



**MLS Waiver of Access / Request for Reduced Fees**

Applicant Name: \_\_\_\_\_ Applicant Firm: \_\_\_\_\_

The MLS Rules and Regulations require that a subscription fee be paid for each licensed individual who is employed by or affiliated with a participating company and who has access to the MLS. A reduced fee option is available for staff (both licensed and unlicensed) and for licensed personal assistants who need access to the MLS.

- To qualify for a Waiver of Access, the Participant must certify that the Applicant is **solely and exclusively** in a specialty of the real estate business separate and apart from listing, selling or appraising the type of properties which are required to be filed with the MLS and that they are not accessing the MLS in any way.
- To qualify for Reduced Fees, the Participant must certify that the Applicant will not list, sell or appraise property. Licensed property managers who need MLS access can generally qualify for reduced fees, as long as they do not also list, sell or appraise real estate.

*This form must be refiled by January 1 of each year or access to the MLS and/or reduced fee privilege will be terminated.*

**Type of Request (Please check one)**

- WAIVER OF ACCESS:** No MLS Access and No MLS Fees  
 **REDUCED FEES:** MLS Access with reduced MLS Monthly Fees (*please check one of the following*)  
Applicant is  Unlicensed  Licensed

**APPLICANT**

I certify that I will **not engage in listing, selling or appraising real estate** which is required to be filed with the MLS. I understand that if I am found to be in violation, my MLS waiver or reduced fees will be terminated and I will be liable for a \$500 fine.

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Date)

**DESIGNATED REALTOR®**

I, \_\_\_\_\_, the Designated REALTOR® of the Firm with which the Applicant is affiliated, certify that the Applicant will **not engage in listing, selling or appraising real estate** which is required to be filed with the MLS. I understand that if they are found in violation, their MLS waiver or reduced fees will be terminated and I will be liable for an additional \$500 fine.

\_\_\_\_\_  
(Signature of Designated REALTOR®)

\_\_\_\_\_  
(Date)

**For Reduced Fees Only** – Provide a brief description of the Applicant’s duties and responsibilities.