



REALTOR® ASSOCIATION
of Sarasota and Manatee
Reach Further.™

Sarasota Location

2320 Cattlemen Road, Sarasota, FL 34232

Bradenton Location

2901 Manatee Ave W, Bradenton, FL 34205

(941) 952-3400 Fax (941) 952-3401

www.MyRASM.com email: Membership@MyRASM.com

MLS ASSISTANT APPLICATION

Thank you for applying for membership to Stellar MLS. All completed applications are processed within 72 business hours. *Please review the required documentation listed below needed to process your membership application.

Payment is a requirement to process your membership application. For questions about the application or joining Stellar MLS, please email Membership@MyRASM.com or call 941-952-3400.

RASM will collect a Local Service Center (LSC) fee for processing your application. Stellar MLS will reach out to you within 72 business hours of your membership approval with a link to view and pay your Stellar MLS membership fees.

Membership Fee Structure can be found on the next page.

RASM's membership services department will notify you when your application has been processed. Once processed, Stellar MLS will email you with your MLS ID and link to activate your account and setup a password.

Requirements needed for processing an MLS Only Application

- Cannot hold an **active** Florida Real Estate License or Appraiser License.
- Broker Signature is required on the application.
- Copy of current drivers license or identification card.
- Completed Membership Application.
- Payment

Membership Dues/Fees are Non-Refundable

Stellar MLS Dues Schedule
Stellar MLS (October 2026 - September 2027)

RASM Processing Fee	MLS Assistant											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	*Sept	Oct	Nov	Dec
RASM LSC Fee	\$18.00	\$16.00	\$14.00	\$12.00	\$10.00	\$10.00	\$10.00	\$10.00	\$26.00	\$24.00	\$22.00	\$20.00
Total Due w/Application	\$18.00	\$16.00	\$14.00	\$12.00	\$10.00	\$10.00	\$10.00	\$10.00	\$26.00	\$24.00	\$22.00	\$20.00

MLS Fees (collected by Stellar MLS Separately)												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	*Sept	Oct	Nov	Dec
Stellar MLS	\$112.50	\$100.00	\$72.92	\$62.50	\$52.08	\$41.67	\$31.25	\$20.83	\$160.42	\$150.00	\$137.50	\$125.00
Stellar MLS Application Fee	\$80.00	\$80.00	\$80.00	\$80.00	\$80.00	\$80.00	\$80.00	\$80.00	\$65.00	\$80.00	\$80.00	\$80.00
Total MLS Dues	\$192.50	\$180.00	\$152.92	\$142.50	\$132.08	\$121.67	\$111.25	\$100.83	\$225.42	\$230.00	\$217.50	\$205.00

Total Cost of Membership	\$210.50	\$196.00	\$166.92	\$154.50	\$142.08	\$131.67	\$121.25	\$110.83	\$251.42	\$254.00	\$239.50	\$225.00
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*Includes Pro-rated Stellar MLS Fees for September & Annual MLS fees from October to September



**SUBSCRIPTION APPLICATION
UNLICENSED ASSISTANT/USER**

Primary Association/Board _____

EMPLOYER INFORMATION:

Office Name: _____

Office MLS#: _____ Office NRDS#: _____

ASSISTANT/USER INFORMATION (check one)

- Personal Assistant (access to only one agent’s listings)
- Office Assistant (access to all listings owned by this office)
- Company Assistant (access to all listings owned by this office and any branch offices)

First Name: _____ Middle Name: _____ Last Name: _____

Preferred name: _____

(Please note this will appear before your last name)

Agent or office assistant is assigned to: _____

Agent MLS ID #: _____

Home Phone: _____ Mobile Phone: _____

Office Phone: _____ Fax: _____

Please select your preferred phone from the following Home Mobile Office

Home Address: _____

City _____ State _____ Zip _____

Assistant E-Mail: _____

New Customers

*Password: **New Customers** must use the **Activate Account** option and follow instructions for setting up their password. If you are an established customer with MLS, you will use your existing user ID and password.

I agree to abide by the Multiple Listing Service Rules and Regulations of the Stellar Multiple Listing Service and to attend the mandatory Stellar MLS training. Required training; MLS Compliance 101 & MLS Basic. If you need access to enter listings, you will also be required to take Add/Edit Listings Class. I understand that if I do not attend mandatory training within sixty days my Annual Subscription Costs will be forfeited, and I will be suspended from the Service.

****NOTE: STELLAR MLS ANNUAL SUBSCRIPTION COSTS OR PRO-RATED STELLAR MLS ANNUAL SUBSCRIPTION COSTS ARE NOT REFUNDABLE. Broker Initial** _____

SIGNATURES

BROKER SIGNATURE _____ **Date** _____

ASSISTANT SIGNATURE _____ **Date** _____

* * Please return to your local association/board with a copy of assistant’s driver’s license.



STELLAR MULTIPLE LISTING SERVICE
SUBSCRIPTION / ACTIVATION AGREEMENT
UNLICENSED ASSISTANT

Primary Association/Board _____

This agreement is made on _____ between the Subscriber and Stellar Multiple Listing Service.

- Stellar MLS Annual/Prorated Subscription Cost \$_____
New Assistant Set up \$80 (this fee will also apply for customers reactivating after 1 (one) full billing cycle)
New Office Set up \$80 (this fee will also apply for customers reactivating after 1 (one) full billing cycle)
Customer Reactivation Fee \$175 (this fee will apply to customers who have been inactive for less than 1 (one) full billing cycle)

The access issued to each Participant or Subscriber is unique and strictly confidential to that person. Authorized Participant/Subscriber agrees that should a disclosure of account information result in access by an unauthorized third party, Authorized Participant/Subscriber may be subject to penalties as follows:

- 1) A fine of up to \$15,000 (as determined by the Board of Directors) for each occurrence will be assessed against any Participant/Subscriber found to have allowed or provided access to the Stellar MLS system by an unauthorized person.
2) Permanent revocation of on-line access rights for the second instance.

In compliance with Stellar MLS Rules and Regulations, this Agreement provides for the Participant/Subscriber as a primary or secondary member, to gain immediate access to the MLS and Public Record database for use in listing, searching and retrieving the data contained therein. This right is contingent upon the PARTICIPANT, SUBSCRIBER completing the required training course within the 60-day period allowed. Failure to do so will result in suspension of the right to access the MLS database. The Participant/Subscriber agrees to comply with Stellar MLS Rules and Regulations. Any other use, reuse, or resale of this data is prohibited. The term of this Agreement shall commence upon initiation of service to the Participant/Subscriber. The Agreement is not assignable. The Participant/Subscriber hereby indemnifies the Service and any Reciprocal Service and agrees to hold harmless from and against all claims, losses, damages, costs and expenses of any kind, including attorney's fees, and from liability to any person arising from a Participant/Subscriber.

Definition of MLS Participant. Any REALTOR® of any other Association/Board or any non-Realtor® who is a principal, partner, corporate officer, or branch office manager acting on behalf of a principal, without further qualification, except as otherwise stipulated in these rules, shall be eligible to participate in Stellar MLS upon agreeing in writing to conform to the Rules and Regulations thereof and to pay the costs incidental thereto. However, under no circumstances is any individual or firm, regardless of membership status, entitled to Multiple Listing Service "membership" or "participation" unless they hold a current, valid real estate broker's license and offer or accept cooperation and compensation to and from other Participants or are licensed or certified by an appropriate state regulatory agency to engage in the appraisal of real property.

** Use of information developed by or published by Stellar MLS is strictly limited to the activities authorized under a Participant's licensure(s) or certification and unauthorized use is prohibited. Further, none of the foregoing is intended to convey "participation" or "membership" or any right of access to information developed by or published by a Board Multiple Listing Service where access to such information is prohibited by law.

COMPANY / SUBSCRIBER INFORMATION

Office/Company Name: _____ Office NRDS#: _____

Attention Subscriber: MLS renewals occur in May each year. Emails are sent by Stellar MLS each April, and invoices can be accessed and paid through your Stellar Central account. Accounts not paid by stated deadlines result in late fees, account suspensions, and reactivation fees. The Principal Broker is ultimately responsible for the payment of all annual subscription costs, late fees & reactivation fees for participating licenses in his/her company.
**NOTE: STELLAR MLS ANNUAL SUBSCRIPTION COSTS OR PRO-RATED STELLAR MLS ANNUAL SUBSCRIPTION COSTS ARE NOT REFUNDABLE. Initial _____

BROKER SIGNATURE _____ Date _____

ASSISTANT SIGNATURE _____ Date _____

SIGNATURE REQUIRED STATING YOU AGREE TO THE ABOVE TERMS

Note: Dues payments to the REALTOR® Association of Sarasota and Manatee, are not tax deductible as charitable contributions. Portions of such payments may be deductible as ordinary and necessary business expenses. Stellar MLS will reach out to you regarding their setup fee and dues billing. For any Stellar questions on billing and account setup, please contact 1-800-686-7451.

Payment Information

Payment Method: Check# _____ Visa American Express MasterCard

Credit Card No. _____

Exp: ____/____ CVV _____ Amount \$ _____

Is this a corporate card: Yes No

Signature _____ Date: _____

Permissible Activities of an Unlicensed Assistant

Unlicensed assistant is defined as support staff for a real estate corporation or other licensed individuals.

- Answer the phone and forward calls
- Fill out and submit listings and changes to any multiple listing service
- Follow-up on loan commitments after a contract has been negotiated and generally secure the status reports on the loan progress
- Assemble documents for closing
- Secure documents (public information) from courthouse, utility district, etc.
- Have keys made for company listings, order surveys, termite inspections, home inspections and home warranties with the licensed employer's approval
- Write ads for approval of the licensee and the supervising broker, and place advertising (newspaper ads, update web sites, etc); prepare flyers and promotional information for approval by licensee and the supervising broker
- Receive, record and deposit earnest money, security deposits and advance rents
- Only type the contract forms for approval by licensee and supervising broker
- Monitor licenses and personnel files
- Compute commission checks
- Place signs on property
- Order items of repair as directed by licensee
- Prepare flyers and promotional information for approval by licensee and supervising broker
- Act as a courier service to deliver documents, pick-up keys
- Place routine telephone calls on late rent payments
- Schedule appointments for licensee to show a listed property