



**2011 GUEST LISTING FIRM MEMBERSHIP SERVICE
AGREEMENT FOR INDIVIDUAL AGENTS OF GLMS FIRM**

(Please complete all information - 2 pages)

Guest Listing Firm Membership (GLMS) with Paul Bunyan MLS, Inc., is provided exclusively for REALTOR® brokers and agents to provide a savings and special advantages for those who annually and regularly make multiple requests for guest listing service to Paul Bunyan MLS, Inc. Please have each agent in your firm complete an individual master agreement to be kept on file for them. Brokers and agents who hold primary or secondary membership in a member board of the Michigan Reciprocal Alliance, are eligible for individual log on access to our MLS rather than having to use the generic log on access.

Agent Name: _____ Agent Phone: _____

Agent email: _____

Firm Name: _____ Agent NRDS#: _____

Firm Address: _____

Broker's Name: _____ Firm Phone: _____ Firm FAX: _____

AGREEMENT (to be signed by the Broker as well):

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 our 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 these listings current and its 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 agreement and its supplemental sheet and hold Paul Bunyan MLS, Inc., and its MLS directorship and 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, etc.

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

_____ (Agent's Signature) _____ (Date)

_____ (Broker's Signature) _____ (Date)

REQUIREMENTS FOR LISTING SUBMISSION:

1) 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 an agreement in place for Guest Listing Membership Service in order to be billed during a regular weekly billing cycle.

2) 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@pbbbr.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 2011 Guest Listing Membership Service package.

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.

3) Upon receipt of all the required information and payment for entering your listing through our 2010 Guest Listing Membership Service, we will enter it into the Paul Bunyan MLS database. The listing will also appear on the board website www.pbbbr.com under **Search MLS Listings** tab.

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

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