

Steamboat Springs Board of REALTORS®

NEW AGENT/TRANSFER AGENT CHECKLIST

New Associate Broker License:

Contact Association Executive at Board offices 970-879-4663.

If your license is placed with an employing broker who is a Participant of the Steamboat Springs Board of REALTORS®, you must apply to become an MLS Subscriber. *Designated Brokers are required according to the Bylaws, to so inform the Board of REALTORS® of all current licensees within 30 days..*

Board Requirement for application:

1. Copy of current Colorado Real Estate License
2. Complete Application form (available for download at www.ssbr.org, click on *Industry* pull-down).
3. One-time MLS Participation fee
4. Annual State, National & Local Dues (prorated monthly)
5. “Ethics and Professional Practices” 6-Hour course certificate (available on-line at www.vaned.com)
6. Board of Directors Approval
7. Upon Director approval, you will be notified of your secure access code to MLS Service, passcode, and eligibility to participate as MLS Subscriber.

New Independent Broker with MLS Access:

Contact Association Executive at Board offices 970-879-4663.

Board Requirement for application:

1. Copy of current Colorado Real Estate License
2. Complete Application form (available for download at www.ssbr.org, click on *Industry* pull-down.
3. One-time MLS Participation fee for Broker and New Office
4. Annual State, National & Local Dues (prorated monthly)
5. “Ethics and Professional Practices” 6-Hour course certificate (available on-line at www.vaned.com)
Or proof of quadrennial Ethics course requirement + NRDS # if prior board member
6. Board of Directors Approval

Agent Transfer to Another MLS Participating Office:

1. *Former Broker Participant* contact Board office of Status change immediately (Bylaws requirement)
2. Agent provide proof that license has been transferred with Real Estate Commission to *New Employing Broker Participant Office*.
3. \$25 Transfer fee payable to Steamboat Springs Board of REALTORS® to transfer state, national and local membership records.
4. All active listings must with withdrawn from MLS *prior to* transfer records in MLS Service
5. All accounts receivable must be current (MLS Access fees, dues)