



Dear Designated REALTOR®:

The enclosed paperwork is for application for your company to become a Participant in the Outer Banks Association of REALTORS® Multiple Listing Service. Please complete the application and return with the following fees: \$775.00 MLS Membership fee, \$425.00 for the software lease fee for a total of \$1,200.00. These fees are non-refundable. You must be a REALTOR® member. If your company is not a current member of our Association, please sign and return the MLS Participation Agreement and ask your Association to send a letter of good standing.

Prior to accessing MLS (Paragon), please complete the New Company Add/Change form and the Add/Change Office Roster form for you, the Designated REALTOR®. Also send an Agent Add/Change form for each licensee under your supervision who is registered with the North Carolina Real Estate Commission. This form must be signed by you as the Designated REALTOR. Also, send an Agent Add/Change form for each staff member accessing Paragon. In addition please find a Waiver form to be used when a licensee with your office is not working as a listing or selling agent. This includes licensed staff, personal assistants, referral agents, and property management licensees.

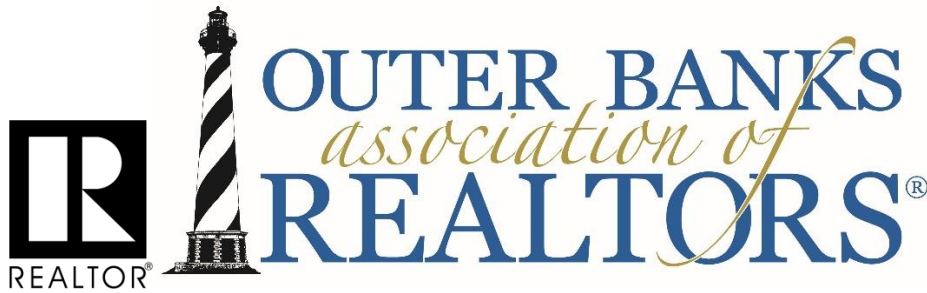
Please be advised that by joining our Multiple Listing Service, every licensee in your office is required to participate and pay the access fee until this Waiver is approved by the MLS Committee and/or Board of Directors. Waivers are not automatically granted. MLS billing is generated once a month (normally the second Monday). The currently monthly charge for OBAR members is \$50.00 per month and \$75 per month for non-member licensees, Sentrilock Smart Card and one Sentrilock Lock Box per active and under contract improved listing.

At the time of joining, you will be provided access to the MLS Rules and Regulations and the MLS Data Input forms. Please be advised that these rules are amended from time to time and it is your responsibility to remain current on requirements for Participants and Users of the MLS.

Welcome to the Outer Banks Association of REALTORS® MLS.

Daniel Sutherland, MLS and Operations Director  
Outer Banks Association of REALTORS®  
[daniels@outerbanksrealtors.com](mailto:daniels@outerbanksrealtors.com)

Enclosures: Membership Application, MLS Participation Agreement, Licensee MLS Waiver Application, New Company Add/Change Form, Add/Change Office Roster



MEMBERSHIP APPLICATION  
Multiple Listing Service

I, \_\_\_\_\_, do possess a North Carolina Real Estate  
**Designated REALTOR®**  
License, License Number \_\_\_\_\_ and do hereby make application for membership in the  
Outer Banks Association of REALTORS®, Inc. Multiple Listing Service for  
\_\_\_\_\_  
**Firm Name**

I agree to abide by all rules effective at the time of membership acceptance, as well as any rules made by the Board of Directors regarding the Multiple Listing Service.

I further agree to pay an initiation fee of \$775.00 and an additional \$425.00 for the software lease fee. These are one time fees and are non-refundable. I further agree to promptly pay all fees assessed to me as a member of the MLS.

I agree to hold the Outer Banks Association MLS Committee harmless for any damages suffered by me through the use of the Multiple Listing Service, except in the case of gross negligence on the part of the MLS Board or its employee(s).

I agree, in the event that the broker or designated MLS representative is changed, or the broker or designated MLS representative resigns from the firm, to designate, within 15 days after said resignation or change of designated representative in the firm, the name of the broker or designated MLS representative and send changes to the office of the Outer Banks Association of REALTORS®, Inc. In the event the Board is not notified of the new broker or designated MLS representative, the member firm will be placed on suspension from MLS for up to 45 days or until proper notification is provided the Board. In the event that the Board is not notified of the new broker or designated MLS representative during the 45-day suspension period, the firm's membership in MLS will be terminated.

I agree that in the event the firm, \_\_\_\_\_, if sold, shall supply to the Outer Banks Association of REALTORS®, Inc. a copy of the contract of sale including a designation of the transfer or non-transfer of the membership in MLS. In the event the firm is dissolved, the MLS membership will terminate upon the dissolution and the firm will supply to the MLS service a copy of the said dissolution. In the event the principals in the firm agree to organize another firm or firms, the original firm will retain the right to the MLS membership. The MLS membership is not transferable from one entity to another, only in case of a sole proprietorship name change.

I agree to pay for \_\_\_\_ MLS compilations, recipients of which are named on this agreement. I will advise the Association office promptly of additions or deletions to the roster, and will supply waiver forms (attached and available at the Association office) for personal assistants or referral agents and those licensees engaged in property management or office administration.

\_\_\_\_\_  
**Firm Name**

By \_\_\_\_\_  
**Designated REALTOR®**

\_\_\_\_\_  
**Firm Name**

\_\_\_\_\_  
**Designated REALTOR®**

**Licensees associated with the above named firm:**

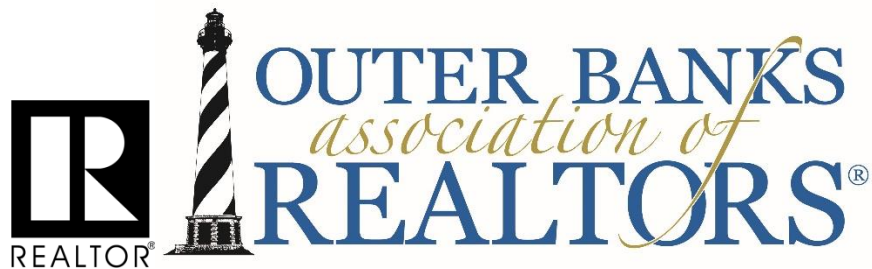
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**Licensees associated with the above named firm who will not be listing or selling (Waiver Application Required):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## MLS PARTICIPATION AGREEMENT

For MLS access by REALTOR® (principals) or a firm comprised of REALTOR® (principals) who are not members of the Outer Banks Association.

NAME: \_\_\_\_\_ NRDS#: \_\_\_\_\_

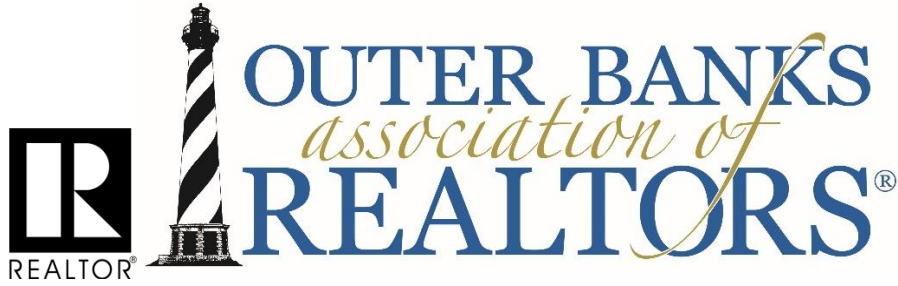
OFFICE ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

PRIMARY BOARD OR ASSOCIATION: \_\_\_\_\_

I agree as a condition of participation in the MLS to abide by all relevant Bylaws, Rules and other obligations of participation including payment of fees. I further agree to be bound by the Code of Ethics on the same terms and conditions as Association members including the obligation to submit to ethics hearings and the duty to arbitrate contractual disputes with other REALTORS® in accordance with the established procedures of the Association. I understand that a violation of the Code of Ethics may result in termination of my MLS privileges and that I may be assessed an administrative processing fee which may be in addition to any discipline, including fines, that may be imposed.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



FAX: 252- 441-7524

**COMPANY ADD OR CHANGE FORM**

DATE: \_\_\_\_\_

ADD: \_\_\_\_\_ DELETE: \_\_\_\_\_ CHANGE: \_\_\_\_\_

OFFICE NAME: \_\_\_\_\_

Office License #: \_\_\_\_\_

Office Physical Address:

Office Mailing Address:

\_\_\_\_\_

City, State, Zip

City, State, Zip

\_\_\_\_\_

TELEPHONE#: \_\_\_\_\_

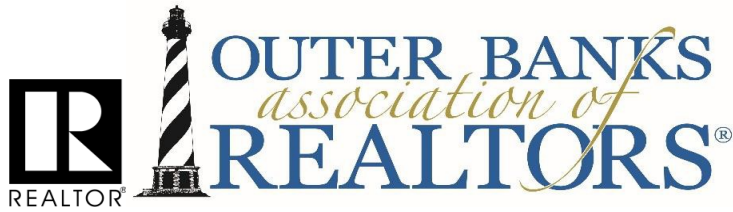
FAX # : \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

WEB ADDRESS: \_\_\_\_\_

BROKER IN CHARGE: \_\_\_\_\_

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**ADD/DROP FORM**

Please use this form to activate or inactivate an agent from an office. For any changes to personal information, please have the individual log into their GrowthZone Info Hub.

Date: \_\_\_\_\_ Office Name: \_\_\_\_\_ Location: \_\_\_\_\_

Name: \_\_\_\_\_ Add Drop

Nick Name (Optional): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

M1/NRDS NUMBER: \_\_\_\_\_

NC Real Estate License Number: \_\_\_\_\_

Preferred Email Address: (Required): \_\_\_\_\_

Personal Web Page Address: \_\_\_\_\_

**MLS Access** *(Check One)*

- Broker in Charge (Designated REALTOR®)
- Agent
- Staff (MLS Waiver Required)
- None (Property Management)

**Association Membership** *(Check One)*

- Primary Association
- Secondary Association
- Primary \_\_\_\_\_
- MLS Only

Signature: \_\_\_\_\_

*(Broker-in-Charge or Office Manager must authorize Roster change)*

Please email this form to Membership Services Director [karenp@outerbanksrealtors.com](mailto:karenp@outerbanksrealtors.com) or fax to (252) 441-7524.



# Outer Banks Association of REALTORS®

## SENTRILOCK CARD / SENTRIKEY APP LEASE AGREEMENT

THIS SENTRILOCK KEYCARD / SENTRIKEY APP LEASE AGREEMENT (the "Lease") is entered into as of the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by and between \_\_\_\_\_, (the "SENTRILOCK KEYCARD / SENTRIKEY APP USER"), and the Outer Banks Association of REALTORS® ("OBAR").

### 1. LEASE AGREEMENT

- a. OBAR hereby Leases to SENTRILOCK CARD USER one SENTRILOCK CARD / SENTRIKEY APP. In addition, OBAR hereby grants to SENTRILOCK CARD USER (i) a non-exclusive right to use the computer system provided with, and necessary for, the operation of the SENTRILOCK KEYCARD and (ii) a sub-license to use the software which OBAR is granted to use pursuant to a license grant by Sentrilock, LLC, all of these items under this section 1(a) hereinafter jointly and severally referred to as "the Service."
- b. The Term of this Lease shall begin on the date of this Lease and continue indefinitely, unless sooner terminated in accordance with the Terms of this Lease.
- c. This Lease is expressly subject to the terms of the Agreement between OBAR and Sentrilock, LLC which are deemed incorporated herein.

### 2. TITLE AND USE

The Service, including all its components, is and shall at all times remain the property of OBAR, except that the Software is and shall remain the property of SENTRILOCK, subject to a non-exclusive license granted to OBAR and non-exclusive sub-licenses allowed by SENTRILOCK to THIS SENTRILOCK KEYCARD / SENTRIKEY APP USER. THIS SENTRILOCK KEYCARD / SENTRIKEY APP USER warrants and represents that he/she shall use the Service only for business or commercial purposes and only pursuant to the obligations, provisions and conditions of the OBAR Multiple Listing Service, hereinafter "MLS."

### 3. PAYMENTS

- a. During the Term of this Lease, THIS SENTRILOCK KEYCARD / SENTRIKEY APP USER shall pay to OBAR the yearly Affiliate SENTRICARD lease Fee.
- b. The amount of the yearly THIS SENTRILOCK KEYCARD / SENTRIKEY APP lease fee is subject to adjustment as determined by the Board of Directors.

### 4. RISK OF LOSS; INSPECTION AND RETURN OF EQUIPMENT

- a. THIS SENTRILOCK KEYCARD / SENTRIKEY APP USER assumes all risk of loss, damage, or destruction to the SENTRILOCK CARD from the date of delivery until the date the SENTRILOCK CARD is returned to OBAR. SENTRILOCK CARD USER shall promptly notify OBAR if any such loss or damage occurs. No loss, damage or destruction to the SENTRILKOCK CARD or any component of the Service shall relieve SENTRILOCK CARD USER of any obligation under this Lease.
- b. OBAR or its agents or representatives shall have the right, upon reasonable notice to the SENTRILOCK CARD USER, to inspect the SENTRILOCK CARD at the office of the SENTRILOCK CARD USER or wherever the SENTRILOCK CARD may be located.
- c. Upon Termination of the Lease, the SENTRILOCK CARD USER at his/her expense, shall immediately return to OBAR, the SENTRILOCK CARD.

### 5. ASSIGNMENT OR SUBLEASE BY SENTRILOCK CARD USERS

- a. SENTRILOCK CARD USER shall not assign this Lease or sublease the Service.
- b. SENTRILOCK CARD USER shall not mortgage or otherwise encumber the Service or any part thereof, or permit any lien to attach or exist on any Equipment or other part of the Service.

### 6. TRANSFER OF SERVICE

SENTRILOCK CARD USER, when transferring their employment or independent contractor status from one MLS Participant, as defined in Bylaws of the OBAR, to another, may retain all SENTRILOCK Cards and Smart Card issued by OBAR, pursuant to the terms of this Lease.

### 7. REPRESENTATIONS AND WARRANTIES OF SENTRILOCK CARD USER



- a. THIS SENTRILOCK KEYCARD / SENTRIKEY APP USER (a) either (i) holds a valid real estate broker license, or is an independent contractor affiliated with a Broker and holds a valid real estate agent license, (b) is a member in good standing in OBAR; and (c) is not in default under this Lease.
- b. THIS SENTRILOCK KEYCARD / SENTRIKEY APP USER has the authority and legal right to enter into and perform this Lease, and this Lease has been duly executed and delivered by the THIS SENTRILOCK KEYCARD / SENTRIKEY APP USER and constitutes the legal, valid and binding obligation of SENTRILOCK CARD HOLDER, enforceable against THIS SENTRILOCK KEYCARD / SENTRIKEY APP USER in accordance with the Terms of this lease.

8. RIGHTS AND REMEDIES

OBAR reserves the right to recall SENTRILOCK CARDS for, among other reasons, SENTRILOCK CARDS deemed excess (e.g. SENTRILOCK CARD HOLDER has more SENTRILOCK CARDS than one (1) for each improved property which is under a written listing agreement where the SENTRILOCK CARD USER is the listing agent. Failure to return boxes, if requested by OBAR, within the time frame specified may result in a fine or other action as specified under *MLS Rules and Regulations*.

9. ARBITRATION; LITIGATION

Any controversy or claim arising out of or relating to this Lease shall be determined and decided by arbitration. SENTRILOCK CARD USER hereby consents to arbitration in accordance with the arbitrations rules of the Code of Ethics and Arbitration Manual published by the National Association of REALTORS®.

10. TERMINATION OF THE SERVICE

This Service is included as a portion of MLS membership. This Service shall be deemed terminated when membership in MLS is terminated by the Participant (Broker-In-Charge). Upon termination of this Lease for any reason, the SENTRILOCK CARD USER shall immediately return all portions of the system in SENTRILOCK CARD USER'S possession to OBAR.

11. AUTHORIZATION

THIS SENTRILOCK KEYCARD / SENTRIKEY APP USER hereby certifies that should THIS SENTRILOCK KEYCARD / SENTRIKEY APP USER also have a lease for a SENTRILOCK BOX, then THIS SENTRILOCK KEYCARD / SENTRIKEY APP USER shall not install a SENTRILOCK BOX on any real property unless SENTRILOCK KEYCARD / SENTRIKEY APP shall obtain written authorization from the property owner pursuant to Paragraph 10, "Seller Authorizes and Directs Agent," *Exclusive Right to Sell Listing Agreement (Standard Form 101)*, or any subsequent similar paragraph in a Standard Form Listing Agreement.

12. PARTIES

This Agreement shall be binding upon and shall enure to benefit of the parties and their heirs, successors and assigns. As used herein, words in the singular include the plural and the masculine includes the feminine and neuter genders, as appropriate.

13. ENTIRE AGREEMENT

This contract contains the entire Agreement of the parties and there are no representations, inducements or other provisions other than those expressed in writing. OBAR shall provide the Service without warranty, express or implied, including, but not limited to, warranty of title, merchantability, or fitness for a particular purpose or use. All changes, additions or deletions hereto must be in writing and signed by all parties.

.....  
 IN WITNESS WHEREOF, OBAR and SENTRILOCK KEYCARD / SENTRIKEY APP USER have caused this Lease to be duly executed as of the date set forth in the preamble to this Lease.

SENTRILOCK KEYCARD / SENTRIKEY APP USER \_\_\_\_\_  
 (Signature)

Name: \_\_\_\_\_  
 (Please Print)

Cell Phone Number: \_\_\_\_\_