



50 Airpark Court, Greenville, SC, 29607  
GGAR Main (864) 672-4427 GGAR Fax (864) 672-3207  
Web: [www.ggar.com](http://www.ggar.com) Email: Leah.duke@ggar.com



## Home Inspector/Affiliate Membership Application

Name: \_\_\_\_\_ Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Phone: Office \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_ License # : \_\_\_\_\_

ARE YOU A HOME INSPECTOR THAT WILL BE USING A SUPRA KEY? YES / NO

If so, please include the following with your application:

- Copy of your Driver's License
- Copy of your Home Inspectors License
- Current Certificate of Liability Insurance

Are there now, or have there ever been within the past five years, any complaints against you or the firm you are associated before any state real estate regulatory agency or any other agency of government?

No Yes If yes, please explain: \_\_\_\_\_

### Affiliate Dues Schedule

January - June	\$500.00
July - December	\$300.00

Once a Primary Affiliate Member joins from a company, additional members from that office can join as Affiliate Associates for \$100.00 per year. Affiliate Associate Dues are not prorated.

### Forms of Payment Accepted:

Check made payable to GGAR, MasterCard, VISA or American Express

I hereby apply for: (check one) **Affiliate** or **Associate Affiliate** Membership in the Greater Greenville Association of REALTORS®, Inc., enclosing my check in the amount of \$ \_\_\_\_\_ which is to be returned to me in the event of non-selection. In the event of my election to membership, I agree to abide by the Constitution, By-Laws and Rules and Regulations of the Greater Greenville Association and the South Carolina Association of REALTORS®. I will pay the fees and dues as from time to time established.

I consent that the Association, through its Membership Committee or otherwise, may invite and receive information and comment about me from any member or other person, and I further agree that any information and comment furnished to the Board by any person in response to the invitation shall be conclusively deemed to be privileged and not the basis of any action by me for slander, libel, or defamation of character.

I understand that by providing my mailing address(es), e-mail address(es), telephone number(s), and fax number(s), I consent to receive communications sent from the Greater Greenville Association of REALTORS® and the South Carolina Association of REALTORS® via mail, e-mail, telephone, of facsimile at the number(s)/location(s).

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\*A firm must have one full affiliate membership before being eligible for Associate Affiliate Membership

# Example Certificate of Liability Insurance (COI)

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: PHONE (A/C. No. Ext): <span style="float: right;">FAX (A/C. No):</span> E-MAIL ADDRESS:  INSURER(S) AFFORDING COVERAGE <span style="float: right;">NAIC #</span>
INSURED	INSURER A : INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :

**COVERAGES** **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>GENERAL LIABILITY</b> <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR Broad Form Property Damage Blanket Contractual GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N If yes, describe under DESCRIPTION OF OPERATIONS below			N / A			WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

**CERTIFICATE HOLDER**

**CANCELLATION**

Greater Greenville Association of REALTORS  
 50 Airpark Court  
 Greenville, SC 29607

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



# GGAR Affiliate Membership

**Affiliates are encouraged to attend all general membership meetings and social events. This provides the opportunity for Affiliates to network with Realtors®.**

**The more the Realtors® see you representing your company, the more comfortable they will feel when gathering information on products and services you provide.**

**Establishing a work relationship often starts with connection. Affiliates can make by being the member present at the meeting/ event answering the questions.**

**In turn, this connection can provide the Affiliate not only the support and promotion from a Realtor® but leads and referrals as well .**

**Greater Greenville Association of Realtors®**

50 Airpark Court  
Greenville, SC 29607  
Phone: 864-672-4427  
Fax: 864-672-3207

Visit us: [www.ggar.com](http://www.ggar.com)

With over 3,200 members, GGAR offers its affiliate members a broad range of networking opportunities to promote their company's brand and message to the real estate professionals in the Greater Greenville area. Affiliate Members are individuals or firms which, while not licensed to sell or appraise real estate, have an interest in acquiring information concerning real estate or provide services to the real estate industry.

Real estate transactions require the cooperation and coordination of many professionals, including REALTOR® who represent the buyers and sellers, and Affiliates who facilitate the process. The best REALTOR®-Affiliate partnerships are based on mutual respect, open communication, and an understanding of one another's role. Becoming an Affiliate member is an excellent first-step in forming prosperous partnerships for a successful career.

## **BENEFITS**

- ⇒ Contact information on the GGAR Website
- ⇒ Contact Information listed in printed materials such as Broker Update Packets, Membership Luncheon Packets, GGAR Weekly Update Notifications, etc.
- ⇒ Attendance to Membership Luncheons
- ⇒ Receive GGAR Weekly Updates and all GGAR Update Emails.
- ⇒ Networking and Sponsorship opportunities available for all GGAR Social Events.

**GGAR appreciates the support of its Affiliate members! As part of the Affiliate Appreciation Program, \$250.00 of your annual dues can be applied towards the sponsorship of one of the many GGAR events and programs. Information subject to change, so contact the appropriate staff liaison for the most recent information.**

**Application for Home Inspector / GGAR Affiliate Participation**  
Multiple Listing Service of Greenville, S.C., Inc.  
50 Airpark Court • Greenville, SC • 29607  
Main (864) 672-4657 • Fax (864) 672-3232



Office Name: \_\_\_\_\_

Office Street Address: \_\_\_\_\_

Office Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Website: \_\_\_\_\_

Primary Affiliate Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

License#: \_\_\_\_\_  Home Inspector  Architectural Examiner

Affiliate Associate Name: \_\_\_\_\_

Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

License#: \_\_\_\_\_  Home Inspector  Architectural Examiner

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**COMPANY AND INDIVIDUAL MLS SERVICE FEES**

Primary Affiliate      \$300.00 One Time Office Application Fee

Associate Affiliate      No Application Fee

***Fees do not include the individual lease of Supra Affiliate eKEYs.***

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The undersigned hereby applies for participation in the Multiple Listing Service of Greenville, S.C., Inc. and agrees to abide by the Bylaws of the Service and all applicable Rules & Regulations of the Service as from time to time adopted or amended.

The undersigned understands that the REALTORS® Principal of any firm, partnership or corporation designated by said firm, partnership or corporation shall be termed the "Participant" in the Service, shall have rights, benefits and privileges of the Service, and shall accept all obligations to the Service for the Participant's firm, partnership or corporation, and for compliance with Bylaws and Rules & Regulations of the Service by all persons affiliated with the Participant who utilize the Service.

I understand that by providing above my mailing address(es), e-mail address(es), telephone number(s), and fax number(s), I consent to receive communications sent from the GREATER GREENVILLE ASSOCIATION OF REALTORS®, SOUTH CAROLINA ASSOCIATION OF REALTORS®, and the NATIONAL ASSOCIATION OF REALTORS® via mail, e-mail, telephone, or facsimile at those number(s)/location(s).

\_\_\_\_\_  
Signature of Primary Affiliate

\_\_\_\_\_  
Signature of Affiliate Associate

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



**Greater Greenville Association of REALTORS®  
and The Multiple Listing Service of Greenville, S.C**

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GGAR Main (864) 672-4427 • MLS Main (864) 672-4657  
GGAR Fax (864) 672-3207 • MLS Fax (864) 672-3232



**Credit Card Authorization Payment Form**

**Name:** \_\_\_\_\_

**Brokerage/Office Name:** \_\_\_\_\_

**Agent Phone:** \_\_\_\_\_

**Please specify (choose one):**       Visa       MasterCard       American Express

**Name of Cardholder:** \_\_\_\_\_

**Billing Address:** \_\_\_\_\_

**Card Number:** \_\_\_\_\_

**Expiration Date:**      \_\_\_\_/\_\_\_\_

*I authorize the Greater Greenville Association of Realtors® (GGAR) and/or Multiple Listing Service (MLS) to charge the credit card indicated in this authorization form for the charges listed below. This is NOT an authorization for any scheduled recurring payments. We are not sanctioned to store credit card numbers in this office as this form will be shredded after processing.*

**MLS Fees \$** \_\_\_\_\_      **GGAR Dues \$** \_\_\_\_\_      **Other GGAR Payments \$** \_\_\_\_\_

(Realtor® Store,  
Continued Education Classes, etc.)

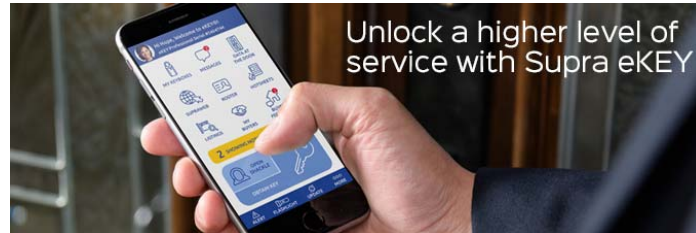
\_\_\_\_\_  
*Signature of Cardholder*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Printed Name of Cardholder*

## Supra KeyHolder Lease Information

Note: eKey lease services will be available after you receive a confirmation email from the MLS that your application has been processed.



### Affiliate eKEY Basic Service

- **\$50 Activation Fee for all new KeyHolders**
- eKEY Basic - **\$14.60 per month plus tax**
- eKEY lease service is billed monthly via automatic draft on the 1st of each month
- eKEY Basic turns your phone or tablet into a lockbox key. It also enables you to program iBoxes, change shackle codes, and more.
- The eKEY app can be downloaded anytime, but you must visit the MLS office to start your service and authorize the eKEY app for use.

### Affiliate eKEY

Associations and MLS using the Supra system may choose to issue a limited type of key called an affiliate key to keyholders (inspectors). Any Supra key may be limited to provide access only when a valid Call Before Showing (CBS) code is entered for the particular Supra keybox. The affiliate member must call the listing agent to obtain the CBS code for the particular keybox they need to access. Listing agents can retrieve the CBS code for a keybox by logging in to SupraWEB, calling KIM Voice, viewing it in the eKEY app inventory, or contacting Supra Technical Support group.



1. On your **Android** device, select either the Market, Google Play, or Play Store icon.
2. Select Search and search for Supra eKEY.
3. Select the Supra eKEY application.
4. Select INSTALL.
5. Select OK.

1. On your **iPhone or iPad**, select the App Store icon.
2. Select Search and search for Supra eKEY.
3. Select the Supra eKEY application.
4. Select the FREE button and then select INSTALL.

**1. Keybox:**

- a. Keyboxes are for the exclusive use of the Participants and licensees affiliated with a Participant, and are not to be made available to any other persons; and are to be placed only on properties for which listings are filed with the MLS.
- b. Lock boxes may not be placed on a property without written authority from the seller. This authority may be established in the listing contract or in a separate document created specifically for the purpose. Inclusion in MLS compilations cannot be required as a condition of placing lock boxes on listed properties.
- c. The fee for the lease of the Keyboxes will be determined by the cost of the Keyboxes to the MLS and will be set and approved periodically by the MLS Directors.
- d. If a Participant withdraws from the MLS, all Keyboxes shall be returned to the MLS. A partial fee for the lease of each keybox will be returned to the Participant for all keyboxes returned in good working order.
- e. Upon notification to the MLS from a Seller requesting removal of an MLS Keybox from the MLS listed property, the MLS will attempt to contact the Participant to request the Keybox be removed. If attempts to have Participant remove the Keybox are unsuccessful, the MLS will be authorized to have the Keybox removed from the Seller's property.

**2. Entry Card:**

- a. If the lock box system is an activity of an association-owned and operated multiple listing service, then every MLS participant and every non-principal broker, sales licensee, licensed or certified appraiser, and licensed and insured Home Inspector who is legally eligible for MLS access shall be eligible to hold a key subject to their execution of a lease agreement with the MLS. Home Inspector Key Services will be issued as limited access services and will only be available on the eKey or the current MLS contract mobile phone application.
- b. **The Entry Card is for the exclusive use of the applicant to whom the Entry Card is leased.** The lease of a Entry Card is administered by the MLS designated Key Card Systems Provider including all Lease Agreements and responsibilities for replacement of lost, stolen, or damaged Keys.
- c. After applicant has presented a Entry Card Lease Agreement signed by the applicant, and the applicant has personally attended a Entry Card Training Session, the MLS will lease to applicant one Entry Card. The fee will include a non-refundable amount to cover the cost of the Entry Card and the related services as designated by the MLS Key Cards System Provider.
- d. In the event an Entry Card Holder loses, or has had stolen, his or her Entry Card, the MLS Staff will issue a replacement Entry Card for the first Entry Card that is lost or stolen for the payment of the same Entry Card Lease Fee and any initial fee being charged new applicants at that time, as designated by the MLS Key Cards System Provider.
- e. If a person should lose, or have stolen, subsequent Entry Cards, an MLS Entry Card Review Committee made up of three MLS Directors appointed each year by the MLS President, will meet with the Entry Card Holder and the Broker-in Charge to determine if, and on what conditions and at what fee, any future Entry Cards will be leased to the said Entry Card Holder.
- f. If a Participant withdraws from or is no longer a member of the MLS for any reason, the Entry Card of each individual licensed with the Participant shall be returned to the MLS.
- g. MLS Directors shall determine the Annual User Fee by December 1 of each year, the amount to be determined by the costs involved in the continuation of the KeyBox System. The Annual User Fee will be due and payable on or before February 1 of each year.



## ADDENDUM A - FINES FOR VIOLATION OF MLS RULES AND REGULATIONS

### 1. **MLS Rules and Regulations shall carry the following fines**

If a member believes a violation has occurred, member shall report the violation to the MLS. Upon reporting to the MLS, one (1) business day notice will be allowed to make corrections.

- a. **First offense** – if a violation is found by the MLS Committee and approved by the Board of Directors - \$250 fine.
- b. **Second offense** – if a violation is found by the MLS Committee and approved by the Board of Directors - \$500 fine.
- c. **Third offense** – same as above with a \$1000 fine and a referral to the Board of Directors with a recommendation that the individual be suspended from the MLS for period of up to six (6) months.

### 2. **MLS Required Listing and/or Sold Data Fields**

Initial notification of violation will be made by e-mail to the Broker In Charge and agent. A grace period of three (3) days will be given to correct the violation. Second occurrence of the same violation within 90 days of the previous violation – initial Fine \$50.

- a. Late data entry - \$25  
Late data entry fines are not subject to initial MLS notifications and grace periods and fines will be processed immediately.
- b. Incorrect or incomplete data entry - \$25 per occurrence.
  1. If not corrected within 3 business days: \$25 per occurrence
  2. If not corrected within additional 5 business days: \$50 per occurrence
  3. If not corrected within additional 5 business days: \$100 per occurrence
  4. If not corrected within additional 7 business days: \$250 per occurrence
  5. If not corrected within additional 7 business days: Agent and Broker will be sent Certified Mail letter to the business address, stating that the Agent is subject to a 15 day suspension from the MLS.

### 3. **MLS Training “No Show” without 24 hour cancellation notice - \$25**

### 4. **MLS Lockbox**

Selling a lockbox to a non-member of the MLS - \$1000

### 5. **MLS Guidelines for Listing Photographs in Addendum B**

### 6. **MLS – Altering Listing Photographs to enhance or misrepresent the property.**

- a. First offense - \$500
- b. Second offense - \$1000
- c. Third offense – Expulsion from the MLS

### 7. **MLS – Sharing MLS Access to Non-MLS members including Input of Listings for sale where a non-MLS member is the Agent of Record.**

- a. First Offense - \$1000
- b. Second Offense - \$2000
- c. Third offense – Expulsion from MLS

### 8. **MLS Service Reconnection Fee**

MLS Service Reconnection Fee - \$25.00