

**FEE SHEET FOR ASSOCIATION DUES AND/OR MLS FEES**
**Name:** \_\_\_\_\_ **Office:** \_\_\_\_\_

**SECTION 1: ASSOCIATION DUES:**
**(Only complete this section if you are joining the Cascades East Association of REALTORS®)**

The dues collected are prorated based on the month you join and are for your memberships in the local—Cascades East Association of REALTORS®, state—Oregon REALTORS® (OR), and national—National Association of REALTORS® (NAR) associations. After joining, annual dues are due by January 1<sup>st</sup> of each calendar year. The proration schedule is as follows:

Month	Local Dues	State Dues*	National Dues**	Total Dues
January	\$100.00	\$335.00	\$201.00	\$636.00
February	\$92.92	\$307.08	\$188.00	\$588.00
March	\$84.84	\$279.16	\$175.00	\$539.00
April	\$79.76	\$251.24	\$162.00	\$493.00
May	\$73.68	\$223.32	\$149.00	\$446.00
June	\$65.60	\$195.40	\$136.00	\$397.00
July	\$58.52	\$167.48	\$123.00	\$349.00
August	\$52.44	\$139.56	\$110.00	\$302.00
September	\$46.36	\$111.64	\$97.00	\$255.00
October	\$38.28	\$83.72	\$84.00	\$206.00
November	\$31.20	\$55.80	\$71.00	\$158.00
December***	\$23.12	\$27.88	\$58.00	\$109.00

\*A portion of your state association dues will be allocated to the REALTORS® Political Action Committee (RPAC), if you wish to redirect that portion to the Oregon REALTORS® Home Foundation or their Issues Mobilization Fund, please email that request to [redirect@oregonrealtors.org](mailto:redirect@oregonrealtors.org).

\*\*Your NAR dues include a \$45 mandatory assessment by NAR to fund a nationwide public awareness campaign highlighting the value a REALTOR® brings to a transaction and stressing the importance of using a REALTOR®.

\*\*\*If joining in December, you will be required to pay the prorated amount for December as well as the full annual dues amount for the following year.

**NOTE: THE ABOVE ANNUAL DUES PRORATION SCHEDULE IS FOR MEMBERS JOINING LOCAL, STATE AND NATIONAL. IF YOU ARE APPLYING TO BE A SECONDARY MEMBER AND HAVE PAID DUES THIS YEAR TO ANOTHER LOCAL BOARD/ASSOCIATION, PLEASE CONTACT US AT 541.382.6027 TO DETERMINE THE CORRECT AMOUNT OF PRORATED DUES YOU WILL BE ASSESSED.**

**ASSOCIATION FEES: (Only Complete the Below if You are Joining the Association)**

**Application Fee:** The Cascades East Association of REALTORS® has a \$100.00 application fee in addition to prorated dues. Any member who inactivates their membership for more than thirty (30) days and requests to rejoin the association, will be required to pay an application fee.

**Education Club Fee:** The Cascades East Association of REALTORS® offers an optional program, the “Education Club.” This program costs \$25 and gives members discounts on our educational programs throughout the year. We recommend that all of our members, whether new licensees or transfers from other organizations, utilize this program to get the most benefits out of their membership.

**RPAC Contribution:** One of the many benefits of your association membership is our work to advocate for our members and to protect private property rights on the local, state, and national levels through the REALTORS® Political Action Committee (RPAC). RPAC supports candidates who support our industry. We encourage all members to invest \$25 in RPAC to invest in their business.

**ASSOCIATION DUES AND FEES DUE:**

(Below will be reviewed by staff before payment is processed)

PRORATED DUES (Total Dues Column for Month Joining in Spreadsheet above): .....	\$
APPLICATION FEE:.....	\$
ED CLUB MEMBERSHIP (Recommended \$25):.....	\$
RPAC CONTRIBUTION (Recommended \$25):.....	\$
TOTAL DUES:.....	\$

**SECTION 2: MULTIPLE LISTING SERVICE FEES**

(Only complete this section if you are joining the Cascades East MLS)

**MLS FEES: (Only Complete the Below if You are Joining the MLS)**

- The MLS has a \$250.00 application fee that is applicable to all Participants and Subscribers.
- The MLS has a \$50.00 application fee for Clerical Users or Personal Assistants.
- The monthly access fee is \$60.00 for Participants and Subscribers if joining after the 15<sup>th</sup> of the month the first month's access fee is \$30 for the first month.
- The monthly access fee is \$15.00 for Clerical Users or Personal Assistants if joining after the 15<sup>th</sup> of the month the first month's access fee is \$7.50 for the first month.
- If you are a Participant opening a new office with the MLS, there is a New Office application fee of \$2,000.00. If you are a Participant opening a new office with the MLS, the \$250 application fee will be waived.

**NOTE 1:** Any member who is inactive from the MLS for more than thirty (30) days will be required to pay an application fee.

**NOTE 2:** Unlicensed Clerical Users or Personal Assistants ONLY join the MLS.

**NOTE 3:** Any Office that inactivates their MLS access for two (2) or more years, will be required to pay the New Office application fee of \$2,000 again.

**MLS FEES AND CHARGES DUE:**

(Below will be reviewed by staff before payment is processed)

APPLICATION FEE FOR PARTICIPANT OR SUBSCRIBER:.....	\$
APPLICATION FEE FOR UNLICENSED CLERICAL USER OR PERSONAL ASSISTANT:.....	\$
APPLICATION FEE FOR NEW OFFICE:.....	\$
MONTHLY ACCESS FEE FOR PARTICIPANT OR SUBSCRIBER:.....	\$
MONTHLY ACCESS FEE FOR UNLICENSED CLERICAL USER OR PERSONAL ASSISTANT:.....	\$
TOTAL DUE FOR MLS CHARGES AND FEES:.....	\$

**SECTION 3: AGREEMENT**

(Complete the below if joining the association and/or the multiple listing service)

I agree to pay all dues, charges, and fees associated with my joining the Cascades East Association of REALTORS® and/or the Cascades East Multiple Listing Service as listed above. I understand that if my application(s) is not approved, I will receive a refund. Except for the aforementioned, I understand and acknowledge that I will not receive a refund if my membership is to go inactive or if I do not complete all required courses. You will receive an email invoice to pay online for your application and/or joining fees outlined in this Fee Sheet. Applications cannot be approved until payment is made in full.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

EMAIL COMPLETED FORM WITH SIGNATURE TO [MEMBERSHIP@CASCADESEASTREALTORS.COM](mailto:MEMBERSHIP@CASCADESEASTREALTORS.COM).

**CASCADES EAST ASSOCIATION OF REALTORS® AND/OR  
CASCADES EAST MULTIPLE LISTING SERVICE**

**APPLICANT INFORMATION SHEET**

NOTE: Fields in **BOLD** are required.

**Application Type:** Association Only      MLS Only      Association & MLS

**Applicant Type:** Managing Broker or Managing Appraiser Responsible for Firm  
Broker or Appraiser NOT responsible for Firm  
Licensed Assistant

**Name as it appears on your real estate/ appraisal license:** \_\_\_\_\_

Nickname (DBA): \_\_\_\_\_ Gender: \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

Home Phone: \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**Home Street Address (cannot be a PO Box):** \_\_\_\_\_

**Home Mailing Address (if different):** \_\_\_\_\_

**Name of Office:** \_\_\_\_\_ **Office City:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Website:** \_\_\_\_\_

**Preferred Mail:** Home      Office      **Preferred Phone:** Cell      Office      Home

**Oregon Appraisal or Real Estate License #:** \_\_\_\_\_ **First Licensed in Oregon:** \_\_\_\_\_

**Are you currently licensed in another state?** No      Yes, where? \_\_\_\_\_

**Have you ever been licensed in another state?** No      Yes, where? \_\_\_\_\_

**Field(s) of Business (Specialties)?** Residential      Commercial      Appraisal      Land      Farm/Ranch

**Do you have any record of civil judgements imposed within the past seven (7) years involving judgements of civil rights laws, real estate license laws, or other laws prohibiting unprofessional conduct rendered by the courts or other lawful authorities?**

No      Yes

**Do you have any record of criminal conviction(s) within the past seven (7) years involving a crime that reasonably relates to the real estate business or puts clients, customers, or other real estate professionals at risk?**

No      Yes

**Are you currently a member of another REALTOR® Board or Association?**

No      Yes, where? \_\_\_\_\_

If yes above, you must submit a Letter of Good Standing with your application.

**Have you previously held membership in another REALTOR® Board or Association?**

No      Yes, where? \_\_\_\_\_

If yes above, submit a Letter of Good Standing with your application if you paid dues this year.

If yes to either of the previous two questions, you must complete the following seven (7) questions:

What is your National Association of REALTORS® (NAR) membership # (NRDS # or M1 #): \_\_\_\_\_

Have you been found in violation of the NAR Code of Ethics or other membership duties in any REALTOR® Board or Association in the past three (3) years?

No Yes, where? \_\_\_\_\_

Do you have any unsatisfied discipline pending?

No Yes, where? \_\_\_\_\_

Are there any pending ethics complaints against you?

No Yes, where? \_\_\_\_\_

Are you party to a pending arbitration request?

No Yes, where? \_\_\_\_\_

Do you have any unpaid arbitration awards or unpaid financial obligations to another REALTOR® Board or Association or Multiple Listing Service?

No Yes, where? \_\_\_\_\_

Have you ever been refused membership in any other REALTOR® Board or Association?

No Yes, where? \_\_\_\_\_

This section is only to be completed by the Managing Principal Broker or Managing Appraiser if the Managing Principal Broker or Managing Appraiser is the Applicant.

Business Real Estate License Number: \_\_\_\_\_

Office Street Address, City, State & Zip: \_\_\_\_\_

Office Mailing Address, City, State & Zip: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Office Fax: \_\_\_\_\_

Office Website: \_\_\_\_\_

Have you or the firm in which you are the Managing Principal Broker been named as a debtor in any bankruptcy judgements or pending bankruptcy proceedings within the last three (3) years? Yes No

If joining the MLS, do you want Association/MLS Staff to call you to put you on auto pay? Yes No N/A

I hereby certify that the foregoing information furnished by me is true and correct, and I agree that failure to provide complete and accurate information as requested, or any misstatement of fact, shall be grounds for revocation of my association membership and/or MLS participation/subscription rights if granted. I further agree that, if accepted, I shall pay the dues, fees and fines as from time to time established.

By signing below, I consent that the Cascades East Association of REALTORS® may contact me at the specified address, telephone numbers, fax numbers, email addresses or other means of communications available. This consent applies to changes in contact information that may be provided by me to the association and/or MLS in the future. This consent recognizes that certain state and federal laws may place limits on communication that I am waiving to receive all communications as part of my membership. I further consent that all billing from the association and multiple listing service shall be sent electronically.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**TO BE COMPLETED BY THE MANAGING PRINCIPAL BROKER OR MANAGING APPRAISER**

I, Managing Principal Broker (MPB) or Managing Appraiser hereby certify that the applicant above is a licensed real estate broker or appraiser and such license has been verified as active online with the OREA/ Appraisal Board.

This license has been hung with my office since \_\_\_\_\_(OREA/Appraisal Board affiliation date).

Managing PB or Managing Appraiser Name: \_\_\_\_\_

Office Name:\_\_\_\_\_

Managing Principal Broker/ Managing Appraiser Signature:

\_\_\_\_\_Date:\_\_\_\_\_

**EMAIL COMPLETED FORM WITH SIGNATURES TO [MEMBERSHIP@CASCADESEASTREALTORS.COM](mailto:MEMBERSHIP@CASCADESEASTREALTORS.COM).**

Association/MLS Staff Use Only:

MLS    MLS ONBOARDING    MLS INPUT    EKEY    #\_\_\_\_\_ LOCKBOX    NEW/USED    \_\_\_\_\_ SHACKLE CODE

ASSN PRIMARY/ASSN SECONDARY    COE    FH    ASSN ORIEN

OFFICE ID\_\_\_\_\_NRDS#\_\_\_\_\_FLEXMLS ID\_\_\_\_\_

Staff Notes:\_\_\_\_\_



## APPLICATION FOR REALTOR® ASSOCIATION MEMBERSHIP

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Name as it appears on your real estate/ appraisal license: \_\_\_\_\_

OR Appraisal/Real Estate License #: \_\_\_\_\_

I am applying to be a:            **REALTOR®**            **Designated REALTOR® (Responsible for Firm)**

I am applying for the following membership:            **Primary**            **Secondary\***

*\*Secondary membership should only be selected above if you currently hold REALTOR® membership at another local board/association and wish to continue receiving your state and national dues invoices from the other local board/association.*

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I hereby apply for REALTOR® membership in the Cascades East Association of REALTORS® and remit the Applicant Information Sheet, annual dues, and application fee, which I understand will be returned to me in the event I am not accepted to membership.

I understand that in order to hold REALTOR® membership, the Managing Principal Broker or Managing Appraiser of the firm I have joined must be a Designated REALTOR®.

I understand that membership in Cascades East Association of REALTORS® means that I am also a member of the state association (Oregon REALTORS®) and National Association of REALTORS® (NAR). I further understand that the Cascades East Association of REALTORS® collects annual dues for all three levels of the organization and remits those payments directly on my behalf. I understand that after approved for membership in the association, I will receive an annual dues bill each fall for the local, state and national association that is due on January 1<sup>st</sup> each year. I further understand that annual dues are non-refundable.

I agree to familiarize myself with and abide by the NAR Code of Ethics, which includes the duty to arbitrate (or to mediate), as well as the Bylaws and Policies of the Cascades East Association of REALTORS®, Oregon REALTORS®, and NAR. I understand that I can access updated versions of these documents on the appropriate association website at any time.

I agree to complete NAR New Member Code of Ethics Training if I am a new REALTOR® member.

I understand and agree that I will complete all future NAR Code of Ethics and NAR Fair Housing training requirements, which may be amended from time to time.

I further agree that I will complete the new member onboarding requirements within the required timeframes confirming my membership and I will pay a fine as established by the Board of Directors if not completed in the required timeframe. If after receiving a fine, I still do not complete this requirement in the timeframe allotted, I understand it will result in having my membership terminated. If my membership is terminated for failure to complete the required onboarding courses, I understand and agree that I will not be eligible for a refund of my application dues, fines, or fees incurred.

I consent and authorize the Cascades East Association of REALTORS®, through its volunteer leadership and/or staff, to invite and receive information and comments about me and any board/association where I previously held membership. I agree that any information and comment furnished to the Cascades East Association of REALTORS® by any

board/association member or other person in response to such invitation shall be conclusively deemed to be privileged and not form the basis of any action by me for slander, libel, or defamation of character.

I acknowledge that if accepted as a member and I subsequently resign or am expelled from membership in the Cascades East Association of REALTORS® with an ethics complaint or arbitration request pending, the Board of Directors may, as condition of renewal of membership on my verification that I will submit to the pending ethics or arbitration proceeding and will abide by the decision of the Hearing Panel; or if I resign or am expelled from membership without having complied with an award, plus any costs that have been previously established as due and payable in relation thereto, provided that the award and such costs have not, in the interim, been otherwise satisfied.

I acknowledge that as a member of the Cascades East Association of REALTORS®, I will be licensed to use the REALTOR® trademarks to indicate such membership, and I agree to abide by the rules governing use of those trademarks. I understand that REALTOR® is a federally registered trademark of NAR, and use of this designation is subject to rules promulgated by NAR. Upon termination of my membership from the Cascades East Association of REALTORS® for any reason, my license to use the term REALTOR® is automatically revoked, and I will immediately discontinue the use of the term REALTOR® and all REALTOR® trademarks unless I am currently, or until I become, a member of another REALTOR® board or association.

If the applicant is the Managing Principal Broker or Managing Appraiser of the firm, the applicant understands and agrees that they are ultimately responsible for the actions of the REALTOR® members licensed with their firm. The applicant further agrees that all real estate or appraisal licensees with the firm will hold REALTOR® membership, or I/the Firm shall be assessed non-member fees for each non-REALTOR® licensee.

I understand that membership duties/requirements may change during my membership with the Cascades East Association of REALTORS® and I agree to complete any additional membership duties/requirements and understand that failure to complete those requirements will result in my membership being terminated.

I agree to keep all of my contact information up-to-date and accurate with the Cascades East Association of REALTORS® at all times while I am an active member of the association. I understand that all changes to my contact information must be submitted to the association in writing to [membership@cascadeseastrealtors.com](mailto:membership@cascadeseastrealtors.com).

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Managing Principal Broker or Managing Appraiser Signature:

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

**EMAIL COMPLETED FORM WITH SIGNATURES TO [MEMBERSHIP@CASCADESEASTREALTORS.COM](mailto:MEMBERSHIP@CASCADESEASTREALTORS.COM).**



**CASCADDES EAST MULTIPLE LISTING SERVICE  
PARTICIPANT/SUBSCRIBER APPLICATION**

Name as it appears on your real estate license: \_\_\_\_\_

Oregon Appraisal or Real Estate License #: \_\_\_\_\_

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**Background/Structure/Benefits**

The Cascades East Multiple Listing Service is one of the owners of Oregon Data Share LLC. (ODS) and through Participation or Subscription in the Cascades East Multiple Listing Service, you will be a Participant or Subscriber in ODS.

ODS was created by three local MLSs from Central Oregon, Southern Oregon, and Klamath County, exploring ways we could work together. We looked at ways we can best serve our MLS Participants/Subscribers and provide them the best tools and technology all while working to advance their real estate careers and serve their clientele.

After several years, the three MLSs moved forward with a shared database and several sets of shared technology products. While the three MLSs have remained three separate business entities, our Participants/Subscribers experience one system with data from all three MLSs but are still able to visit their local offices and see the same local staff.

Participants/Subscribers and their clients can see the listing inventory from across the Oregon Data Share. Additionally, listings are advertised across the entire system to a much larger audience of potential cooperating Participants/Subscribers and potential buyers. Participants/Subscribers are also able to use our system to see production in various markets to best determine who to refer business to.

In addition to a shared database, our Participants/Subscribers have access to the best technology platform for distributing real estate data, an API, which contains the data from across the data share. We are also able to use our joint Participant/Subscriber counts to offer top-notch technology products for our members, such as market statistics, a county tax solution, and lockbox/electronic key solutions.

Thank you for choosing us as your multiple listing service and we look forward to serving you as a Participant/Subscriber through your real estate career.

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Upon application, I:

1. Hereby certify that I am a member in good standing in a REALTOR® association of my choice, subscribing fully to their Bylaws and the NAR Code of Ethics, and I am applying for Participation or Subscription services in the Cascades East Multiple Listing Service.
2. Agree to conform to and abide by the Cascades East Multiple Listing Service Policies and Procedures, as they are now written or as may be amended from time to time.
3. Agree to conform to and abide by the ODS Rules and Regulations, as they are now written or as they may be amended from time to time.
4. Agree to complete and conform to the ODS Participant Agreement if I am the Managing Principal Broker or Managing Appraiser applying for Participant rights in the Multiple Listing Service.

5. Agree to complete and conform to the ODS Subscriber Agreement if I am Broker or Appraiser applying for Subscriptions rights in the Multiple Listing Service.
6. Agree to submit all controversies in matters of conduct arising among ODS Participants and/or Subscribers to designated Professional Standards Program administered for the Cascades East Association of REALTORS®, if the Subscriber or Participant whose conduct is in question is a member of said Association.
7. Understand and agree that my Participation/Subscription in the Cascades East Multiple Listing Service/Oregon Data Share LLC. may be canceled for non-compliance with the above or the provisions outlined in the Oregon Data Share LLC Participant or Subscriber Agreement as may be amended from time to time.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Managing Principal Broker or Managing Appraiser Signature:

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

**EMAIL COMPLETED FORM WITH SIGNATURES TO [MEMBERSHIP@CASCADESEASTREALTORS.COM](mailto:MEMBERSHIP@CASCADESEASTREALTORS.COM).**

# Oregon Data Share, LLC

## Subscriber Agreement

**This agreement is a binding contract and includes terms limiting your legal rights and ODS's liability to you. Consult your attorney before signing if you do not understand any of the terms here.**

**This "Agreement" is made between Oregon Data Share, LLC ("ODS") with offices at 625 Franquette Street, Medford, OR 97501, and you ("You" or "Subscriber"). By clicking "I Agree", You agree to the following terms and conditions, the ODS Policies and applicable Local MLS Policies.**

WHEREAS, ODS is a collaboration between the Cascades East Multiple Listing Service, Klamath County Association of Realtors®, and Southern Oregon Multiple Listing Service (each a Local MLS as defined below) that provides centralized MLS services;

WHEREAS, Firm is purchasing multiple listing services from a Local MLS listed above, which includes access to ODS Service, and You wish to access to the same;

NOW, THEREFORE, You hereby agree to the following terms and conditions, the ODS Policies and Local MLS Policies.

### DEFINITIONS AND USAGE

1. **Definitions.** For purposes of this Agreement, the following terms shall have the meanings set forth below.

**Clerical User:** A Clerical User is employed by the Firm to work as office personnel for the firm. For purposes of this Agreement, Clerical Users are unlicensed individuals and when accessing the ODS System, must be supervised by Firm or Participant.

**Firm:** The brokerage or appraisal company with which Participants are affiliated and which has executed a Participant Agreement with ODS.

**Local MLS:** The REALTOR® association, board of REALTORS® or multiple listing service organization through which Firm and Subscribers and Users receive the ODS Service.

**Local MLS Policies:** The then-current bylaws, rules and regulations, and policies and procedures promulgated by Local MLS, as Local MLS amends them from time to time, with or without notice.

**ODS Affiliates:** ODS Affiliates means ODS and its officers, directors, employees, agents, representatives, licensors, shareholders, and LLC members, including Local MLS.

**ODS Database:** All data available to Subscriber on the ODS System, including the Subscriber Contribution and all other text, binary, and photographic image data, in any form now known or hereafter discovered.

**ODS Policies:** ODS's then current bylaws, rules and regulations, and policies and procedures promulgated by ODS, as ODS amends them from time to time, with or without notice.

**ODS Service:** The services ODS provides to Subscriber under this Agreement and similar services ODS provides to third parties under similar agreements, including any access or license to the ODS Software, the ODS Database, and the ODS System.

**ODS Software:** ODS's proprietary web browser interface(s) to the ODS System.

**ODS System:** The aggregate of all hardware, software and data connection systems that ODS maintains, or that ODS contractors maintain on its behalf, in order to make access to the ODS Database available to Subscriber.

**Other Participants and Subscribers and Users:** All participants, subscribers, and users of ODS not party to this Agreement, including solely for purposes of this Agreement, Firm's employees, contractors, salespeople, and assistants (whether licensed or unlicensed as real estate agents or appraisers).

**Participant:** With regard to each office of Firm, the principal broker or appraiser manager that supervises Subscriber's real estate activities and on whose behalf Subscriber conducts those real estate activities.

**Personal Assistant:** A Personal Assistant is an individual employed by Firm or Subscriber working on his/her behalf only or on behalf of his/her real estate team. For purposes of this Agreement, Personal Assistants are unlicensed individuals and when accessing the ODS System, must be supervised by Firm or Subscriber, as applicable.

**Registered Appraiser Assistant:** A Registered Appraiser Assistant is a pre-license designation from the State of Oregon for an individual who is completing the state training requirements to become a licensed appraiser. For purposes of this Agreement, Registered Appraiser Assistants are unlicensed individuals and when accessing the ODS System, must be supervised by Firm, Participant, or Subscriber, as applicable.

**Saved Information:** Information that Subscriber (or User, on Subscriber's behalf) stores in the ODS System for his/her own later use that is not intended by him/her to be available to ODS's Other Participants and Subscribers and Users, including client prospect and contact information.

**Subscriber:** A Subscriber is a real estate licensee or a certified or licensed appraiser either employed by, or is an independent contractor affiliated with, Firm.

**Subscriber Compilation Contribution or "SCC."** All selection, coordination, and arrangement by Subscriber (or User, on Subscriber's behalf) of listing information submitted, contributed, or input in the ODS System, including the choice, classification, categorization, ordering, and grouping of material or data that is included in the ODS System. SCC does not include original text or photographs.

**Subscriber Contribution:** All data that the Subscriber (or User, on Subscriber's behalf) submits, contributes, or inputs in the ODS System, including text, photographs, images, and other materials, in any form now known or hereafter discovered, except the SCC.

**User:** A User is a Personal Assistant, a Clerical User, or a Registered Appraiser Assistant.

2. **Usage.** The following usages apply to any interpretation or construction of this Agreement, unless the context clearly indicates otherwise.

(a) Wherever the term "including" is used, it means "including, but not limited to."

(b) The singular and plural numbers and masculine, feminine, and neuter genders of words are interchangeable.

(c) Wherever the term "law" is used, it means all statutes, regulations, and common law, both state and federal, as they are amended. Without limiting the generality of the foregoing, "law" expressly includes all state and federal fair housing statutes and regulations.

## **ODS'S OBLIGATIONS**

3. ODS or Local MLS shall provide one unique user ID and password to Subscriber. The user ID and password will provide Subscriber access to all data and functions in the ODS Service to which Subscriber is entitled under the ODS Policies and/or Local MLS Policies. ODS may require Subscriber to change Subscriber's password at any time. ODS makes no warranties, however, that the ODS Service will be available at all times. ODS may use a third party contractor, determined in ODS's sole discretion, to facilitate its responsibilities under this Agreement.

## **SUBSCRIBER ACKNOWLEDGMENTS**

4. **Modifications to service.** ODS may, but is not required to, modify the ODS Service, including removing information and making additional information available, and adding and removing system functions. Certain products and services made available in conjunction with the ODS Service may be subject to agreements other than this Agreement and may require payment of additional fees ("Other Agreements"). For the avoidance of doubt, Subscriber shall be subject to the terms and conditions of this Agreement as well as any Other Agreements for those products and services to which they apply.

5. **Editorial control.** ODS is not required to, and assumes no responsibility to, review, edit, or exercise editorial control over the ODS Database or the Subscriber Contribution; use of either is subject to the exclusions of warranties and limitations of liabilities set forth in this Agreement. The foregoing notwithstanding, ODS may take any steps necessary in its judgment, including deleting the Subscriber Contribution or portions thereof, to avoid or remedy any violation of law, breach of the ODS Policies, Local MLS Policies, or infringement of intellectual property rights. Additionally, ODS shall have the right to alter and/or remove metadata and copyright management information contained in the Subscriber Contribution.

6. **Conditions of service.** Subscriber must be affiliated with Participant and Firm at all times during the term of this Agreement. Subscriber may enter and retrieve active listing information on the ODS Service only if Firm meets the qualifications in the ODS Policies and Local MLS Policies. Subscriber will comply at all times with (a) with the ODS Policies, (b) the Local MLS Policies, and (c) all applicable laws, statutes, ordinances and regulations in performance of their obligations under this Agreement, including the Fair Housing Act (42 U.S.C. §3601 et. seq.) and the Americans with Disabilities Act (42 U.S.C. §12101 et. seq.). Subscriber will ensure compliance with the same by any User, as applicable, including ensuring that any User does not engage in any activity, or access the ODS System in any manner, that requires a real estate license.

7. **Saved Information.** Saved Information may not always be available to Subscriber. ODS is not liable for unauthorized access to or loss of Saved Information. Subscriber is responsible for retention of any information that may be necessary to reconstruct Saved Information if it is lost or destroyed.

8. **Personal information and privacy.** Subscriber consents to ODS and Local MLS accessing, processing, transferring, and using Subscriber's personal information to provide the ODS Service. ODS reserves the right to collect and analyze information about how Subscriber uses the ODS Service. ODS uses third party vendors and contractors in connection with providing the ODS Service. ODS reserves the right to distribute to third parties certain information about Subscriber, including Subscriber's name and business address, phone number and email address. ODS reserves the right to distribute to third parties aggregated information about Subscriber's, Firm's and Other Participants' and Subscribers' and Users' use of the ODS Service, but not about Firm's or Subscriber's use specifically.

9. **Disclosure to government.** Subscriber acknowledges that ODS may provide government agencies access to the ODS Service at any time in ODS's sole discretion.

10. **Priority of agreements.** Subscriber's access to the ODS Service is subject at all times to the limitations set out in the ODS Policies, Local MLS Policies, and the Participant Agreement between ODS and Firm. In the event of an apparent conflict between those documents and this Agreement, Subscriber's obligations and rights shall be determined, in order of precedence, by the ODS Policies, Local MLS Policies, the Participant Agreement between ODS and Firm, and then by this Agreement.

11. **IDX and VOW data access subject to separate agreement; third-party TOU.** Subscriber acknowledges that access to ODS's IDX or VOW database and data feeds can occur only upon execution of a separate written agreement between ODS, Participant, and Subscriber, as applicable. Subscriber acknowledges that access to third-party software offered via ODS Service may be subject to separate third-party terms of use ("Other TOUs"). For the avoidance of doubt, Subscriber shall be subject to the terms and conditions of this Agreement as well as any Other TOUs for those products and services to which they apply.

## **SUBSCRIBER'S OBLIGATIONS**

12. **Use limited; Compensation Disclaimer.** Subscriber shall use the ODS Service solely for the purpose of selling, listing, leasing, valuing, and appraising real estate strictly as permitted by the ODS Policies and/or Local MLS Policies. Except as expressly provided in this Agreement and the ODS Policies and/or Local MLS Policies, Subscriber shall not copy, create derivative works of, distribute, perform, or display the ODS Service or any part of it. Subscriber acknowledges the following statements and may not communicate with any consumer in any manner that contradicts any of the following statements or brings them into doubt:

(a) A broker's compensation and fees for services are not set by law and are fully negotiable.

(b) A broker's compensation for services rendered to a seller or for services rendered to a buyer is solely a matter of negotiation between the broker and their client, and is not fixed, controlled, recommended, or maintained by any persons not a party to the brokerage service agreement.

(c) The compensation paid by a listing broker to a cooperating broker in respect to any listing is established by the listing broker and/or seller, and is not fixed, controlled, recommended, or maintained by any persons other than the listing broker and/or seller.

13. **Confidentiality.** Subscriber shall maintain the confidentiality of its user ID and password and the ODS Database. To maintain the confidentiality of all user IDs, passwords, the ODS Database, and the ODS System, Subscriber shall take the greater of reasonable care or the care it takes to protect its own confidential information. Subscriber shall not make any user IDs, passwords, the ODS Database, or the ODS System available to any third party, including without limitation affiliates, franchisors, subsidiaries, or Other Participants and Subscribers and Users, unless expressly authorized to do so under this Agreement or the ODS Policies. Failure to comply with this provision will result in a significant fine, as set forth in the ODS Policies and/or Local MLS Policies. Subscriber may disclose confidential information under this Agreement if, and to the extent, the order of a court or other tribunal with jurisdiction requires disclosure; provided however, Subscriber first gives reasonable notice to ODS to permit ODS to seek a protective order.

14. **Equipment.** Subscriber shall acquire and maintain all personal computers, modems, data connections, and computer software, other than the ODS Software, necessary for Subscriber's use of the ODS Service.

15. **Subscriber Contribution.** When making a Subscriber Contribution to the ODS Service, Subscriber warrants that the information submitted complies with all applicable laws, statutes, ordinances and regulations and the ODS Policies and/or Local MLS Policies in all respects, including with regard to (a) required data fields; (b) format of submission; (c) permitted and required listing types; and (d) procedures for submission. Subscriber warrants that the Subscriber Contribution does not infringe or violate any patents, copyrights, trademarks, trade secrets or other proprietary rights of any third party; and that there is no claim, litigation, or proceeding pending or threatened with respect to the Subscriber Contribution.

## INTELLECTUAL PROPERTY

16. **Subscriber license.** Subscriber hereby grants to ODS a non-exclusive, perpetual, world-wide, royalty-free license to reproduce, prepare derivative works of, distribute, display, perform and license (including sublicenses through multiple tiers) the Subscriber Contribution and those portions of the ODS Database relating to Subscriber's listings.

17. **Warranty.** Subscriber warrants that it has the authority to grant the license in Paragraph 16. Subscriber warrants that (a) the Subscriber Contribution does not infringe on the copyright or other intellectual property rights of any third party; and (b) Subscriber has the written consent of any party necessary to provide the Subscriber Contribution to Firm and ODS.

18. **Other terms.** Pursuant to the ODS Policies, the SCC shall be a work made for hire by Subscriber for the benefit of ODS, which shall be deemed the SCC's author for purposes of copyright law. If for any reason the SCC cannot be provided as a work made for hire, You agree to assign and hereby do assign to ODS all right, title and interest in the SCC, including, without any limitation, any copyrights therein under United States and international copyright law. ODS hereby grants Subscriber a license to use the ODS Software and the ODS Database during the term of this Agreement, subject to the permission of Firm and according to the terms of the ODS Policies. All other uses are prohibited.

## FEES AND PAYMENT TERMS

19. **Applicable fees due to Local MLS.** No fees are due directly to ODS hereunder. Local MLS is solely responsible for establishing the fees it charges for Subscriber to access the ODS Service and for determining the means of collecting those fees. ODS does not control or fix the fees that brokers, salespersons, and other permitted users pay to Local MLS (or other REALTOR® associations) for access to the ODS Services.

20. **Payment terms.** Subscriber agrees to pay all applicable fees to Local MLS when they become due according to the Local MLS Policies. Local MLS may revise its schedule of fees at its sole discretion at any time, with or without notice, subject to the Local MLS Policies. Local MLS may suspend services to Subscriber for failure to make payments to Local MLS.

21. **No refunds.** ODS and Local MLS need not refund or pro-rate fees in the event of termination or suspension of this Agreement unless the ODS Policies and/or Local MLS Policies provide otherwise. Initiation fees, if any, are not refundable.

22. **Taxes.** All fees for the ODS Service are exclusive of federal, state, municipal or other governmental excise, sales, value-added, use, personal property and occupational taxes, excises, withholding obligations and other levies now in force or enacted in the future and, accordingly, Subscriber and Local MLS shall pay all such taxes and levies other than any tax or levy on the net income of ODS.

23. **Fines.** ODS may collect fines from Subscriber and from Firm on Subscriber's behalf for violation of the ODS Policies. Payment terms for fines are set out in the ODS Policies. ODS may amend its schedule of fines and terms for collecting them at its sole discretion at any time, with or without notice.

## TERM AND TERMINATION

24. **Term.** This Agreement shall commence when You click "I Agree" set forth below and shall continue thereafter on a month-to-month basis until terminated.

25. **Termination for breach.** ODS may terminate this Agreement with notice if Subscriber fails to comply with the terms of this Agreement or of the ODS Policies and/or Local MLS Policies.

26. **Termination of Participant.** In the event of any termination of the Participant Agreement, all affiliated Subscriber license and access agreements, including this Agreement, shall automatically terminate. In the event of any suspension of Participant Agreement, upon ODS notice to Subscriber, ODS may in its sole discretion suspend Subscriber access to ODS System. If ODS does not exercise its right to suspend Subscriber access to the ODS System, this Agreement shall continue in full force..

27. **Termination for failure to pay.** In the event Subscriber fails to pay Local MLS any fees required under this Agreement, ODS may terminate service without being subject to arbitration. In its sole discretion, ODS may suspend its performance under this Agreement rather than terminating it, in the event that Subscriber fails to pay any fees required under this Agreement.

28. **Termination for convenience.** Either party may terminate this Agreement upon thirty (30) days' written notice to the other party and Local MLS. Subscriber may not terminate this Agreement so long as Subscriber remains affiliated with Participant for which Firm is responsible, subject to a Participant Agreement with ODS, except as otherwise permitted under ODS Policies.

29. **Events upon termination.** Promptly upon any termination of this Agreement, (a) ODS or Local MLS shall deactivate Subscriber's user IDs and passwords (and those of any User affiliated with Subscriber), and Subscriber (and User, if applicable) shall have no further access to the ODS Service; (b) Subscriber shall purge all copies of the ODS Software and the ODS Database from Subscriber's personal computers; (c) all licenses granted hereunder

shall immediately terminate, except the license to the Subscriber Contribution in Paragraph 16; and (d) Subscriber will not be permitted to be affiliated with Firm or any other participant of ODS unless a new subscriber agreement between Subscriber and ODS is executed.

## **DISCLAIMER, LIMITATION OF LIABILITY, AND INDEMNIFICATION**

**30. DISCLAIMER OF WARRANTIES.** ODS PROVIDES THE ODS SERVICE AND ALL COMPONENTS OF IT ON AN "AS IS," "AS AVAILABLE" BASIS. USE OF THE ODS SERVICE AND THE INFORMATION AVAILABLE THROUGH THE ODS SERVICE ARE AT THE SOLE RISK OF SUBSCRIBER. THE ODS AFFILIATES DO NOT WARRANT THAT THE ODS SERVICE WILL BE UNINTERRUPTED OR ERROR-FREE, AND THE ODS AFFILIATES MAKE NO WARRANTY AS TO THE ACCURACY, COMPLETENESS, CURRENCY, OR RELIABILITY OF ANY INFORMATION AVAILABLE THROUGH THE ODS SERVICE. THE ODS AFFILIATES EXPRESSLY DISCLAIM ANY AND ALL WARRANTIES WITH RESPECT TO THE ODS SERVICE AND THE INFORMATION AVAILABLE THROUGH THE ODS SERVICE, INCLUDING THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. The ODS Service may contain third party content, including hyperlinks to web sites operated by parties other than ODS; ODS does not control such third party content, including web sites, is not responsible for the content, does not endorse the sites or contents, and may have no relationship with the third party content providers, including any web sites' operators.

**31. LIMITATIONS AND EXCLUSIONS OF LIABILITY.** NONE OF THE ODS AFFILIATES SHALL BE LIABLE TO SUBSCRIBER OR ANYONE ELSE FOR ANY INDIRECT, INCIDENTAL, SPECIAL, OR CONSEQUENTIAL DAMAGES THAT RESULT FROM THE USE OF, OR INABILITY TO USE, THE ODS SERVICE, INCLUDING RELIANCE BY SUBSCRIBER ON ANY INFORMATION OBTAINED THROUGH USE OF THE ODS SERVICE; MISTAKES, OMISSIONS, DELETIONS OR DELAYS IN TRANSMISSION OF SUCH INFORMATION; INTERRUPTIONS IN DATA CONNECTIONS TO THE ODS SERVICE; AND VIRUSES OR FAILURES OF PERFORMANCE; WHETHER CAUSED IN WHOLE OR PART BY NEGLIGENCE, ACTS OF GOD, DATA CONNECTION FAILURE, OR THEFT OF, DESTRUCTION OF, OR UNAUTHORIZED ACCESS TO THE ODS SERVICE AND RELATED INFORMATION, RECORDS AND PROGRAMS.

**32. MAXIMUM AGGREGATE LIABILITY.** IN NO EVENT SHALL ODS BE LIABLE TO SUBSCRIBER FOR ANY AMOUNT IN EXCESS OF THE GREATER OF (A) THE FEES FIRM, PARTICIPANT, OR SUBSCRIBER HAS PAID TO LOCAL MLS, IF ANY, IN THE YEAR IMMEDIATELY PRECEDING THE FIRST EVENT GIVING RISE TO ANY CLAIM FOR DAMAGES; OR (B) \$100.

**33. Indemnification.** Subscriber shall defend, indemnify and hold the ODS Affiliates and Other Participants and Subscribers and Users harmless from and against any and all liability, damages, loss or expense (including reasonable fees of attorneys and other professionals) in any claim, demand, action or proceeding initiated by any third party against the ODS Affiliates or Other Participants and Subscribers and Users arising from any acts of Subscriber, including (a) putting inaccurate information into the ODS Service; (b) making unauthorized use of Subscriber's password; (c) making unauthorized use of the ODS Database; (d) infringing any proprietary or contract right of any third party; (e) breaching any term of this Agreement; and (f) violating this or any other agreement or any law.

**34. Acknowledgment.** Subscriber acknowledges that ODS and Local MLS have set its fees and other charges in reliance on the disclaimers of warranty and limitations and exclusions of liability set forth in this Agreement and that the same form an essential basis of the bargain between the parties.

## **DISPUTES AND REMEDIES**

**35. Injunctive relief.** Subscriber acknowledges and agrees that the ODS Software and ODS Database are confidential and proprietary products of ODS and that in the event there is an unauthorized disclosure of them by Subscriber, no remedy at law will be adequate. Subscriber therefore agrees that in the event of such unauthorized disclosure of ODS Software or ODS Database, ODS may obtain injunctive relief or other equitable remedies against Subscriber in addition to all available remedies at law, without any showing of actual damages or posting any bond or security of any kind.

**36. Dispute resolution.** In the event ODS claims that Subscriber has violated the ODS Policies and/or Local MLS Policies, ODS may, at its option, resolve such a claim according to the disciplinary procedures set out in the ODS Policies and/or Local MLS Policies, provided ODS does not also base a claim that Subscriber has breached this Agreement on the same facts. Except as provided in this paragraph and in Paragraph 27, any controversy or claim arising out of or relating to this Agreement, or the breach thereof, shall be settled by arbitration administered by the American Arbitration Association ("AAA") under its Commercial Arbitration Rules, including the Expedited Procedures where applicable, the Optional Procedures for Large Complex Commercial Disputes where applicable, and the Optional Rules for Emergency Measures of Protection (collectively, the "Arbitration Rules"). Judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction over the parties. Unless all parties to the dispute agree otherwise, any arbitration hearing or proceeding hereunder shall be held in the county in which Local MLS maintains its headquarters, Oregon, except that it may be held by telephone where the Arbitration Rules expressly so permit. Subscriber agrees to submit any disputes or claims under this Agreement not subject to arbitration to the jurisdiction and venue of the state and federal courts sitting in the county in which Local MLS maintains its headquarters, Oregon.

**37. Liquidated damages.** Subscriber acknowledges that damages suffered by ODS from access to the ODS Service by an unauthorized third party as a result of disclosure of Subscriber's password or an unauthorized disclosure by Subscriber of the ODS Database to a third party would be speculative and difficult to quantify. Accordingly, as a material inducement to ODS to enter into this Agreement with Subscriber, Subscriber agrees that (a) in the event that any disclosure of Subscriber's password results in access to the ODS Service by an unauthorized third party, regardless of whether such disclosure is intentional, negligent or inadvertent, Subscriber shall be liable to ODS for liquidated damages in the amount of \$5,000 (or the amount established in the ODS Policies, whichever is greater) and termination of this Agreement; and (b) in the event that Subscriber makes unauthorized disclosure of any portion of the ODS Database to any third party, Subscriber shall be liable for liquidated damages in the amount of \$5,000 (or the amount established in the ODS Policies, whichever is greater) for each real estate listing disclosed and termination of this Agreement.

**38. Legal fees.** In the event of legal action or arbitration between ODS and Subscriber, on account of or in respect to this Agreement, the prevailing party in such action or arbitration shall be entitled to recover its reasonable attorneys' fees, costs and expenses incurred in such action or arbitration.

## **MISCELLANEOUS**

**39. No third party beneficiaries.** This Agreement is entered into solely between, and may be enforced only by, ODS and Subscriber, and this Agreement shall not create or be construed to create any rights in any home owner, home seller, home purchaser, board or association, or other third party. The foregoing notwithstanding, Local MLS is a third party beneficiary of this Agreement and the parties agree that Local MLS may enforce those covenants herein of which Local MLS is a beneficiary.

40. **Interpretation and amendment.** Subscriber expressly consents to the execution of amendments by electronic means (such as web site "click through" agreements). ODS may amend this Agreement by providing thirty (30) days' advance notice of the amendment to Subscriber. If Subscriber continues to use the ODS Service or ODS Database after the expiration of the 30-day notice period, Subscriber will be deemed to have agreed to the terms as amended. Except as provided in this paragraph, this Agreement may not be amended except by written instrument executed by both parties.

41. **Assignment.** Neither this Agreement nor any obligations or duties hereunder may be assigned or delegated by Subscriber. Any purported assignment or delegation in contravention of this section is null and void.

42. **Integration and severability.** This Agreement contains the entire understanding of the parties and supersedes all previous oral and written agreements on the subject hereof. In the event of any dispute regarding the interpretation of the terms of this Agreement, it shall not be construed for or against any party on the grounds that the Agreement was prepared by any one of the parties. Each provision of this Agreement is severable from the whole, and if one provision is declared invalid, the other provisions shall remain in full force and effect. The foregoing notwithstanding, if any provision of Paragraph 30 through 34 is declared invalid or unenforceable by any court of competent jurisdiction, this Agreement and Subscriber's access to the ODS Service shall immediately terminate.

43. **Governing law.** This Agreement shall be governed by, and construed in accordance with, the laws of the State of Oregon applicable to contracts made and performed in Oregon, without regard to its conflicts of law and choice of law provisions.

44. **Notice.** Any notice required or permitted to be given under this Agreement shall be in writing and delivered via (a) U.S. Mail, postage paid and return receipt requested; (b) express mailing service with confirmation of receipt; or (c) electronic mail, provided sender requests a return receipt. All notices are effective on the date of receipt or three (3) days after transmission, whichever is earlier.

Having read this Agreement, the Subscriber expresses their will to be bound by its terms by setting their signature below.

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Name of Firm

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Name of Subscriber

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Signature of Subscriber

---

Date



**CASCADDES EAST MULTIPLE LISTING SERVICE  
ELECTRONIC KEY LEASE APPLICATION & KEYBOX PURCHASE FORM**

Name as it appears on your real estate license: \_\_\_\_\_

Oregon Appraisal or Real Estate License #: \_\_\_\_\_ City: \_\_\_\_\_

**ELECTRONIC KEY LEASE INFORMATION** (Disregard this section if you already have an eKEY and are only purchasing a keybox(s) Supra offers two options for electronic keys that our members can lease. The eKEY works on Apple or Android devices. Please see the [Supra eKEY Comparison](#) to determine which eKEY you would like to lease eKEYBasic (\$12.50) or eKEY Professional (\$18.50). You can change which product you would like to lease at any time. There is a \$50 activation fee charged by Supra for every eKEY that is activated.

I would like to lease an eKEY: Yes No

**IMPORTANT:** Once MLS staff has set you up in the Supra system, you will receive an email from Supra with a link to set up the billing for your account. This needs to be completed within five (5) days of receipt of the email. Please make sure to follow the instructions in this email otherwise your eKEY will not work. When billed, you will be charged for the \$50 activation fee referenced above and your prorated monthly eKEY lease for the current month. The eKEY lease will be billed monthly by Supra directly. If you have any changes to the credit card you place on file with Supra, please make sure to update this card with Supra so that you do not experience an interruption in service.

**KEYBOX PURCHASE INFORMATION** (Disregard if only leasing an eKEY above).

The MLS uses Supra as its keybox vendor. All keyboxes are warranted. The fees to purchase keyboxes are as follows:

New Keyboxes- \$110

Used Keyboxes- \$75 \*Purchase of used keyboxes is subject to availability. **Call in advance for availability.**

Please complete the following: I am purchasing (#) \_\_\_\_\_ new keyboxes. I am purchasing (#) \_\_\_\_\_ used keyboxes.

I would like the following four (4) digit code assigned as the shackle code on the keyboxes I am purchasing. \_\_\_\_\_

The keyboxes being purchased will be owned\* by:

Individual Broker Completing Application

Managing Principal Broker

The Office/Owner

\*Please note that only the owner of the keybox selected above can transfer ownership or reassign the keybox to another owner. Additionally, only the owner on file will have or be given access to the shackle code assigned to the keybox.

In the event purchased boxes must be shipped, all shipping costs are the responsibility of the member requesting shipping. Purchased keyboxes left at the MLS office for more than ninety (90) days shall be returned to the MLS inventory, and no refunds shall be given.

Keyholder or Keybox Purchaser/Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**TO BE COMPLETED BY THE MANAGING PRINCIPAL BROKER OR MANAGING APPRAISER**

I, Managing Principal Broker(MPB) or Managing Appraiser, hereby certify that the Subscriber in this application, or myself, if I am the keyholder or purchaser, shall abide by all the terms and conditions set forth in the keyholder lease agreement with Supra and follow all rules and regulations in the MLS policies governing electronic keys and keyboxes.

MPB/Managing Appraiser Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**EMAIL COMPLETED FORM WITH SIGNATURES TO [MEMBERSHIP@CASCADDESEASTREALTORS.COM](mailto:MEMBERSHIP@CASCADDESEASTREALTORS.COM).**

# NEW MEMBER ONBOARDING



The following steps are required for your association membership with the Cascades East Association of REALTORS®

## STEP ONE

Within the first thirty (30) days, you must complete the self-paced New Member Code of Ethics online course from the National Association of REALTORS® (NAR). You will need your M1 number that was sent in your welcome email. We will be notified once you successfully complete the course. [COURSE LINK](#)

## STEP TWO

Within the first thirty (30) days, complete the self-paced NAR Fairhaven simulation training which uses the power of storytelling to help members identify, prevent, and address discriminatory practices in real estate. Work against the clock to sell homes in the fictional town of Fairhaven, while confronting discrimination in the homebuying process. You will need your M1 number that was sent in your welcome email. We will be notified once you successfully complete the course. [COURSE LINK](#)

## STEPS THREE & FOUR

Within the first four (4) months, complete both of the following lunch & learns:

- The NAR Code of Ethics: Practical Applications
- Professionalism in Real Estate

These lunch & learns are each two (2) hours and are offered bi-monthly at the association and are not required to be taken in a specific order. The NAR Code of Ethics: Practical Applications reviews real life scenarios in which the NAR Code of Ethics will play a role in your business practices. Professionalism in Real Estate will review the common practices and expectations in a cooperative real estate market community. This course will help you gain the respect of your peers and ensure you are putting your most professional foot forward as you begin your real estate career. [COURSE CALENDAR](#)

## STEP FIVE

Within the first six (6) months, complete Your Membership Working for You lunch & learn, a two (2) hour course which reviews important aspects of the local, state and national associations and how we work on our members behalf to help make them successful in their business while protecting private property rights and our members ability to conduct business! [COURSE CALENDAR](#)

VISIT [WWW.CASCADESEASTREALTORS.COM/CALENDAR](http://WWW.CASCADESEASTREALTORS.COM/CALENDAR) TO REGISTER FOR THE LUNCH & LEARNS. PRE-REGISTRATION IS REQUIRED. THESE CLASSES ARE FROM 12-2PM. IN PERSON IS HIGHLY ENCOURAGED BUT HYBRID IS AVAILABLE.



Questions regarding membership, these course requirements, or help registering? Our team of staff are here to help! Call the Cascades East Association of REALTORS® at 541.382.6027 or email our membership team at [membership@cascadeseastrealtors.com](mailto:membership@cascadeseastrealtors.com).

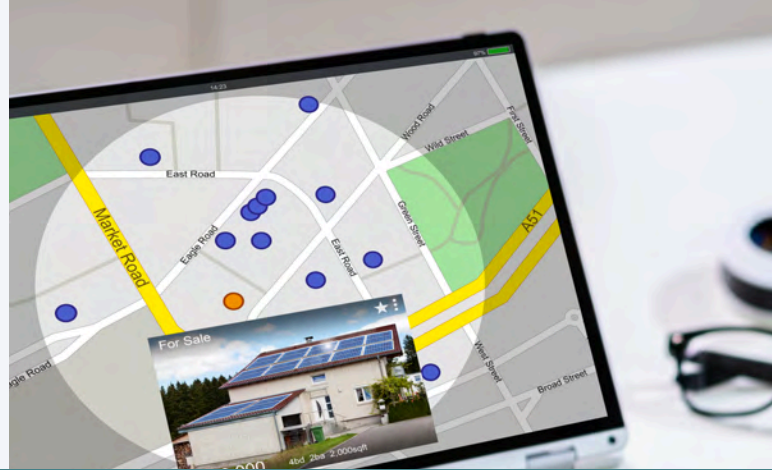


CASCADES EAST  
ASSOCIATION OF REALTORS®



# MLS ONBOARDING REQUIREMENTS

The following steps are required for Participation, Subscriber, and User rights in the Cascades East MLS and the Oregon Data Share (ODS)



## STEP ONE (REQUIRED FOR ALL)

Within the first thirty (30) days, you must complete a thirty (30) minute self-paced Flexmls intro course. This course will provide a brief overview of ODS, logging in for the first time, the help options and resources available, the basics and customization of your dashboard, navigation of the system, and an overview of searching. You will receive a link to this course when your application is processed.

## STEP TWO (REQUIRED FOR ALL)

Within the first thirty (30) days, complete the ODS Rules and Regulations Onboarding Course which is approximately 1.5 hours. This course reviews the MLS Rules and Regulations and highlights important fields, what they mean and how you should use them as well as important data integrity standards we adhere to in order to make sure our members have access to the most accurate real estate data. The staff will review these important items as we audit for them and issue fines if found. This course is taught live virtually twice a month so you will have two opportunities to complete this course before the deadline. You will receive the upcoming opportunities for this course via email when your application is processed. You can also view these on our [COURSE CALENDAR](#).

## STEPS THREE & FOUR (ONLY REQUIRED FOR LISTING INPUT PRIVILEGES)

Every MLS technology platform has Listing Input Privileges, which allow members to enter, edit, and change listings, as well as several other features. All Managing Principal Brokers and those needing input privileges (which must be authorized by your Managing Principal Broker) are required to complete the above two requirements as well as the following:

1. Submit signed and completed Listing Input Form and Listing Input Agreement to the MLS.
2. Complete the online self-paced Listing Input course (Approx. 1 hour). This course reviews how to input a listing in the Flexmls system from beginning to end and touches on all the features in the system you will be using. The link to this will be sent to you once we receive the required paperwork.

## ADDITIONAL RESOURCES

In addition to the above-required courses, we offer several non-required courses for members interested in learning more! Become more proficient at the Flexmls system and use it to its full potential, which will help you succeed in your real estate career! We offer a Flexmls advanced training course offered periodically throughout the year. We also offer classes on hot topics or frequently asked questions we receive at the MLS office. Check the association's online calendar for these courses. You can attend them anytime, and they are not required.

Visit [www.cascadeseastrealtors.com/calendar](http://www.cascadeseastrealtors.com/calendar) to register for the courses we offer as additional resources. Pre-registration is required. For questions regarding required or optional MLS courses, feel free to contact us at 541.382.6027 or at [membership@cascadeseastrealtors.com](mailto:membership@cascadeseastrealtors.com).