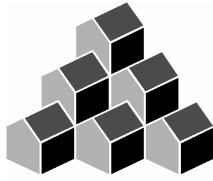


TRIANGLE MLS
MULTIPLE LISTING SERVICES

New Firm Information



**111 Realtors Way
Cary, NC 27513
Phone: (919) 654-5400
Fax: (919) 654-5401
Website: www.trianglemls.com**



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FIRM APPLICATION TO TMLS

- a. Participation in the Service is available to the firm, partnership, or corporation of any REALTOR® Principal in good standing as a member of any Board of REALTORS® recognized by the National Association of REALTORS®.
- b. If you are an existing MLS user and wish to establish your own firm in the Triangle MLS, Inc., you must attend a one-hour MLS Orientation class. Call Alma Palmer at the MLS office to sign up for this class.

NEW (ASSOCIATES) SUBSCRIBERS

To become a member of Triangle MLS, Inc., all Subscribers (Associates) are required to take the *TMLS Orientation class* and the *computer class*. After both classes have been completed the Associate must have a *Subscriber/Password Security Agreement signed by the Participant (Broker-in-Charge) and the Subscriber (Associate)*.

Principal brokers are responsible for their Associates. If an Associate leaves an office, the Principal broker is responsible for submitting a Notice of Agent Termination Form. An MLS fee will be charged to the company until this form is signed by the Broker-in-Charge and faxed to TMLS at 919-654-5402.

OFFICE HOURS

8:30 - 5:00 Monday through Friday. Holiday closings will be listed on the "Welcome Screen" of the TEMPO website.

LISTINGS

There is no listing fee charge. However, there is a **\$25.00 input fee** if the listing is entered by the TMLS staff. Firms without a computer should turn in a profile (input) sheet to the TMLS office. If the sheet is incomplete it will be returned to your office, because we cannot enter listing information without written authorization of all items. (Profile sheets may be faxed to the TMLS office.) Changes must be submitted to TMLS in writing.

SUPPLIES

The following TMLS supplies are available at your Board office:

- Exclusive Right to Sell contract
- Combination Lock Boxes
- Maps

Contact your Board office for a more detailed list and prices.

WWW.TRIANGLEMLS.COM

The following information can be found on the Triangle MLS, Inc. website:

- Profile Sheets may be downloaded from: www.trianglemls.com/visio-profilesheets.html
- Tempo Tips for Members: www.trianglemls.com/tmls-temposupport.htm
- Update your personal information online: www.trianglemls.com/tmls-memberupdate-external.htm

IDX Information: www.trianglempls.com/tmls-help-idx.html
Sign up to have IDX data on firm website: <http://idx.trianglempls.com/setup/>

SHOWING INSTRUCTIONS

Showing instructions and appointments should be handled through Centralized Showing Services provided by the Triangle MLS, Inc. Members of Triangle MLS are not authorized to give their pin numbers (or passwords) used for accessing the Appointment Center to non-members of Triangle MLS, which may include home sellers, inspectors, or service providers.

Combinations to lock boxes are to be used only by authorized participants of the Triangle MLS, Inc.

BILLING

Each member company is assessed a per month per Associate fee based on the number of Associates affiliated with the member company on the 11th day of the month at the time of billing. All fees are prepaid. Monthly statements are e-mailed out on the 15th of the month. **Payment is due by the 1st of the following month. All statements must be paid in full by company check .**

Any member company who has not paid the TMLS fees 30 days from the billing date will have their computer access terminated. Fees paid after 30 days will have to be paid in full in addition to a \$150.00 reinstate fee.

Any member company who has not paid the TMLS fees sixty (60) days from the date billed will automatically be dropped from the Service "not in good standing". To reactivate membership, after being dropped for non-payment of fees, the company will have to pay all back fees, have a new application, and a new application fee must be submitted to the Service in accordance with the By-laws.

There is a \$30 fee for all returned checks.

SCHEDULE OF FEES (ALL FEES ARE SUBJECT TO CHANGE)

Firm Application fee - \$1500.00 (NON-REFUNDABLE)
*Branch Office fee - \$200.00 (NON-REFUNDABLE)
Associate User fee - \$ 50.00 per month
Licensed Administrative Assistants - \$ 50.00 per month
Unlicensed Administrative Assistants - No Charge
Reconnect fee - \$150.00
Password security violation - \$1500.00

The TMLS Directors have the authority to set fees. You will be notified of any changes.

*Branch office must be a separate address with a Broker-in-Charge of a REALTOR® Principal currently Participating in Triangle MLS, Inc.

Revised 08/03/07

Triangle MLS, Inc. Monthly Billing Tips

Triangle MLS begins the billing process on the 11th of the month, and the statements are e-mailed to the member companies on the 15th of the month. All MLS fees are prepaid. Each member company will be assessed a per month user fee for each licensed MLS user that is affiliated with the company on the 11th of the month. Payment is due the first of the month and must be paid in full by a company check or by a credit card. TMLS does not accept payment from Associates within the company. Payments for the company's open balance may also be submitted online at www.trianglemls.com.

At the time the statements are e-mailed, any company that has an outstanding balance will be mailed a notice through the US Postal Service. If the past-due amount and the current amount are not paid by the 1st of the following month service will be suspended. Before services can be reconnected, the company must pay their statement in full plus a **\$150** reinstatement fee.

If a company has not paid their statement within 60 days they will be sent a certified letter stating that the company is being dropped from Triangle MLS for non-payment of fees.

There is a **\$30** fee for all returned checks. If the bank has returned a check to Triangle MLS due to insufficient funds the check must be replaced by either a money order, cashiers check, cash, or credit card. The total to be repaid will be the amount of the returned check plus the **\$30** return check fee.

Calls concerning billing question must be made by the Broker-in-Charge, not by the Associates. **Do not deduct any charges from your TMLS statement without contacting the TMLS office.** The CSS office does not get involved with the TMLS monthly billing. Please do not call the CSS office with billing related questions. Credits and invoices are issued through the TMLS office.

Please make sure your monthly payment gets to the TMLS office by the 1st of the month. Any payment received after the 1st is considered late.

To insure prompt and accurate posting to you account, please send the perforated top portion of your statement with your payment. If you do not have a copy of your statement, please write your agent number or your firm number on your check.

If an Associate leaves an office, the Broker-in-Charge will need to fax the Notice of Agent Termination form to 919-654-5402. If this form is faxed before the 10th day of the month, the agent will NOT be on the company's bill for the upcoming month.

Please see the Transfer and Termination policies for further details.
www.trianglemls.com/tmls-notice_agent_termin.htm

PAY YOUR TMLS STATEMENTS ONLINE

If you are a Broker-In-Charge and want a fast, easy way to pay your TMLS statement, use our website! Log on to www.trianglemls.com and complete the following steps:

1. Click on **Membership Services**, then **Broker-In-Charge Online Bill Payment**.
2. “Logon ID” is your **Agent #** and “Password” is your **TEMPO password**.
3. Click **Submit**.
4. Click the **Pay Now** box after the invoices that you want to pay.
5. Click **Choose Payment Options**. Click **Credit Card**.
6. Enter your credit card information. Click **Submit**.
7. Verify that all information is correct. Click **I authorize this transaction**.
8. **Print the final page. This is your receipt.**

Transfer and Inventory Policy

Transferring

In order for an Associate to transfer from one company to another, the new Broker-in-Charge, as well as the Associate, must ***complete and sign*** the Subscriber/Password Security Agreement. This form needs to be faxed to 919-654-5402. The new Broker-in-Charge will be e-mailed confirmation of this transfer. If this form is faxed before 4pm Monday thru Friday, the transfer will be effective that day.

Inventory

Listing contracts belong to the Broker. These may be transferred from office to office within the same company, but require written permission from the previous Broker-in-Charge. For agents transferring to a new company, the original listing office has the option of either retaining the contract or withdrawing it, which reflects a cancelled contract. Once the property has been withdrawn, it can be listed by the new Broker.

Triangle MLS, Inc. Listing Disposition

The matrix below presents how listings are handled in the following situations: an agent transfers offices within a firm, an agent changes firms, a Broker-in-Charge leaves an office, an office closes and a firm is purchased by another firm.

Definitions

Off-Market Listings = Expired, Withdrawn and Closed, will always remain in the original listing agents and listing firm's inventory.

Current Listings = Active, Contingent, Pending and Temp-Off-Market.

Action

<u>Situation</u>	<u>Old Broker-in-Charge</u>	<u>New Broker-in-Charge</u>	<u>Triangle MLS Staff</u>
Agent changes office in same firm and			
-the listing(s) will remain with the office.	Transfer Current listings to another agent(s) in office	No action	No action
-the listing(s) will be transferred to the new office within the same firm.	BIC gives written permission for agent to take some or all Current listings to new office within the same firm.	No action	Transfer Current listings per written instructions to new office within the same firm.
Agent leaves firm and			
-listings remain with the firm.	BIC transfers the Current listings to a new agent.	No action	No action
-the BIC agrees to cancel "Active" and "Temp-Off-Market" listings.	"Active" & "Temp-Off-Market" listings are given a "Withdrawn" status. "Contingent" and "Pending" listings are transferred to another agent(s) in office.	New listing agreements signed by seller and entered into MLS after original listing agreements at old firm are "Withdrawn".	No action
Broker-in-Charge leaves firm	No action	BIC transfers any Current listings to another agent or her/himself.	No action
Office Closes	"Withdraw" all "Active" and "Temp-Off-Market" listings.	N/A	Check office listings. "Contingent" and "Pending" are closed out with information provided by coop broker or public records

Transfer and Inventory Policy

Firm changes name	Owner/BIC send written notice to TMLS of name change.	N/A	Confirm new firm name with RE Commission. Update Rapattoni to reflect new firm name.
Two firms merge to form a new firm - all listings of both firms to transfer to the new firm.	Owner/BIC of first firm sends written notice of merger and provides written instructions on what listings (Off-market and/or Current) are to be transferred to the new firm.	Owner/BIC of 2 nd firm sends written notice of merger and provides written instruction on what listings (Off-market and/or Current) are to be transferred to the new firm.	Confirm the office and BIC information with the RE Commission. Change the record of one firm in Rapattoni. Transfer all listings of the second firm into the new firm. Inactivate the second firm in Rapattoni.
-some listings of each firm to transfer to the new firm.	Owner/BIC of firm first sends written notice of merger and provides written instructions on what listings (Off-market and/or Current) are to be transferred to the new firm.	Owner/BIC of 2 nd firm sends written notice of merger and provides written instruction on what listings (Off-market and/or Current) are to be transferred to the new firm.	Confirm the office and BIC information with the RE Commission. Set up a new firm office in Rapattoni. Transfer the listings per the instructions of the two owners/BICs to the new office. Inactivate the two old firms in Rapattoni.
Firm/Office is purchased by another firm but remaining open - all listings to transfer to the purchasing firm.	Owner/BIC of firm sold sends written notice of sale and provides written instructions on what listings (Off-market and/or Current) are to be transferred to the purchasing firm.	Owner/BIC of purchasing firm sends written notice of the sale and provides written instruction on what listings (Off-market and/or Current) they expect to be transferred to the purchasing firm.	Confirm the office and BIC information with the RE Commission. Change the name of the office being purchased in Rapattoni. This will transfer all the listings in Tempo to the new firm.
-some listings to transfer to the purchasing firm.	Owner/BIC of firm sold sends written notice of sale and provides written instructions on what listings (Off-market and/or Current) are to be transferred to the purchasing firm.	Owner/BIC of purchasing firm sends written notice of the sale and provides written instruction on what listings (Off-market and/or Current) they expect to be transferred to the purchasing firm.	Confirm the office and BIC information with the RE Commission. Create a new office record in Rapattoni. Transfer the listings per the instructions of the two owner/BICs to the new office. Inactivate the old office record.
Firm/Office is purchased by another firm and is being closed - all listings to transfer to the purchasing firm.	Owner/BIC of firm sold sends written notice of sale and provides written instructions on what listings (Off-market and/or Current) are to be transferred to the purchasing firm.	Owner/BIC of purchasing firm sends written notice of the sale and provides written instruction on what listings (Off-market and/or Current) they expect to be transferred to the purchasing firm.	Change the name of the office in Rapattoni. This will transfer all the listings in Tempo to the new firm.
- some listings to transfer to the purchasing firm.	Owner/BIC of firm sold sends written notice of sale and provides written instructions on what listings (Off-market and/or Current) are to be transferred to the purchasing firm.	Owner/BIC of purchasing firm sends written notice of the sale and provides written instruction on what listings (Off-market and/or Current) they expect to be transferred to the purchasing firm.	Transfer the listings per the instructions of the two owner/BICs to the purchasing firm. Inactivate the old firm in Rapattoni.



Data Distribution Programs

Data Distribution Program Summaries

IDX – stands for **Internet Data Exchange**.

This is a Broker advertising program. This program permits brokers who participate in the program to display each other's Active and Contingent listings on their respective web sites. Participation in the program is by office/firm. Active and Contingent listings of the participating firms are added to the IDX data base. Rules and policies spell out the standards to be met for an authorized IDX web site. Brokers/firms determine their own rules regarding requests for agent web sites displaying IDX listing data. The Broker/firm must approve, manage and oversee the IDX web sites of their agents. Individual sellers may decline the option of displaying their property information on the Internet.

- Your Firm does not have to have a website to have your listings in the IDX program.
- All new firms are presumed to be participating in IDX. If you **do not** wish to participate you should go to: <http://idx.trianglemls.com/setup> and click on the link that is named: IDX Office Participation, fill out the form and submit.
- If your Firm has been a member of TMLS for more than 4 years, your Firm was grandfathered into the IDX program.

** Note: listings that are marked **Internet "No"** will **NOT** be displayed in the IDX data.*

What are the steps that my Firm needs to go through to show the IDX listings on its Firm website?

1. Your Firm has agreed to participate in the IDX program.
2. Your Firm has a Firm website branded as such.
3. Your Firm has three choices as far as their IDX solution:
 1. The Firm can use the TMLS Smart Frame Link that is provided by TMLS for its members. This is a service that TMLS provides free-of-charge.
 2. The Firm can choose one of the preferred web vendors to provide the IDX solution. A list of vendors may be found at www.trianglemls.com, click on Data Distribution (http://www.trianglemls.com/tmls-data_distribution_index.htm), then [IDX Rules, Policies, FAQ's](#) .
 3. The Firm can use a vendor of their choice, once the vendor is registered by TMLS.

4. Fill out the online IDX paperwork; you can make all of the Firm's selections online. Directions can be found by going to: <http://idx.trianglemls.com/setup> then click on the link titled *Directions for Signup*.

VOW – stands for **Virtual Office Website**.

This is a website that provides brokerage services over the Internet. Firms may not opt out of this program however a seller may opt out by selecting Internet = No when a listing agreement is signed. The rules for this program are somewhat different from the rules of IDX or NCDS. One specific difference is that web site users will be required to review and accept the agency disclosure material required by the Real Estate Commission. Users will also be required to register and be given a password to access the listing information.

To sign up for the VOW program, go to <http://idx.trianglemls.com/setup> to fill out the online paperwork.

CDS – stands for **Carolina Data Share**, the working name for the program. This is a bigger IDX program. The significant difference between IDX and NCDS is that the NCDS data base will include the listings of brokers participating from six MLSs: Charlotte, Greensboro/Winston Salem/High Point, Wilmington, Brunswick County, NC Mountains area and Triangle MLS. The rules will permit the display of all the listings or a sub-set of the listings in the NCDS data base. For example: if a broker specializes in condominiums his/her website may only display the condominiums from the six MLSs. The program rules will be finalized sometime in the first half of 2009. As this program develops more information including the rules will be emailed to you and provided to all Web vendors.

For questions concerning IDX or VOW you may contact:

Carol Hamrick at 919.654.5400 – ext, 213
carolh@trianglemls.com

Bonnie Eaddy at 919.654.5400 - Ext. 207
bonniee@trianglemls.com

All Data Distribution information can be found on our website: www.trianglemls.com ,
Data Distribution.



Counties and Area Numbers

<i>County</i>	<i>Area</i>	<i>County</i>	<i>Area</i>
Alamance*	320	Mebane	1/2=320 1/2 = 219
Brunswick Va.	400	Mecklenburg, Va.	400
Caswell	319	Nash	328
Chatham*	305	Orange*	201 thru 228
Durham*	101 thru 130	Person	321
Franklin*	324	Sampson	331
Gaston Lake	332	Vance*	322
Granville*	323	Virginia	400
Halifax	330	Wake*	1 thru 21
Halifax, Va.	400	Warren*	329
Harnett*	326	Wayne	335
Johnston*	325	Wilson	334
Kerr Lake	333	Misc	399
Lee	306		

**Counties are divided by subareas. To view the subareas go to www.trianglemls.com, click on Help Desk, then click on Map resources.*