

**Northwest Ohio REALTORS®  
ADDITION / CHANGE FORM**

Company Name \_\_\_\_\_ Company Phone \_\_\_\_\_

Office / Branch Address \_\_\_\_\_

***If this is for a license return, please include a copy of the letter sent to the state.***

**Applicant's Status**

- ☐ New Member (Primary or Secondary)
- ☐ Reinstatement *(Includes \$350 in Fees.)*
- ☐ Transfer *(Includes \$250 Transfer Fee.)*  
*(Licensee transfers from one NOR company to another.)*
- ☐ License Return *(Your company is returning a license to the Ohio Division of Real Estate.)*
- ☐ Multiple Listing Only  
*(Please indicate Board of Choice below.)*
- ☐ Listing Secretary *(Non Licensed office personnel.)*
- ☐ Agent Assistant *(Non Licensed assistant.)*

Please indicate your Primary Board of choice:

**Access Level Requested**

- ☐ AG – (Agent with listing load capabilities)
- ☐ AW – (Agent without listing load capabilities)
- ☐ HB – (Broker with listing load capabilities)
- ☐ OM – (Office Manager with listing load capabilities)
- ☐ LS – Listing Secretary – *(Includes \$125 Access Fee)*  
*NON LICENSEE office personnel needing MLS access.  
Listing Secretary access will be able to change any listing in the office or firm.*
- ☐ Agent Assistant – *(Includes \$50 Access Fee)*  
*(NON Licensee - no listing load capabilities.  
MLS access to agent's listings may be available. Contact MLS for more information.)*

Month <b>Licensed</b>	NOR New Member Fee	OR New Member Fee	OR Dues	NAR Dues	NOR Dues	MLS New Member Fee	MLS Fees	Total
January	\$ 350.00	\$ 50.00	\$ 220.00	\$ 195.00	\$ 252.00	\$ 250.00	\$ 259.50	\$ <b>1,576.50</b>
February	\$ 350.00	\$ 50.00	\$ 206.08	\$ 182.50	\$ 231.00	\$ 250.00	\$ 216.25	\$ <b>1,485.83</b>
March	\$ 350.00	\$ 50.00	\$ 192.17	\$ 170.00	\$ 210.00	\$ 250.00	\$ 173.00	\$ <b>1,395.17</b>
April	\$ 350.00	\$ 50.00	\$ 178.25	\$ 157.50	\$ 189.00	\$ 250.00	\$ 129.75	\$ <b>1,304.50</b>
May	\$ 350.00	\$ 50.00	\$ 164.33	\$ 145.00	\$ 168.00	\$ 250.00	\$ 86.50	\$ <b>1,213.83</b>
June	\$ 350.00	\$ 50.00	\$ 150.42	\$ 132.50	\$ 147.00	\$ 250.00	\$ 43.25	\$ <b>1,123.17</b>
July	\$ 350.00	\$ 50.00	\$ 136.50	\$ 120.00	\$ 126.00	\$ 250.00	\$ 519.00	\$ <b>1,551.50</b>
August	\$ 350.00	\$ 50.00	\$ 122.58	\$ 107.50	\$ 105.00	\$ 250.00	\$ 475.75	\$ <b>1,460.83</b>
September	\$ 350.00	\$ 50.00	\$ 108.67	\$ 95.00	\$ 84.00	\$ 250.00	\$ 432.50	\$ <b>1,370.17</b>
October	\$ 350.00	\$ 50.00	\$ 94.75	\$ 82.50	\$ 63.00	\$ 250.00	\$ 389.25	\$ <b>1,279.50</b>
November	\$ 350.00	\$ 50.00	\$ 80.83	\$ 70.00	\$ 42.00	\$ 250.00	\$ 346.00	\$ <b>1,188.83</b>
December	\$ 350.00	\$ 50.00	\$ 66.92	\$ 57.50	\$ 21.00	\$ 250.00	\$ 302.75	\$ <b>1,098.17</b>

**\*\*All new agents licensed 8/1/23 to 12/31/23 will be billed 2024 dues of \$667 on 1/3/24 due on 2/2/24\*\***

***If paying by check, please provide a separate check for your **MLS Fees**. Thank you.***

NAME \_\_\_\_\_ REAL ESTATE FILE # \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE for LISTINGS \_\_\_\_\_ (hm/cell/off) DATE LICENSED \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

TRANSFER FROM \_\_\_\_\_ to \_\_\_\_\_  
(Old Company) (New Company)

**\*\*\*I am aware of the fees outlined by NOR and acknowledge they are non-refundable and must be paid in full before MLS access is granted.\*\*\***

***Both signatures are required below or this form is incomplete and will not be accepted.***

\_\_\_\_\_  
(Agent Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Broker Signature)

\_\_\_\_\_  
(Effective Date)

For final information regarding Membership Fees, please contact Stephanie Cordle: [stephanie@nworealtors.com](mailto:stephanie@nworealtors.com) 419-535-3222



## MEMBER INFORMATION SHEET

**Please complete ALL of the information below.**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Choose Preferred Pronouns:    he/him                      she/her                      they/them                      .

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell phone number: \_\_\_\_\_ May we send you NOR related texts?    Yes ☐    No ☐

Send Written (Rare) Correspondence To (Select One):    Home ☐    Work ☐

Phone number to appear with listings: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Year Originally Licensed: \_\_\_\_\_

Primary specialty:

Appraiser	<input type="checkbox"/>	Residential	<input type="checkbox"/>
Property Management	<input type="checkbox"/>	Commercial	<input type="checkbox"/>

Are you interested in receiving any of the following specialty communications?

Commercial News	<input type="checkbox"/>
MLS News	<input type="checkbox"/>
Legislation & Licensing News	<input type="checkbox"/>
Property Management & Investment News	<input type="checkbox"/>

(You will still receive your Association & MLS invoices via email.)

*By taking the time to complete the above information in its entirety you are allowing us to better meet your needs and the needs of all of our members. Thank you!*

## MULTIPLE LISTING SERVICE SUBSCRIPTION AGREEMENT (LICENSED SUBSCRIBER)

### Licensed Subscriber Information

Name: \_\_\_\_\_  
("Licensed Subscriber")

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

### Firm Information

Name: \_\_\_\_\_  
("Firm")

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Primary Board or Association (if Northwest Ohio REALTORS®): \_\_\_\_\_  
(provide letter of good standing to NORIS)

Licensed Subscriber has elected to utilize the NORIS Multiple Listing Service ("MLS"). In consideration of Northwest Ohio REALTORS® ("NOR") and Northwest Ohio Real Estate Information Systems, Inc. ("NORIS") making the MLS available, and as a condition of utilizing the MLS, Licensed Subscriber, individually and on behalf of all persons employed by or affiliated with Licensed Subscriber who utilize the MLS (collectively called "Affiliated Persons"), agrees to the following:

1. Licensed Subscriber shall comply with the provisions of the NORIS Code of Regulations, NOR Bylaws, MLS Rules and Regulations, and any other obligations of utilization of the MLS, including but not limited to end user license agreements for any proprietary software systems utilized by the MLS and any license agreements to which Licensed Subscriber and NORIS are parties, all as amended from time to time (collectively called "MLS Documents"). Licensed Subscriber acknowledges that [i] access to and use of the MLS is contingent on compliance with the MLS Documents, including payment of fees; and [ii] Licensed Subscriber is responsible for ensuring compliance with the MLS Documents by all Affiliated Persons.
2. Licensed Subscriber shall be bound by the Code of Ethics of the National Association of REALTORS® including the obligation to submit to ethics hearings and the duty to arbitrate contractual disputes with other REALTORS® in accordance with the established procedures of NOR and NORIS.
3. A violation of the Code of Ethics may result in the termination of Licensed Subscriber's MLS privileges. Failure to make payments when due, disclosure of Licensed Subscriber's MLS password in violation of the MLS Documents, and failure to comply with any applicable license agreement are some but not all of the violations of the MLS Documents that may also result in the termination of Licensed Subscriber's MLS privileges.
4. NORIS grants Licensed Subscriber a license to use the proprietary software system licensed to NORIS for accessing the MLS. This license is granted subject to the terms and conditions of the applicable end user license agreement agreed to by Licensed Subscriber and shall terminate upon the termination of Licensed Subscriber's access to the MLS for any reason.
5. Licensed Subscriber is responsible for all monetary obligations associated with the use of the MLS by Licensed Subscriber or any Affiliated Persons.
6. Licensed Subscriber indemnifies and saves harmless NOR and NORIS from any and all claims, damages, causes of action, judgments, and expenses (including reasonable attorneys' fees) incurred by NOR or NORIS in connection with or arising from [i] property listing content submitted by or on behalf of Licensed Subscriber; [ii] use of the MLS by Licensed Subscriber or any Affiliated Persons; and [iii] violation of any terms of the MLS Documents by Licensed Subscriber or any Affiliated Persons. If any action, suit or proceeding is brought against NOR or NORIS, by reason of any such claim, Licensed Subscriber, upon notice from NOR or NORIS, shall defend the claim at Licensed Subscriber's expense with counsel reasonably satisfactory to NOR and NORIS.
7. Licensed Subscriber acknowledges that NORIS and NOR do not verify the property listing content in the MLS compilation, are not responsible for its accuracy, and are not liable for its content.

### Licensed Subscriber:

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Effective Date of Agreement: \_\_\_\_\_

### Firm:

Firm Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_



590 Longbow Drive  
Maumee, OH 43537  
419.794.7271

The Northwest Ohio Real Estate Information System (NORIS) proudly offers the following products to all participating members.



Participation in the Northwest Ohio Real Estate Information System (NORIS) Multiple Listing Service (MLS) is open to any REALTOR® member of Northwest Ohio REALTORS®. Principals, partners, corporate officers or brand office managers acting on behalf of a principal who are members of any other REALTORS® Board are also eligible to participate in the MLS.