



Central Texas MLS Subscription Service: Staff/Office Manager User Agreement

This form is for the purpose of registering licensed and unlicensed office staff users requiring a login and password for the CTXMLS. The CTXMLS rules only allow for one user per login and password. Any staff user in a participating office of the CTXMLS who intends to maintain listings for the broker and/or other agents in the office must register this form with the FRAR Membership Services Department as soon as possible. An email will be sent directly to the staff user with his/her user login credentials which are intended for use by ONLY the person named below.

- Staff Users will need to join the Central Texas MLS Subscription Service.
- If the individual is already a **participating subscriber of CTXMLS**, and no additional login is required, there is no setup fee.
- If the individual is a **new subscriber of CTXMLS**, there is a fee of \$50.00 for the account and login setup.
- If the below named Staff User is replacing a previous Staff User, any subscription fees paid by the brokerage may be transferred to the new Staff User no more than one time per semi-annual billing cycle, and the new Staff User and Broker *must* complete and return this form to FRAR Membership Services.

Name of individual requesting CTXMLS Subscription Service access as Office Staff User:

Email address for above individual: _____

Phone number: _____

Is the individual requesting CTXMLS Subscription Service access licensed? ____ YES ____ NO

- The cost per **unlicensed user** is \$175.88 every six months.
- The cost per **licensed user** is \$259.99 every six months.
- The amount is prorated based on the month of activation.

If so, please provide their license number: _____

If the individual replacing an existing Office Staff User, please provide the name of the previous Staff User:

To be signed by participating Broker: My signature is an acceptance of the terms stated above and I agree and acknowledge that it is my responsibility as the Designated REALTOR® of my office to insure that CTXMLS Rules & Regulations are observed by this Office Staff User:

Name of Designated REALTOR® (Broker) PLEASE PRINT: _____

Signature of Designated REALTOR® (Broker): _____

Date: _____

Company Name: _____

Office Address: _____

City: _____ State: _____ ZIP: _____

Please return this form to FRAR Membership Services: melissa@fourriversrealtors.com or faxed to 866-878-9759.

Payments can be called into FRAR Membership Services at 830-625-6954 in order for services to be activated.