

# How REALTOR® Association and MLS Fees Are Charged

## Important Definitions:

**Designated REALTOR® (DR):** The principle Broker of the firm who joined the REALTOR® Association

**REALTOR®:** An agent licensed with a Designated REALTOR® who joined the REALTOR® Association

**Non-member:** An agent licensed with a Designated REALTOR® who is *not* a REALTOR® and on whose behalf the Designated REALTOR® owes a non-member assessment

**MLS Participant:** The Designated REALTOR® who joined the MLS as the member; responsible for all fees owed to the MLS

**Subscriber:** An agent who has access to MLS access through the MLS Participant and who receives a bill for the subscription service

## REALTOR® dues formulas:

**Designator REALTOR®:** Annual dues include his/her personal dues PLUS a non-member assessment for each non-member licensed with the firm.

**REALTOR®:** Dues of *joining* members are prorated from the date an agent becomes licensed with a Designated REALTOR®.

Dues of *returning* members are owed in advance of the upcoming year no later than December 31.

## MLS Fee/Payment Responsibilities:

MLS Participants are responsible for all fees owed to the MLS by all Subscribers. Although the MLS bills Subscribers individually, any unpaid fees are the responsibility of the Participant within 30 days of the original due date. Participants with unpaid invoices after 30 days of the original due date could experience a loss of MLS service to the firm.

## To avoid fee misunderstandings:

Send new agents to the Join Us section on <https://cmr.realtor> where estimated fees, joining obligations, and the membership application can be found. Review the Joining Fees section with your new agents to ensure there are no misunderstandings about the fees that will be charged.

Remind new agents who join you after October 1 that the upcoming year REALTOR® dues and upcoming MLS fees will be included in the fee total quoted.

Encourage new agents to set up their onboarding appointment with CMR staff [membership@cmr.realtor](mailto:membership@cmr.realtor) within 30 days of licensure to receive a \$100 discount on the application fee.

Remind new agents that CMR and MLS staff are in the billing business, but not in the collection business. Staff only communicates with the Broker when an invoice is past due. Encourage new agents to set up their MLS fees for auto-billing to avoid late fees and interruption in service. (*Annual REALTOR® dues cannot be auto-billed*).