



TEAM ID POLICY

- Team ID's for Matrix will be issued upon receipt of the proper application and fees of \$360 per Team ID, per year.
- Team leaders shall submit a quarterly Team Certification, listing their team members. Team Certification shall be countersigned by the MLS Participant or Principal Broker for the team.

Real Estate Contract (Residential)
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36. EXPIRATION: This Real Estate Contract expires if not accepted on or before (month) _____ (day) _____, (year) _____, at _____ ☐ (a.m.) ☐ (p.m.).

THIS IS A LEGALLY BINDING REAL ESTATE CONTRACT WHEN SIGNED BY THE PARTIES BELOW. READ IT CAREFULLY. YOU MAY EMPLOY AN ATTORNEY TO DRAFT THIS FORM FOR YOU. IF YOU DO NOT UNDERSTAND THE EFFECT OF ANY PART, CONSULT YOUR ATTORNEY BEFORE SIGNING. REAL ESTATE AGENTS CANNOT GIVE YOU LEGAL ADVICE. THE PARTIES SIGNED BELOW WAIVE THEIR RIGHT TO HAVE AN ATTORNEY DRAFT THIS FORM AND HAVE AUTHORIZED THE REAL ESTATE AGENT(S) TO FILL IN THE BLANKS ON THIS FORM.

THIS FORM IS PRODUCED AND COPYRIGHTED BY THE ARKANSAS REALTORS® ASSOCIATION. THE SERIAL NUMBER BELOW IS A UNIQUE NUMBER NOT USED ON ANY OTHER FORM. THE SERIAL NUMBER BELOW SHOULD BE AN ORIGINAL PRINTING, NOT MACHINE COPIED, OTHERWISE THE FORM MAY HAVE BEEN ALTERED. DO NOT SIGN THIS FORM IF IT WAS PREPARED AFTER DECEMBER 31, 2016.

FORM SERIAL NUMBER: _____

The above Real Estate Contract is executed on:
(month) _____ (day) _____, (year) _____, at _____ ☐ (a.m.) ☐ (p.m.).

Selling Firm
Signature: _____ Signature: _____
Printed Name: _____ Printed Name: _____
Principal or Executive Broker (AREC License # _____) Buyer
(Broker email: _____)
Signature: _____ Signature: _____
Printed Name: _____ Printed Name: _____
Selling Agent (AREC License # _____) Buyer
(Agent email: _____)
(Agent cell number: _____)

The above Real Estate Contract is executed on:
(month) _____ (day) _____, (year) _____, at _____ ☐ (a.m.) ☐ (p.m.).

TEAM ID MUST BE PRINTED HERE

- Any listing entered in the MLS under a Team ID is required to have the listing agent name and contact phone number entered in the Direct Contact Field.
- When a sale is intended to be closed out in the MLS as a team transaction, the selling broker shall ensure that the Team ID is printed adjacent to the selling agent signature line on the sales contract, as illustrated. The listing brokerage MUST have this information to close the transaction out in Matrix as a team sale.
- Any licensee or staff person in the listing brokerage with *OFFICE LEVEL ACCESS OR HIGHER* can make changes to the closed transaction within eight days of the closing date.
- Once the eight-day deadline has passed, the MLS staff will have to make the change and a listing change fee of \$50.00 will be charged. The fee will be assessed to the selling brokerage, unless they can document that they notified the listing brokerage in the above manner. The listing brokerage will be responsible for payment of the change fee in the event that they were properly notified but failed to close the transaction as requested.
- No listings will be changed until the listing change fee is paid in full.



TEAM ID REQUEST/QUARTERLY CERTIFICATION

☐ **NEW REQUEST** ☐ **CERTIFICATION FOR:** _____
Please print your existing Team ID

Date: _____

Brokerage Name: _____

Location/Branch: _____

Team Leader Name: _____

Team Name: _____

Team Contact Phone: _____

Team Contact eMail: _____

Does the Team have a designated administrative staff member? ☐ Yes ☐ No

If your administrative staff member needs MLS access, please complete and submit a Dues Waiver Request, found on the Matrix homepage.

Please list your team members below. If you need additional space, attach a separate sheet.

Team Member Name	Team Member's Individual MLS ID

- Team Leader requests that Northwest Arkansas Board of REALTORS® MLS issue a Team ID under which the following licensed agents will record all listings and sales transactions. Team Leader acknowledges receipt and understanding of the attached Team ID policy.
- Team Leader acknowledges that users of this Team ID are NOT exempt from the Rules and Regulations of the MLS service. Broker/Participant is responsible for distributing/explaining the current Rules and Regulations to subscribers.
- The Team Leader and Broker Participant are responsible for submitting a quarterly update to include team roster changes and team administrative staff changes.

Team Leader Signature _____ Date _____

Broker Participant Signature _____ Date _____