



## KINGS COUNTY 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 how an agent updates their keycard and why.

\_\_\_\_\_ 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 for MLS.

- \_\_\_\_\_ I understand what an MLS listing waiver 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 key card is strictly prohibited doing so can result in fines and a suspension from keycard 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.
- \_\_\_\_\_ **No refund:** I understand that my MLS fees 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 my MLS Membership, I must submit to KCBOR, a MLS Membership Drop form signed by my Broker of Record ***before*** the first day of the next upcoming quarter or I will be responsible for the payment of the MLS Quarterly fees.

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 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 \_\_\_\_\_