

# CARMLS Agent Information Form

Date: \_\_\_\_\_

## NEW AGENTS

1. Upon completion of joining your local Board of REALTORS, **new agents must allow 24 hours before calling to schedule a training session or key appointment with CARMLS.**
2. **Due to changes in licensing procedures, CARMLS is unable to assign an ID and password to any new agent who has not already received their license.**
3. New Agents will not be activated until they attend a CARMLS training session, or a Broker's notice has been received to activate their ID# prior to training. All new agents will incur a \$50.00 initial application fee and 2-3 months of MLS Dues (\$25/month) on their broker's next monthly bill.

**(Agent Transfers)** Agents transferring from one company to another will be assessed a \$25.00 transfer fee on their new company's invoice for the next billing cycle, or you may pay the transfer fee directly to CARMLS. Checks and money orders accepted.

### PLEASE CHECK YOUR DESIGNATION:

New Agent <input type="checkbox"/>	Transfer <input type="checkbox"/>	Info Change <input type="checkbox"/>	
Broker <input type="checkbox"/>	Assoc. Broker <input type="checkbox"/>	Appraiser <input type="checkbox"/>	Administrative <input type="checkbox"/>

Primary Board Affiliation (i.e. Little Rock, North Pulaski, Benton-Bryant, etc):

\_\_\_\_\_ (please specify)

### Agent Contact Information:

Have you ever been a REALTOR? Yes  No  If yes, what state? \_\_\_\_\_

MLS ID # \_\_\_\_\_ Agent Name: \_\_\_\_\_  
First MI Last

OFFICE ID# \_\_\_\_\_ Office Name: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Web Page: \_\_\_\_\_

DisplayKEY/eKEY Serial #: \_\_\_\_\_

### Transfer Information:

Transfer From Office (Name): \_\_\_\_\_ OFFICE # \_\_\_\_\_

Transfer To Office (Name): \_\_\_\_\_ OFFICE \_\_\_\_\_

For Office Use Only:

iMIS  Billing  Paragon  KIM  ListServ  Subscriber Agreement

Please fax completed form to 501-224-3338, or drop off at  
CARMLS 201 Natural Resource Dr. Little Rock, AR 72205