



## 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.**





## 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 31<sup>st</sup> and September 30<sup>th</sup> 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.**

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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.*

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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: \_\_\_\_\_