

# **MEMBER/OFFICE INFORMATION CHANGE FORM**

FAR/FMLS WILL NOT BE RESPONSIBLE IF INCORRECT INFO IS PROVIDED

**MEMBER PROFILE UPDATE**

**OFFICE TRANSFER\***

\*AKEY user must complete attached Key Lease Agreement

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

MEMBER NAME: \_\_\_\_\_ MEMBER #: \_\_\_\_\_

AGENT HAS LISTINGS TO BE TRANSFERRED  
TO NEW OFFICE: YES\*\*  NO

DRE LICENSE # : \_\_\_\_\_

\*\*Requires a Listing Transfer Form

## **OLD**

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

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

OFFICE PHONE: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_

FAX#: \_\_\_\_\_ MOBILE PHONE: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

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

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

## **NEW**

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

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

OFFICE PHONE: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_

FAX#: \_\_\_\_\_ MOBILE PHONE: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

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

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

**SIGNATURE OF MEMBER**

**SIGNATURE OF BROKER\*\*\* †**

\*\*\*Broker Signature not required for Member Profile Update

†Broker Signature required for office transfer

**FOR STAFF USE ONLY**

STAFF SIGNATURE \_\_\_\_\_

UPDATE SUPRA: \_\_\_\_\_

SCAN DOCS: \_\_\_\_\_

**Fresno Multiple Listing Service (FMLS)  
ExpressKEY System Access Agreement**

IT IS HEREBY AGREED AMONG The Fresno Multiple Listing Service FMLS) \_\_\_\_\_ (Broker of)

\_\_\_\_\_ Company Name and Broker's Associate

\_\_\_\_\_ (Associate) Witnesses:

1. ExpressKEY Deposit-FMLS hereby acknowledges receipt of the sum of \$ \_\_\_\_\_ from BROKER/ASSOCIATE, which represents a deposit to be held by FMLS. In the event of violation of any provision of this agreement, the deposit shall be forfeited by the BROKER/ASSOCIATE. The deposit shall be refunded upon return of the ExpressKEY by BROKER/ASSOCIATE prior to breach of this agreement. Interest earned by FMLS on the deposit shall be retained by FMLS as partial consideration for its services and BROKER and ASSOCIATE hereby waive any claim to any interest on the deposit.
2. ExpressKEY RECEIPT-BROKER/ASSOCIATE hereby acknowledges receipt of ExpressKEY# \_\_\_\_\_ and its secret code from FMLS.
3. RETURN OF ExpressKEY -BROKER/ASSOCIATE agrees to return the ExpressKEY within 48 hours of receipt of a request to do so by FMLS or within 5 days of any of the following events:
  - a. Termination of either BROKER or ASSOCIATE as an active member in good standing with the Fresno Multiple Listing Service.
  - b. Termination of ASSOCIATE'S association with BROKER for any reason. In the event of death of ASSOCIATE, ASSOCIATE'S heirs or personal representatives shall surrender the ExpressKEY to FMLS and shall be entitled to a refund without interest of the deposit due ASSOCIATE. Failure to return the ExpressKEY as provided herein shall result in forfeiture of the deposit to FMLS.
  - c. This agreement shall automatically be renewed on a yearly basis unless terminated by either party.
4. SYSTEM ACCESS FEE-BROKER/ASSOCIATE hereby agrees to pay to the Fresno Multiple Listing Service an annual System Access fee. The fee for the first year is payable upon the execution of this form (fees will be prorated for the fiscal year of March 1 – February 28). Each subsequent year's fee is due and payable March 1<sup>st</sup> for each year this agreement remains in effect. At time of Termination, any unused portion of the System Access Fee for use of the Service previously paid shall be forfeited by BROKER/ASSOCIATE and BROKER/ASSOCIATE shall not be entitled to a refund.
5. TITLE AND SECURITY OF ExpressKEY - The Fresno Multiple Listing Service hereby allows BROKER/ASSOCIATE to access the System by use of a Supra ExpressKEY and its secret code. BROKER/ASSOCIATE hereby acknowledges and agrees that the System, including all its components, and the ExpressKEY, are and shall at all times remain the property of Supra. The software and all applicable rights in patents, copyrights, trade secrets, and trademarks associated with the ExpressKEY are and shall at all times remain the property of Supra. However, when used in conjunction with properties listed in the Fresno Multiple Listing Service, the BROKER'S/ASSOCIATE agrees to the following:
  - a. To keep the ExpressKEY in BROKERS/ASSOCIATE'S possession or in a safe place at all times.
  - b. To not allow his/her personal ID number (PIN) to be attached to the ExpressKEY.
  - c. To not loan the ExpressKEY to any person whatsoever, or to permit the ExpressKEY to be used for any other purpose by any other person.
  - d. To not assign, transfer, or pledge this ExpressKEY
  - e. **To immediately notify** the Fresno Multiple Listing Service (FMLS) in writing of **the loss or theft of an ExpressKEY** and the circumstances surrounding such as loss or theft. Loss or theft of the ExpressKEY will result in forfeiture of the deposit.
  - f. To follow all additional security procedures as specified by Fresno Multiple Listing Service (FMLS).
  - g. BROKER/ASSOCIATE acknowledges that the ExpressKEY remains updated as long as it has 10 minutes of continuous cellular phone access a day. Any update code required, will only be given to the Keyholder as long as that Keyholder is in good standing with the FMLS.
6. BROKER/ASSOCIATE understands that the ExpressKEY and related equipment are being leased from Fresno Multiple Listing Service (FMLS) under the terms of this agreement. Failure to return all, or damaged equipment (Re. marking, etching, defacing), will result in a forfeited deposit and additional charges to replace the product to its original state. Replacement fees are as follows:  
ExpressKEY - \$249.00
7. IDEMNIFICATION – BROKER/ASSOCIATE covenants and agrees to indemnify and hold the Fresno Multiple Listing Service (FMLS) harmless from any and all liability, obligations, or demands against Fresno Multiple Listing Service (FMLS) as a result of BROKER'S/ASSOCIATE'S loss or use of the ExpressKEY including, but not limited to, any and all liabilities, including attorney's fees, incurred by Fresno Multiple Listing Service (FMLS) as a result of damage or injury to premises arising out of the use by BROKER/ASSOCIATE or by any other person of the ExpressKEY.
8. REIMBURSEMENT – BROKER/ASSOCIATE agrees to reimburse Fresno Multiple Listing Service (FMLS) for any and all expenses incurred by Fresno Multiple Listing Service's (FMLS's) attempting to recover the ExpressKEY from BROKER/ASSOCIATE as a result of BROKER'S/ASSOCIATE'S failure to surrender the ExpressKEY in accordance with this agreement. In the event the Fresno Multiple Listing Service (FMLS) commences legal proceedings against BROKER/ASSOCIATE to recover the ExpressKEY or to enforce or interpret any of the provisions of this agreement, BROKER/ASSOCIATE agrees to pay all costs incurred by Fresno Multiple Listing Service (FMLS) together with reasonable attorney's fees as determined by the court at trial and on appeal, if any.
9. BROKER'S RESPONSIBILITY-BROKER confirms that BROKER is both a licensed real estate broker and an active member of the organization named herein. Further, BROKER confirms that ASSOCIATE is in fact associated with BROKER in an effort to sell real estate through the same business office that ASSOCIATE does have a real estate license, and that BROKER is jointly and severally liable with ASSOCIATE.
10. FORFEITURE and DEPOSIT/DEFAULT – Failure to abide by all provisions of this lease shall result in forfeiture. Forfeiture of the ExpressKEY deposit shall be in addition to and not in lieu of any other remedy available to the Fresno Multiple Listing Service (FMLS).
11. By signing this agreement, all parties agree to abide by the MLS Rules and Regulations, as from time to time amended, included but not limited to the above mentioned rules.

\_\_\_\_\_  
Associate's Signature

\_\_\_\_\_  
Broker's Signature

\_\_\_\_\_  
Contact Phone

\_\_\_\_\_  
Broker's Company

\_\_\_\_\_  
FAR Staff

\_\_\_\_\_  
Broker's License Number

\_\_\_\_\_  
Date