



ATTN: New Membership Application Processing
5457 Roswell Road N.E. Suite 208
Atlanta, GA 30342-0128
join@fmls.com 404-255-8660

APPLICATION FOR FMLS MEMBERSHIP

_____ (company name), hereby applies for membership in First Multiple Listing Service, Inc. (FMLS) and submits to FMLS this signed application together with the necessary payment per the instructions below. **Please Note:** Broker applicant must hold an active real estate broker’s license issued by the Georgia Real Estate Commission and be deemed by such licensing authority to be acting as a principal broker and is not subject to any pending proceedings before such governmental licensing authority that may result in the suspension or revocation of the broker’s license.

In addition, Broker acknowledges that the firm actively endeavors to list property of the type listed in FMLS or accept offers of compensation made by listing brokers in FMLS. “Actively” means on a continual and on-going basis during the operation of the Broker’s real estate business. The “actively” requirement is not intended to preclude membership by a Member or potential Member that (i) operates a real estate business on a part-time, seasonal, or similarly time-limited basis or that has its business interrupted by periods of relative inactivity occasioned by market conditions; (ii) has not achieved a minimum number of transactions despite good faith efforts; (iii) provides a level of service to consumers greater than or less than that typically provided by other Members, as long as the level of service satisfies state law; or (iv) provides brokerage services principally via virtual office website (“VOW”) or other “automated means” (as that term is defined in the FMLS rules and regulations) of delivering brokerage services, including an automated means that the Member uses to refer customers to other Members.

1. Name of Company: _____
(As registered with the Georgia Real Estate Commission)

2. d/b/a: _____

3. Principal Broker: _____

4. Place of Business: _____
(Must be a physical address – i.e. Street Number, Street Name, Suite, etc.)

_____ City _____ State _____ Zip

_____ County

5. Mailing/Billing Address (if different than physical address):

Street Number, Street Name, Suite, etc. or P. O. Box

City State Zip

6. Broker License Number: _____

a) Firm Number: _____

7. Company Telephone: _____

8. Company Fax: _____

9. Company Website Address: _____

10. Principal Broker Home Address: _____

City State Zip

11. Principal Broker E-mail Address: _____

12. "Office E-mail Address" – where all important correspondence and notices from FMLS will be sent (may be the same as Principal Broker's email address):

13. "Invoice E-mail Address" – where all invoices and billing statements from FMLS will be sent (may be the same as Principal Broker's email address):

14. Principal Broker's Cell Phone: _____

15. Principal Broker's Home Phone: _____

16. Is Principal Broker's license on Active Status with the Georgia Real Estate Commission?

Yes No

If no, specify state in which Principal Broker's active license is held: _____.

17. Is the Principal Broker the subject of any pending proceedings before the Georgia Real Estate Commission or any other state's real estate commission?

___ Yes ___ No If yes, please explain on a separate statement.

18. Company is:

A) ___ Sole Proprietor (State the name and title of principal):

_____	_____
Name	Title

B) ___ Partnership (State the names and titles of all partners. Use a separate sheet if necessary):

_____	_____	_____
Name	Title	% Ownership

_____	_____	_____
Name	Title	% Ownership

C) ___ Corporation or ___ LLC (State the names and titles of all principals, corporate officers and stockholders. Please account for 100% of ownership. Use separate sheet if necessary):

_____	_____	_____
Name	Title	% Ownership

_____	_____	_____
Name	Title	% Ownership

_____	_____	_____
Name	Title	% Ownership

19. Federal Tax ID Number: _____

(Note: Please use the Federal Tax ID if you are a corporation, partnership or LLC.)

OR

Social Security Number (if sole proprietorship): _____

20. Is the office address, as stated above, your principal place of business?

___ Yes ___ No

All branch offices in the state of Georgia will also be members of FMLS. List the addresses of all branch offices in which you are a principal or partner in the state of Georgia and the name of the broker who manages each office (use separate sheet if necessary):

A) _____
 Street Number, Street Name, Suite #

City, State, Zip

Managing Broker _____ County _____

Branch Office Phone # _____ Branch Office Fax # _____

Branch Office Email Address

.....

B) _____
 Street Number, Street Name, Suite #

City, State, Zip

Managing Broker _____ County _____

Branch Office Phone # _____ Branch Office Fax # _____

Branch Office Email Address

21. Broker acknowledges that all Real Estate Licensees held by Broker applicant become members of FMLS. Please enter the number of Real Estate Licensees held by Broker applicant, including broker, associate brokers & sales persons according to the Georgia Real Estate Commission.

22. Do you currently belong to a Board of Realtors® (GAR)? Yes No

If yes, list all Boards of Realtors® to which you belong:

23. Date Company Formed _____

24. Is your firm a member of any other Multiple Listing Service? Yes ** No

**** If yes, list all Multiple Listing Services to which you belong and include Broker Code(s) assigned.** (Use a separate sheet if needed):

_____ Name of Multiple Listing Service	_____ Broker Code
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_____ Name of Multiple Listing Service	_____ Broker Code

26. Do you currently have a Username and Password with FMLS?

Yes No

Do you currently have any Active or Pending listings with FMLS?

Yes No

Sample Application Only - Effective January 1, 2025

FMLS MEMBERSHIP FEES

ENTRY FEES: Your Security Deposit will be made via a credit card payment

New Principal Members shall pay a refundable security deposit of \$1,700.

If a member withdraws or is suspended from FMLS, the security deposit shall be applied to any indebtedness, or minimum annual fees, including pending closings, to FMLS and the remainder, if any, returned to the Principal Member.

RECURRING FEES

- A) The amount of the fee due to FMLS on each transaction shall be based on closed sales price. Said fees are due regardless of the amount of commission, including transactions where no commission is earned. Specifically fees are due as follows:
- 1) When a property is listed by a Principal Member and is sold by another Principal Member, a fee of .0012 or (.12%) of the sales price shall be paid to FMLS by each Principal Member by the 15th of the month following closing.
 - 2) When a property is listed by a Principal Member and is sold by any agent of that Principal Member, a fee of .0012 or (.12%) of the sales price shall be paid to FMLS by the Principal Member by the 15th of the month following closing.
 - 3) When a property is listed by a Principal Member and is sold by a non-FMLS member firm, a fee of .0012 or (.12%) of the sales price shall be paid to FMLS by the Listing Principal Member by the 15th of the month following closing.

EXCEPTIONS

- A) When an agent of a Principal Member is the purchaser or seller of their own, primary residence, no FMLS fee shall be due on that side of the transaction. Should an agent list, and subsequently find the Buyer for their own, primary residence, (no other agent involved), no fee shall be due on the entire transaction. The waiver of these fees is predicated on FMLS receiving written correspondence, signed by the Principal Member or Managing Broker, that the sale involves the agent's primary residence. Only those sales involving the primary residence of an agent are allowed this exemption. This exemption is allowed once per calendar year on each side of the transaction. Investment properties do not receive an exemption.
- B) No fee will be due on new construction upgrades to the original contract price provided that:
- 1) Commission is not paid by the seller on such upgrades.
 - 2) The upgrades represent an increase of 10% or more of the original contract price.
 - 3) A copy of the closing statement and the first page of the sales contract are submitted at the time the fee is paid.

NOTE: If a property, previously listed with FMLS, closes within 90 days after the listing has expired, a standard fee shall be due FMLS from the selling and listing Principals provided the purchaser was introduced to the property during the listing period.

MINIMUM ANNUAL FEE

Every calendar year, each member company is required to generate a minimum of \$1,200 in a combination of sold fees and rental fees. The minimum annual fee may be changed at the discretion of the FMLS Board of Directors. If the member company does not reach this minimum, they will be billed the difference on their December 31 invoice. If a principal member terminates their service prior to being a member for 12 consecutive months, the \$1,200 minimum fee will be charged, minus fees paid to FMLS until termination.

MISCELLANEOUS FEES

1) Withdrawals of Listings - \$25

Broker (not agent) must sign addendum Form #116 and send to FMLS by fax, email or by completing the form electronically on FMLS.com. The withdrawal fee will be billed to the listing office by FMLS.

2) Duplicate Listings – \$35

An FMLS listing may be placed in one additional property class, in any combination, except Residential Detached & Residential Attached. The fee will be billed to the listing office by FMLS.

3) Fines vary for infractions of FMLS Rules and Regulation, see www.fmls.com.

OPTIONAL SERVICE FEES

A) Residential Lease Input

Billed, per listing, to the listing office at the end of the Month:

Monthly Rent	One Time Fee
Up to \$1,499	\$15
\$1,500 - \$2,499	\$25
\$2,500 - \$4,999	\$50
\$5,000 and over	\$100

B) Commercial Lease Input Fee

Like the Residential Lease noted above, FMLS provides our members with the ability to list Commercial Leases in the system. There are no other transaction fees to you or your agents other than the one-time input fee based on monthly lease amount:

Monthly Rent	One Time Fee
Up to \$1,499	\$15
\$1,500 - \$2,499	\$25
\$2,500 - \$4,999	\$50
\$5,000 - \$9,999	\$100
\$25,000+	\$200
\$10,000 - \$20,000	\$150

LATE FEES

Outstanding amounts due to FMLS, other than current monthly charges, will incur a 1% late fee.

RESIGNATION OF MEMBERSHIP

If for any reason you wish to terminate your membership in FMLS, please provide a letter to FMLS at the address below, signed by the Principal broker, explaining the reasons for terminating your membership.

The minimum membership term is 12 months. Effective January 1, 2025, if any company decides to resign within their first 12 months of membership and has not met the minimum annual fee of \$1,200, the remaining balance will be deducted from their security deposit. To clarify, the \$1,200 minimum annual fee is calculated as a full year of membership, starting from the month the member joins and continuing for the next 11 consecutive months.

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FMLS staff will then reconcile your account and determine the amount, if any, of your security deposit that will be returned to you.

APPLICATION CERTIFICATION STATEMENT

I, _____, (Principal Broker) hereby certify that the above information is true and correct. In the event my membership application is accepted, I agree to pay the required charges and fees, including the minimum annual fee if applicable, and to abide by the Rules and Regulations of FMLS which may be amended from time to time (included in the application package). I further agree to thoroughly familiarize myself with FMLS’ Rules and Regulations on my own initiative and ensure that all licensees affiliated with my company are familiar with FMLS’ Rules and Regulations. I understand that all exclusive right to sell listings are required to be entered into the FMLS system, subject to FMLS Rules and Regulations, Rule 3 – Listings of Properties.

I, or a designated staff member, will attend the FMLS New Member Orientation class within 30 days of membership acceptance. I understand that a membership in FMLS is not transferable regardless of the nature or structure of the acquisition. Any person acquiring the business of a member would need to reapply for membership in FMLS.

_____ Date

_____ Principal Broker Signature

Please return the following by email to join@fmls.com

- 1) The completed application emailed to join@fmls.com
- 2) Once the application is processed, FMLS will set up your Brokerage information and notify you to pay your Security Deposit of \$1,700 via a credit card.
- 3) To make the application payment, brokers can contact the FMLS Finance Department at 404-255-8660 option 4. Your Security Deposit of \$1,700 will need to be made via a credit card payment.
- 4) Once the payment is successful, FMLS will activate your account, and you will receive an FMLS login via email.