

POCONO MOUNTAINS ASSOCIATION OF REALTORS®
MLS SUBSCRIBER APPLICATION

I, _____ hereby apply for access to the above-named Association's MLS and agree to pay the amount of \$_____.

- Application Fee- **\$ 200.00**
- MLS Service (Prorated if applicable)- \$_____

Thereafter, I will pay the Quarterly MLS fees of **\$170.00** due on:

January 1st April 1st July 1st October 1st.

If I ever wish to cancel my MLS services I will notify the Association in writing. Failure to pay fees as due does not qualify as a cancellation of services, and I understand I am responsible for all fees incurred up until the date *written* notification is received by the Association. Failure to update contact information with the Association does not absolve me of the responsibility for paying fees. **Initial:**_____

I hereby submit the following information for your consideration:

Name as Shown on License _____ PA License No. _____
Home Mailing Address _____
Date of Birth: _____ Email Address _____
Cell Phone Number: (_____) _____ Cell Phone Provider: _____
Office Name _____
Office Phone # _____ ext. _____ Office Fax # _____
Office Address _____

I understand that providing my mailing address(es), email address(es), and telephone number(s), I consent to receiving communications sent from the POCONO MOUNTAINS ASSOCIATION OF REALTORS®, PENNSYLVANIA ASSOCIATION OF REALTORS®, and the NATIONAL ASSOCIATION OF REALTORS® via U.S. mail, email, telephone, text or facsimile at those number(s)/location(s). **Initial:**_____

I WILL AGREE TO ABIDE BY THE PMAR MLS RULES & REGULATIONS. **Initial:**_____

Please provide the Association you hold **Primary** membership with: _____
***A Letter of Good Standing is required to be submitted with this application.**

PMAR MLS User Information:

FlexMLS address is poc.flexmls.com

Your user ID will include the poc. plus, the eight (8) lowercase characters which will be assigned to you by Pocono Mountains Association of REALTORS staff. (example: poc.johnsonb)

The first time you go into the system you will use the default password of nowfbs01.

We urge you to immediately change the password to secure word of your choice.

To change password:

- Click Menu
- Click Preferences
- Click My Profile
- Click Security
- Click Change Password
- Enter old password (nowfbs01)
- Enter new password
- Retype new password

PMAR Navica User Information:

Navica address is www.navicamls.net

Navica is your location for billing, events, and association news. This system is separate from FlexMLS. Your username will be your NRDS number and your password will be randomly generated. You will receive an email from Association staff with this log on information.

PLEASE NOTE: ACTIVATION OF MLS SERVICES BY THE MLS COORDINATOR CAN TAKE UP TO 72 BUSINESS HOURS OF RECEIPT OF THE COMPLETED PAPERWORK PACKAGE.

ATTACHMENTS: A COPY OF YOUR PA REAL ESTATE LICENSE - DRIVERS LICENSE - LETTER OF GOOD STANDING FROM YOUR PRIMARY MEMBERSHIP MUST BE ATTACHED TO THIS APPLICATION.

SIGNATURE OF APPLICANT

DATE

SIGNATURE OF BROKER

DATE

(PMAR Administrative Use Only)

Subscriber Name: First _____ Middle _____ Last _____

Office Code: _____ Office NRDS #: _____

RE License #: _____ Member NRDS# _____

Processed:

NAVICA _____ NRDS: _____ MLS: _____

QuickBooks: _____ Outlook: _____ Supra: _____

NEW

REINSTATE

MLS USER ID

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MLS Coordinator Use:

Subscriber contacted: _____
