



2011 GUEST LISTING BROKER/FIRM  
MEMBERSHIP SERVICE AGREEMENT

(Please complete all information - 3 pages)

**Guest Listing Firm Membership with Paul Bunyan MLS, Inc., is provided exclusively for REALTOR® brokers and agents to provide a savings for those who annually and regularly make multiple requests for guest listing service to Paul Bunyan MLS, Inc.**

**Guest Listing Firm Membership Fees and Rates:**

- \$30 for each listing entered on the Paul Bunyan MLS database (a savings of \$30 per listing over the Guest Listing Service rate of \$60 per listing)
- \$10 for each additional unit associated with a primary guest listing condo, multiple family unit or subdivision lot
- \$15 for each duplicate of a primary listing for situations such as a listing being both residential and commercial, and where acreage splits may vary (a savings of \$10 per duplicate listing over the duplicate listing fee)
- \$150 application and membership service fee for Guest Listing /firm Membership Service members whose join date for the current year is between January 1 and June. Includes the first guest listing submitted during the service year following application date.
- \$100 application and membership service fee for Guest Listing Firm Membership Service members whose join date for the current year is between July 1 and December 31. Includes the first quest listing submitted during the service year following application date.
- \$120 annual renewal of membership service fee following the current initial year only for those who were members in the previous year.

Check#: \_\_\_\_\_

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

Broker Name: \_\_\_\_\_ Broker Phone: \_\_\_\_\_

Firm Name: \_\_\_\_\_ Broker NRDS# \_\_\_\_\_

Firm Address: \_\_\_\_\_

Firm Phone: \_\_\_\_\_ Firm Fax: \_\_\_\_\_

Broker email: \_\_\_\_\_

**AGREEMENT:**

I hereby certify that I am a Participant/Subscriber of the \_\_\_\_\_ Board/Association of REALTORS® and its Multiple Listing Service \_\_\_\_\_, and that this listing also complies with the appropriate rules and regulations of that Board and its MLS.

As a REALTOR®, I will abide by and understand I must adhere to the current REALTOR® *Code of Ethics*, as amended from time to time, as adopted by the National Association of REALTORS®, Michigan Association of REALTORS® and the local Board of REALTORS®, and will submit my listings in compliance with the Rules and Regulations of Paul Bunyan MLS and Guest Listing Membership Service Policy and MLS Policies and Procedures of the Paul Bunyan MLS, for which an active hyperlink will be supplied to me upon my request to view them.

I understand that it is my responsibility to keep all listings current and information accurate by reporting all status changes, information changes, and sales information, in a timely manner. And through my signature, I hereby agree to all requirements as set forth in this contract and its supplemental sheet and hold Paul Bunyan MLS, Inc., and its staff harmless against any liability arising from an inaccuracy or inadequacy of information I have provided for entry to the database.

I further grant Paul Bunyan MLS, Inc. the license to reproduce and use listing data information that may be construed as copyrightable original works of art and text including, but not limited to images, drawings, remarks, directions, et cetera.

I am requesting to be added to the Guest Listing Membership Service weekly billing cycle.

\_\_\_\_\_ (Broker's Signature)                      \_\_\_\_\_ (Date)

**REQUIREMENTS FOR LISTING SUBMISSION:**

1) The following agents in my office will be eligible through the firm's Guest Listing Service agreement with Paul Bunyan MLS. They will each complete a Master Agent Agreement for our files.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

(If you need additional space, please submit the agent roster for this service on a separate sheet of paper and include with the application form)

2) **Each sales associate who wishes to submit a guest listing must have a master individual agent agreement on file with us.** There will not be an additional application fee for agents associated with your firm who utilize this service. However, the firm/broker will be responsible for the \$30 per Guest Listing Fee payment whether it is paid at the time of submission or billed to the broker on a regular basis. All invoices for submission of a guest listing must be paid no later than 30 days from the date of the invoice or a \$25 late fine will be applied.

3) A check/money order made out to Paul Bunyan MLS, Inc. must accompany each new listing submission in the appropriate amount of the service requested or weekly billable service requested at the time of application or you must have an agreement in place for Guest Listing Membership Service in order to be billed during a regular weekly billing cycle.

4) A **completed input data profile sheet** must be submitted for the listing on the appropriate form provided to you in your Guest Listing Membership Service package, **a copy of your listing agreement and the primary exterior photo.**

You may send your photo(s) to us in jpg format at 640 x 480 pixels by email to [sally@pbbr.com](mailto:sally@pbbr.com). The guest-listing fee includes one primary and 20 additional photos. We do not accept any branding on photos or what is referenced as unbranded virtual tours where a sign is visible, or through text indicating firm name, agent name or firm logo in REMARKS, DIRECTIONS or LEGAL DESCRIPTION.

We will accept **branded** VIRTUAL TOUR links sent to us by email and associated documents associated with your guest listing as long as they are labeled BRANDED.

Any field with an asterisk \* next to it on the data profile sheet is a REQUIRED field and must have the appropriate information entered. The key to the look-up fields will be provided. The system does not allow input of a listing past that point if information is not entered. If you do not know what to put for the data for a field, please feel free to call us at (231) 775-2660.

We ask that Changes/Withdraws/Extensions of list date/sold Information be submitted on the appropriate form (see forms list above) and in a timely manner. We urge you to report all changes, withdrawals, extensions and sales to us.

You may request Open House schedule entry for your listing. Submit your open house schedule request a week in advance on the appropriate form provided to you in our 2010 Guest Listing Membership Service package.

5) Upon receipt of all the required information and payment for entering your listing through our 2011 Guest Listing Membership Service, PBMLS staff will enter it into the Paul Bunyan MLS database. The listing will also appear on the board website [www.pbbr.com](http://www.pbbr.com) under our Public **Search MLS Listings** tab.

6) If the Broker and each agent are also members of one of our data access partners listed below, they will be allowed a custom set up to access our system rather than the generic access we offer to our other data access only members. Please have each agent fill out the agreement for individual agents so that we are able to set them up. This service does not allow entry of data, only look/see privileges with capability of saving contacts and profiles, settings and searches and custom emailing from the system.

7) A printout of the listing as it appears on the system confirming accuracy of input will be emailed to you confirming processing.

8) All inquiries may be addressed to Sally Baker [sally@pbbr.com](mailto:sally@pbbr.com) or when Sally is unavailable, ask for Amber Youngs [amber@pbbr.com](mailto:amber@pbbr.com). Other communication contact info: Voice: (231) 775-2660 and FAX: (231) 775-0462