



**CONSOLIDATED MULTIPLE LISTING SERVICE**  
**REQUEST FOR ACCESS**  
**(NEW USER OR REACTIVATION)**

All new users applying for access along with those requesting to reactivate with CMLS must submit the Company Representative Application. .

All fees for new users are due at the time of initial training. If reactivating, please contact the CMLS office regarding fees that are due.

**FEES:**

**ALL Licensed Agents**

\$40 Administration Fee (one time fee)

\$161 Dues for Quarter (this may also include additional prorated dues if activating mid-quarter)

**Assistant to Agent (online access only) & Licensed Appraisers that are employed by a Member Company**

\$40 Administration Fee (one time fee)

\$80 Dues per Quarter (For Assistants, after initial fees are paid, recurrent dues will be billed to the agent's account.)

**Administrative Staff for Company** (online access only)

No Fees Due for Access

**Keyboxes**

Licensed agents may purchase keyboxes from CMLS for \$120. These are SentriLock keyboxes and are the only keyboxes approved for use in CMLS.

Completed application can be faxed or emailed for processing. Upon receipt, a member of the CMLS staff will reach out to you to schedule your required New User Training.

Email to: [Support@ColumbiaMLS.com](mailto:Support@ColumbiaMLS.com)  
Fax to: 803-256-8125



CMMLS Use Only:  
New / Reactivation  
Class: Y/N  
Class Date: \_\_\_\_\_  
USER ID: \_\_\_\_\_

**CONSOLIDATED MULTIPLE LISTING SERVICE  
COMPANY REPRESENTATIVE APPLICATION**  
[Submit for every individual desiring access to the CMMLS system)

Name of Individual: \_\_\_\_\_

(First Name may be what you wish to be known as in CMMLS - Last Name must match license, if applicable.)

Were you ever previously registered with CMMLS?  Yes  No Date of Birth(MM/DD/YY): \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

Mailing address (if different): \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Cell # \_\_\_\_\_ Home Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_ (Optional) 2nd Email: \_\_\_\_\_

Company to be represented: \_\_\_\_\_

Name of Broker in Charge/Licensed Appraiser: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

Office Phone: \_\_\_\_\_

**CHECK ONE OF THE FOLLOWING AS IT PERTAINS TO YOU:**

BROKER IN CHARGE:

LICENSED AGENT:  LICENSE #: \_\_\_\_\_

STAFF/ADMIN FOR COMPANY:

APPRAISER:

APPRENTICE APPRAISER:

ASSISTANT TO AGENT:  AGENT'S NAME (IN WHICH YOU ARE ASSISTING): \_\_\_\_\_

If you are a licensed agent or appraiser (not apprentice) are you requesting keybox access?  Yes  No

Do you currently have a SentriLock key associated with another MLS? (If yes, you will need to activate the CMMLS SentriLock key and link to your existing account.)

The undersigned certify that the information provided in this application is true, complete and accurate and acknowledge that if it is determined that any information provided is later determined to have been inaccurate, incomplete or untrue, in any material respect, access to CMMLS may be revoked by the Board of Directors. Upon acceptance of this application by CMMLS, I understand and agree to abide by all CMMLS Bylaws and Operating Rules.

Submitted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Broker/Appraiser Signature: \_\_\_\_\_ Applicant Signature: \_\_\_\_\_

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

**SUBJECT:** Antitrust Policy

**STANDARD:** Antitrust and competition laws aim to protect the competitive free enterprise system. Consolidated Multiple Listing Service (“CMLS”) is committed to competing fairly and vigorously and supports its members in competing fairly and vigorously. The antitrust and competition laws are complex and cover a range of issues such as price fixing, bid rigging, market allocation, mergers and acquisitions, joint ventures and relationships with vendors. This Policy does not attempt to address every possible activity that may involve the antitrust and competition laws; rather, this Policy speaks to general antitrust issues and identifies, via the attached “Rules of the Road,” some of the most common issues that create potential antitrust concerns. CMLS intends to comply with all laws applicable to its operations, including the antitrust laws, and accordingly, an appropriate antitrust policy is consistent with this philosophy.

**PURPOSE:** To establish guidelines for antitrust compliance.

**DATE ADOPTED:** June 6, 2024

**POLICY**

1. All CMLS members, users, employees and persons acting on behalf of CMLS must personally comply with the antitrust laws. CMLS will not condone any conduct which constitutes a violation of the antitrust laws. Violation of CMLS's antitrust policy by any CMLS member, user, employee or person acting on behalf of CMLS may result in loss of employment with CMLS or immediate termination from CMLS.
2. As a member owned organization that has been facilitating the listing and sale of real estate in the Midlands area of South Carolina for more than 45 years, CMLS supports its member companies and their affiliated agents in delivering high quality, professional real estate services to their clients. CMLS's procompetitive purposes include providing accurate, up to date information about real estate listings so that buyers and sellers can make informed decisions.
3. Recognizing that some CMLS members may be actual or potential competitors, CMLS believes it is prudent to identify basic antitrust considerations that may apply to CMLS and its members via the “Rules of the Road” which are attached and incorporated by reference.
4. Each CMLS member, user, employee or person acting on behalf of CMLS must agree to abide by this policy and the “Rules of the Road” which are attached and incorporated by reference by signing below.
5. Any CMLS member, user, employee or person acting on behalf of CMLS who has questions about the application of the antitrust laws to past, present or future conduct of CMLS should consult with CMLS's President, who will consult with CMLS's antitrust counsel.

**CONSOLIDATED MULTIPLE LISTING SERVICE (CMLS)**  
**"RULES OF THE ROAD"**  
**FOR MEETINGS**

CMLS is a membership organization that adheres to all laws applicable to its operations, including the antitrust laws. CMLS also expects its members, employees and users to adhere to the antitrust laws. As an organization, CMLS has many procompetitive purposes, including ensuring that buyers and sellers of real estate have accurate information so they can make informed decisions. CMLS has no role whatsoever in setting, adopting, or recommending commissions; commissions are strictly a matter between individual brokers and their clients.

Recognizing that members and users of CMLS may be actual or potential competitors, here are some important guidelines to keep in mind as members and users interact with each other at CMLS meetings and in other situations where CMLS members and users interact with each other and other industry stakeholders.

**"DON'TS"**

- **Don't** talk about subjects that are outside the scope of CMLS's legitimate purposes. Example: no need to discuss potential new geographic areas your business might enter or changes in commission structure your business might implement. If you're in doubt about whether to talk about something, the safest course is not to talk about it, and to get legal advice.
- **Don't** discuss your business's current or future commission structures, salaries and benefits of people your business employs, hiring decisions, marketing plans or strategic planning decisions. Examples of things you should not discuss at meetings: "We're holding salaries flat next year." "We won't poach your agents if you agree not to poach ours." "We encourage everyone to stick with a 6% commission structure." "We'll agree not to advertise in Location A if you agree not to advertise in Location B."
- **Don't** discuss your business's intentions, plans, strategies or opinions with regard to vendors you do business with outside of CMLS and **don't** discuss your business's contracts with vendors you do business with outside of CMLS. Example: no need to state that you will not buy products or services from ABC Business, and suggest to others that they should also not do business with ABC Business.
- **Don't** develop a commission structure with other CMLS members. Note: this doesn't mean that buyer and seller agents can't negotiate commissions with each other for specific transactions. What we mean is that individual businesses can't agree with each other about a commission structure, *i.e.*, Firm A and Firm B can't agree that they will only offer buyer agents 2%.
- **Don't** use words like dominate, control, monopoly, leverage, crush, kill, eliminate, wipe out or destroy when discussing CMLS or your business relative to the competition. Example: no need to say that participating in CMLS will allow its participants to dominate or control a market, or that if XYZ Business is not allowed to join CMLS, it will be placed at a serious competitive disadvantage.

## "DO'S"

- **Do** have a written agenda for meetings, and do have an antitrust attorney review the agenda before it is distributed to the participants.
- **Do** stick to the agenda.
- **Do** keep the discussions focused on matters that are part of CMLS's legitimate purpose. For example, there is nothing wrong about CMLS leadership discussing potential legislation or legal developments with CMLS members, explaining how that legislation or legal development could affect the membership, and advising on a potential course of action regarding the legislation or legal development.
- **Do** keep detailed minutes of meetings and have an antitrust attorney review those minutes. If any other documents are created for or as a result of these meetings (PowerPoints, memos, etc.) have an antitrust attorney review them.
- **Do** continue to reach all business decisions (which pertain to solely to your business) unilaterally.
- **Do** be mindful that even seemingly innocent interactions (*e.g.*, you run into a competitor at a social function) can be taken out of context to suggest that there is a "conspiracy."
- **Do** be mindful that "nothing is off limits" in terms of information that can potentially be required to be produced in a government investigation or a civil antitrust lawsuit. This means emails, voice mails, text messages, computer hard drives (both home and business), cell phone, your expense reports, personal and business telephone records, etc.
- **Do** protect yourself and your business if you find that a meeting strays from the legitimate purpose of CMLS. Example: you're at a CMLS meeting, and somebody pulls you aside to talk about staying out of each other's territories. Stop the conversation immediately and if possible, make sure others see you exit the conversation. **Do** let CMLS leadership know so that they can contact counsel to evaluate possible next steps.