



### **TEAM ID POLICY**

- Team ID's for Matrix will be issued upon receipt of the proper application and fees of \$360 per Team ID, per year.
- Team names may not include Affiliates, Alliance, Associates, Business, Collective, Co., Company, Cooperative, Cooperation, Corporation, Division, Enterprise, Entity, Exchange, Firm, Group, Holdings, Incorporated, LLC, LP, Office, Operation, Organization, Partnership, Practice, Professionals, Proprietor, Real Estate, Realty, Supplier, Trade, Unite, Venture or any word that implies that a team is a business entity so as not to be construed as a real estate firm.
- Team leaders shall submit a quarterly Team Certification, listing their team members. Team Certification shall be countersigned by the MLS Participant or Principal Broker for the team.
- Any listing entered in the MLS under a Team ID is required to have the listing agent name and contact phone number entered in the Direct Contact Field.
- When a sale is intended to be closed out in the MLS as a team transaction, the selling broker shall notify listing agent/broker in writing that it needs to be closed out under a team ID.
- Any licensee or staff person in the listing brokerage with *OFFICE LEVEL ACCESS OR HIGHER* can make changes to the closed transaction within eight days of the closing date.
- Once the eight-day deadline has passed, the MLS staff will have to make the change and a listing change fee of \$50.00 will be charged. The fee will be assessed to the selling brokerage, unless they can document that they notified the listing brokerage in the above manner. The listing brokerage will be responsible for payment of the change fee in the event that they were properly notified but failed to close the transaction as requested.
- No listings will be changed until the listing change fee is paid in full.



**TEAM ID REQUEST/QUARTERLY CERTIFICATION**

**MLS@ARKANSASONEMLS.ORG**

**NEW REQUEST**       **CERTIFICATION FOR:** \_\_\_\_\_  
*Please print your existing Team ID*

Date: \_\_\_\_\_

Brokerage Name: \_\_\_\_\_

Location/Branch: \_\_\_\_\_

Team Leader Name: \_\_\_\_\_

Team Name: \_\_\_\_\_

Team Contact Phone: \_\_\_\_\_

Team Contact eMail: \_\_\_\_\_

Does the Team have a designated administrative staff member?    Yes    No

*If your administrative staff member needs MLS access, please complete and submit a Dues Waiver Request, found on the Matrix homepage.*

**Please list your team members below. If you need additional space, attach a separate sheet.**

Team Member Name	Team Member's Individual MLS ID

- Team Leader requests that ArkansasOne MLS issue a Team ID under which the following licensed agents will record all listings and sales transactions. Team Leader acknowledges receipt and understanding of the attached Team ID policy.
- Team Leader acknowledges that users of this Team ID are NOT exempt from the Rules and Regulations of the MLS service. Broker/Participant is responsible for distributing/explaining the current Rules and Regulations to subscribers.
- The Team Leader and Broker Participant are responsible for submitting a quarterly update to include team roster changes and team administrative staff changes.

\_\_\_\_\_  
 Team Leader Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Broker Participant Signature

\_\_\_\_\_  
 Date