all types of license(s) designation(s) conferred by an appropriate regulatory agency

Waived Applicant Name (Please Print) _____

Office Name (Please Print) _____

By signing below, I acknowledge that I have read the conditions of the waiver agreement as enumerated on this agreement and agree to abide by those conditions and the conditions as now or later set forth by the North Carolina Regional MLS and Crystal Coast MLS, Inc.

Waiver Applicant Signature/Date _____

Broker-In-Charge Signature/Date _____

\$100 Annual/ Waiver fees are non-refundable and non-transferable.
PLEASE KEEP A COPY OF THIS FOR YOUR FILES

FOR CCMLS COMPLETION

Date Request considered by MLS BOD _____

Request approved Yes _____ or No _____

Date Notification sent to requestor _____

CCMLS Initial _____

Paid: YES _____ NO _____

**IF THERE ARE ANY CHANGES WITH THIS ADMIN/SUPERUSER, WE MUST BE NOTIFIED OTHERWISE YOU WILL
CONTINUE TO GET BILLED WAIVER ACCESS FEES WHICH ARE NON-REFUNDABLE**