



Request for New Team ID

(All Fields Required)

Office Name: _____ Office Met ID: _____

Team Name: _____

Responsible Team Member (This will be the "TEAM LEAD"): _____

Team Lead Signature: _____ Team Lead Met ID: _____

[For Team Profile] - Team Contact Phone: _____ Team Contact Email: _____

NOTICE AND ACKNOWLEDGMENT. TEAM ACKNOWLEDGES THE FOLLOWING: TEAM LEAD MUST INITIAL EACH:

- Metro MLS understands your time is focused on your business. I acknowledge that I have the time and focus to contribute to working with Metro MLS to create a new Team met ID and affiliating each member of the team with this met ID. *Initial here:* _____
- I acknowledge all members of the Team are members of Metro MLS. *Initial here:* _____
- I acknowledge that I have read and understand the flexMLS Team documentation provided to me along with this application. *Initial here:* _____
- I acknowledge ALL Active, Contingent, Delayed, Withdrawn or Pending listings and ONLY Sold Listings from current YTD or from the date of Team formation (date: _____), whichever is most recent will be transferred to the new Team met ID account. *Initial here:* _____
- I acknowledge that previous year statistics will continue to be a separate member statistic. *Initial here:* _____
- I acknowledge that each Team members listings will be transferred to the new Team met ID (unless specifically instructed by the Team Lead). *Initial here:* _____
- I acknowledge this change may affect third-party site display. Metro MLS will not be held responsible for integrations with other third-party sites and firm, company or brokerage back end systems. *Initial here:* _____
- I acknowledge Metro MLS is responsible for syndicating to Broker distributions within Flex MLS (i.e. ShowingTime, zipForms, Realtor.com, Zillow, Homes.com, Trulia) only in regard to verifying Team listings are being sent successfully. *Initial here:* _____
- Metro MLS has communicated Team changes to IDX & VOW vendors. I acknowledge it is my responsibility to make sure my information displays properly with them. *Initial here:* _____
- I acknowledge that all statistics created by a team will remain with the Team ID even if the team dissolves. *Initial here:* _____
- I acknowledge all Team listings will appear on Realtor.com, ShowingTime, Zillow, Homes.com and Trulia under a new Team Profile linked to the new Team Met ID. Additional information to update Team profile can be found in the Team documentation. *Initial here:* _____
- I acknowledge that if I get Lockbox services from my local Real Estate Association, it is my responsibility to notify the Association of the change. *Initial here:* _____

Please list all team members; Licensed Agents and Assistants or Administration Staff that works for the Team.

Team Member Name	Met ID#	Signature
Tasks performed for Team	Met ID#	Team Member Name
Who Enters your Listings?		
Who sets up your ShowingTime Calendar?		
Which Admin staff accesses Listings?		
Which account(s) are we transferring Team Listings from?		
Are there any listing to be transferred from this account that are individual listings and need to remain separate from the team? (separate sheet if necessary)		

Designated REALTOR® (DR) Name [Please Print]: _____

Designated REALTOR® Signature: _____

Team Lead Name [Please Print]: _____

Team Lead Signature: _____

By submitting the Team ID Application with appropriate signatures, you are agreeing to the terms of the Metro MLS Team Policy and are now required to enter and close all listings with the assigned Team Name. Submit all applications to the Metro MLS 11430 W North Ave, Wauwatosa, WI 53226 via email to admin@metromls.com or via fax 414-778-6143.

Team Fee Structure: Teams are charged monthly on the participant/office invoice. In the event the number of team members changes, you will be billed accordingly. [Assistants are not included in the team count.]

- Teams of 2-10 Active Licensed Agents - \$10.00 per month
- Teams of 11-20 Active Licensed Agents - \$20.00 per month
- Teams of 21- more Active Licensed Agents - \$50.00 per month

Team Lead must notify the Membership office of Metro MLS of all Team changes, including removing a member from the Team, the addition of a Team member or the termination of the Team. Teams will be required to update any changes to the team roster by submitting the Team Change Form.

- Participants and Subscribers may only be on one team at a time
- Team members must reside in the same office
- Team members may access the MLS at the same time