



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. Forms can also be emailed to necarmo1960@gmail.com, and payment can be made via the online link provided by the Association Executive. You may contact the Association Executive, Jennifer McKim, at 660-216-4933 or necarmo1960@gmail.com.

Office Dues Information: There is a one-time \$300 new office fee payable upon start-up. In addition, there is a one-time startup fee of \$75 applied to each agent or appraiser when opening a new office, as well as to any new agent or appraiser joining an existing office. Unlicensed office staff are not required to pay dues; however, a \$75 startup fee applies to each. A \$75 transfer fee will be assessed whenever an agent transfers to another participating office within NECAR. Agent forms and proration of dues are a separate downloadable document.

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

Status (Pick One):
☐ MLS and NECAR Primary member
☐ MLS and NECAR Secondary Member
☐ MLS and NECAR Non-Member
☐ Office Staff

***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.**