



CRMLS Appraiser Application Process

Items needed to complete the application process:

- Application for Appraiser access for CRMLS
- Copy of Appraiser license
- Copy of California ID or Driver's License

Please Note: Incomplete applications will not be processed.

Submission

- Application must be completely filled out, including signatures and must be dropped off in person.
- Email or fax will not be accepted.
- Payments can be made by cash, check or credit card (MC, Visa, Amex or Discover). Partial and split payments cannot be accepted.

Processing

Your application will be processed within 2 business days of receipt. You will receive a "Welcome Letter" via email with all of your access codes and important information.

Please contact the membership department if you have any questions.



CRMLS Appraiser Access Application

Name _____ Firm Name: _____

*****Please note – we cannot use any name other than the name and company name on your Appraiser license.**

Firm Address: _____
(street) (city) (state) (zip)

Firm Telephone Number: _____ Firm Fax Number: _____

Cell Phone Number: _____ E-mail Address: _____

Driver's License #: _____ Birth date: ____/____/____

Appraiser License #: _____ Expiration Date: _____

To be filled out only if you do not have an appraiser's license but are working under a licensed appraiser:
Licensed Appraiser's Name _____
Appraiser's Signature _____ Appraiser License #: _____

General Terms and Conditions of Membership

- No refund.** I understand that my MLS fees are non-refundable. In the event I fail to maintain eligibility for MLS Services for any reason, I understand I will not be entitled to a refund of my dues or fees. **Applicant initials** _____
- Permission to communicate.** By signing below, I expressly authorize the Board/Association, including the local, state and national, or their subsidiaries or representatives to fax, e-mail, telephone or send by U.S. mail to me, at the fax numbers, e-mail, telephones and addresses above, material advertising the availability of or quality of any property, goods or services offered, endorsed or promoted by the Board/Association. **Applicant initials** _____
- Terms and conditions for applicants applying for MLS access.** I understand and agree that by becoming and remaining a subscriber to the MLS, I agree to abide by the MLS rules and understand that from time to time they are amended. **Applicant initials** _____
- Arbitration Agreement.** A condition of participating in the MLS is that you agree to binding arbitration of disputes. As a MLS Broker or Appraiser Participant or MLS Subscriber, you agree for yourself and the corporation or firm for which you act as a partner, officer, principal or branch office manager to binding arbitration of disputes with (i) other MLS participants and subscribers; or (ii) any other MLS Broker or Appraiser Participant or MLS Subscriber of another Board/Association MLS which shares a common database with this Board/Association MLS through a Regional or Reciprocal Agreement. Any arbitration under this agreement shall be conducted using the Board/Association facilities and in accordance with the Board/Association rules and procedures for arbitration, pursuant to the *California Code of Ethics and Arbitration Manual*. **Applicant initials** _____

I certify that I have read and agree to the terms and conditions of this application and that all information given in this application is true and correct. I understand that any false information or material omissions in this application will be cause for rejection.

Signature of Applicant _____ Print Applicant Name _____ Date of Signature _____

Please check here if you would like a scanned copy of your application and forms emailed to you.



Appraiser Subscription Acknowledgement

I represent that I am a licensed appraiser. I hereby apply for subscription in the Multiple Listing Service (MLS).

My Appraiser License number is _____ with expiration of ____/____/____.

I represent that I do not have an appraiser's license but will be working under a licensed appraiser.

Appraiser's License number is _____ with expiration of ____/____/____.

I understand that I will receive an electronic copy of the CRMLS Rules and Regulations with my welcome letter. I understand that if I do not receive a copy, it is my responsibility to request one through the SBAOR. I agree that I will read and agree to abide by the rules and regulations as standing, and as they may be amended hereafter from time to time.

I understand that as a condition of subscription to CRMLS, each subscriber agrees to arbitrate disputes arising out of the real estate business, with any other Participant or Subscriber of CRMLS and pay the required filing fees according to the Bylaws and the Code of Ethics and Arbitration Manual of the Association. I will also be responsible for any fines or citations that I may incur through said subscriptions.

Signature of Applicant

Print Applicant Name

Date of Signature



South Bay Association of REALTORS® Fee Schedule Notification

MLS Subscription Fees

MLS subscription fees are billed approximately 30 days prior to due date. Payments are due on or before March 31st and September 30th of each year. A late fee of \$25 will be applied after the due date. If your MLS is suspended you will be required to pay any late/reinstate fees that apply.

By signing below I agree that I have read and understand the billing procedures mentioned above.

Signature of Applicant

Print Applicant Name

Date of Signature



Member Change Acknowledgement Form

It is very important that the SBAOR has accurate records for all of our members. Therefore, we want to make sure you are aware of our policy.

Please check that we have all of your information correct when you join the SBAOR. If there are any corrections that need to be made please notify us immediately.

If any of your information changes, including your address, phone numbers and most importantly your email address, it is your responsibility to get the new information to us via email or fax.

Please be aware that all of our important announcements, class information, payment receipts and your MLS and Association bill notices go out via email **ONLY**.

By signing this document you are confirming that we currently have all of your information correct and that you will notify us if any of your information changes. You are also acknowledging that you are aware that your billing notices will be delivered via email only and if your email is incorrect or you don't provide us an email address, it will be your responsibility to contact us to receive your bills.

Signature of Applicant

Print Applicant Name

Date of Signature



Credit Card Authorization Form

Incomplete Applications will not be processed

****Before Submitting make sure you have included the following:**

- Application for membership
- Copy of Bureau of Real Estate (BRE) License
- Copy of California ID or Driver’s License
- Application signed by the Broker of Record
- Letter of Good Standing from previous/current Association with NRDS number *(Only for transfers and secondary memberships)*

Applicant Name _____

I authorize my MasterCard _____ / Visa _____ / AmEx _____ / Discover _____

To be charged the amount of \$ _____

Card Number _____ Exp ____/____

Last 3 digits (4 digits on the front for AmEx) located on the back of the card on signature box

Billing Address for Credit Card _____

City _____ State _____ Zip _____

Cardholder name if different from applicant _____

_____ Date ____/____/____

Cardholder Signature

SBAOR USE ONLY Staff Initials: _____

Confirmation# _____ Date _____

Notes: _____