

Mountain Central Board of REALTORS & MLS  
New Office/Agent Check List & Instructions

**ALL NEW OFFICES** must be approved by the Mountain Central Board of Directors before Board membership or MLS access is granted. The Board of Directors typically meets on the second Wednesday of each month. Occasionally that date will be changed by necessity. All paperwork and required funds must be delivered to the MCBR office by noon (12:00) of the previous day to the meeting for processing. All checks will be held until membership is granted.

New Offices:

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\_\_\_\_\_ New Office Data form completed - \$1,000.00 MLS join fee attached

\_\_\_\_\_ If license information is not available on IREC Website please provide evidence that license has been issued from IREC.

**Agents/Broker:**

\_\_\_\_\_ Application completed & Signed

\_\_\_\_\_ New Member Data Sheet completed

\_\_\_\_\_ Subscriber Agreement – complete the last page. Agent & Broker must sign

\_\_\_\_\_ If proof of license does not appear on IREC website please provide proof that license has been issued.

\_\_\_\_\_ Check for Board Membership and MLS join fee attached

Please keep and read the MLS Rules & the MCBR Bylaws.

Questions? Contact MCBR office – 208-630-5031 or [mcar@parkplacemccall.com](mailto:mcar@parkplacemccall.com)