



MLS TRAINING FORM

Date of Training: _____

Trainer: _____
(Please Print)

Trainee: _____
(Please Print)

_____ I understand the KCBOR fine structure. *(What each fine is for. How the fines are assessed, etc.)*

_____ I was shown and understand how to input a listing, what information is not allowed in our system, what information is required and where to get the information if needed.

_____ I understand sharing my MLS access, including but not limited to my user ID and password, with anyone such as assistants and Transaction Coordinators at anytime, is strictly prohibited and can result in fines and possible suspension of my MLS access.

_____ I understand how the Caravan Tour works, where it is and who is welcome to attend.

_____ I understand the difference between adding a new listing and extending an expired listing.

_____ I understand to reactivate an expired listing, the Board office must be contacted to change the listing and a \$10.00 fee will be assessed on the next billing cycle.

_____ I understand where to obtain copies of the MLS Rules and Regulations, as well as the MLS Policy. I also agree to abide by these rules as transcribed in documentation which from time to time may be amended. *(Please note that all amended documentation will be put to notification in the MLS as a broadcast message)*

_____ I understand how to use the Maps link to locate an area.

_____ I understand where to get all the paperwork/documents/forms for MLS.

_____ I understand what an MLS listing waiver/SELM Exclusion is, how it works, when and how to use it properly.

- _____ I understand what an MLS Hold Form is, how it works, when and how to use it properly.
- _____ I understand sharing access of my SentriKey Access is strictly prohibited and in doing so can result in fines and a suspension from SentriKey Access
- _____ I understand how IDX works, where to get the forms, and how to fill them out.
- _____ I understand how to do a Market Sold analysis.
- _____ I understand what Seller Concessions are.
- _____ I understand how wrong information can affect other members, agents and appraisers.
- _____ I understand **Co-Listings are NOT allowed** in the MLS if both agents are not active members of the MLS.
- _____ I understand that my MLS Dues are billed to me through email on a Semi-Annual Basis. An invoice will be sent on or about December 1st for a January 1st Due Date and on or about June 1st for a July 1st Due Date.
- _____ I understand **I may enroll in Auto-Pay through the PAYMENTS Portal at any time** to pay my invoices for MLS Dues, MLS Fines and SentriKey Access. Auto-Pay processes MLS Dues on or about January 1st and July 1st. SentriKey Access Auto-Pay is processed annually on or about July 1st.
- _____ **No Refund:** I understand that my MLS Dues are non-refundable. In the event I fail to maintain eligibility for membership or for MLS Services for any reason, I understand I will not be entitled to a refund of my dues or fees.
- _____ **No Refund:** I understand that if I decide to **Cancel/Drop my MLS Membership**, I must submit to KCBOR, an MLS Membership Drop form signed by my Broker of Record **before** the first day of the next upcoming billing cycle or I will be responsible for the payment of the MLS Semi-Annual Dues.
- _____ **No Refund:** I understand that all SentriLock LockBox purchases will be final. Purchased LockBoxes **must be picked up** from the KCBOR Board Office **within 30 days** of purchase. Failure to pick-up **within 30 days** will result in the LockBox being returned to KCBOR inventory.

I have reviewed the above information with my instructor/trainer and feel that I have a better understanding of the MLS system as well as KCBOR MLS Rules, Regulations and Policies. I understand that if I should have any questions involving the material I reviewed today or any questions in general, I can call the Board office at any time during normal business hours.

Name: _____ **Date** _____
 (Please Print)

Signature: _____ **Date** _____

Trainers Signature: _____ **Date** _____