



MLS Office Form

OFFICE FILE INFORMATION:

The following information will represent you on the Navica MLS system. Please complete and return this form, plus the one time \$300 new office set up fee to the **Northeast Central Association of REALTORS® (NECAR)** at **PO Box 1089 Kirksville, MO 63501** within 5 business days. You may contact the Association Executive, Jennifer McKim at 660-216-4933 or necarmo1960@gmail.com.

Office Name	Main Office or Branch	
Address		
City	State	Zip Code
Phone	Fax	
Web Site	Email	

Status _____ MLS and NECAR Primary Member
 _____ MLS and Primary Member of another Association – secondary member of NECAR
 _____ MLS and Non-NECAR Member

*If member of another Association, please provide a letter stating that you are a member in good standing with them. Only after this letter has been received will your membership in the MLS be approved.

OFFICE DUES INFORMATION:

There is a one-time \$300 new office fee payable upon start-up. Each agent in the office will need to pay a one-time \$50 start-up fee plus prorated annual agent dues. Unlicensed office staff will not pay fees or dues. Fees need to be made payable to: NECAR MLS and mailed to NECAR, PO Box 1089, Kirksville, MO 63501. Agent forms and proration of dues are a separate downloadable document.