



CONSOLIDATED MULTIPLE LISTING SERVICE

138 Westpark Boulevard, Columbia, South Carolina 29210

Phone (803) 799-7167 Fax (803) 256-8125

Email Support@ColumbiaMLS.com

Those eligible for membership in CMLS shall consist of Owners who are or who employ:

- (a) Brokers-in-Charge licensed pursuant to Chapter 57 of Title 40 of the South Carolina Code of Laws.**
- (b) Appraisers who are certified or licensed pursuant to Chapter 60 of Title 40 of the South Carolina Code of Laws.**

We appreciate your interest in becoming a Member of Consolidated Multiple Listing Service!

The application and supporting documents can be emailed/faxed for processing. An initiation fee of \$700 will be added to the account of the Broker-in-Charge and must be paid prior to the membership being active. Instructions will be given for paying online. Please contact us if a different form of payment is needed.

--A copy of the Broker-in-Charge or Appraiser License and Business License must be submitted, if required by town/city/county.

--Proof of E&O insurance must be submitted with application. If a Member does not have or maintain at least \$500,000 in Errors and Omissions insurance, it shall disclose that fact on the Listing Agreement and CMLS will include on all listings the expiration date of the Errors and Omissions Declarations Page (if any) on file with CMLS.

Written Agreement. Each listing submitted to CMLS by a Member, the Member shall have a written Listing Agreement with the property owner.

Prior to being granted access to the CMLS system for the purpose of information entry, an agent/representative or individual Members must attend and complete an introductory class on the use of the CMLS system and an orientation with a CMLS staff member (who is not a CMLS Member). New Members who previously worked as an agent/representative under another CMLS Member and had training in and access to the CMLS system need not repeat the introductory class and orientation. CMLS shall provide introductory classes/orientation no less frequently than once every two weeks, if needed.



**CONSOLIDATED MULTIPLE LISTING SERVICE
MEMBERSHIP APPLICATION**

Name of Corporate Entity: _____

DBA Name (if Applicable): _____

Name of Designated Member (Owner): _____

Name of Broker in Charge/Licensed Appraiser: _____

Principal Office Address: _____

Office Phone: _____ Office Fax: _____

Please indicate operating hours: _____

E-Mail Address for Company: _____

E-Mail Address for BIC/Appraiser: _____

Please specify reason(s) for joining Consolidated MLS _____

If the applicant is a corporation, partnership or other entity with more than one owner or principal provide the following information:

Entity Type: _____ Individual or Sole Proprietor _____ Corporation
_____ Partnership _____ other entity (Describe _____)

No. of sales associates or appraisers _____

List below each individual who owns an interest in the Company and all individuals who are officers, partners or managing agents of the entity, with their respective interest or title.

Name _____	Interest and/or Title _____ (%)	Home Phone _____
Address _____	_____	Work Phone _____
City _____ State _____ Zip _____		Other Phone _____
E Mail Address		Drivers License No.

Name _____	Interest and/or Title _____ (%)	Home Phone _____
Address _____	_____	Work Phone _____
City _____ State _____ Zip _____		Other Phone _____
E Mail Address		Drivers License No.

Name _____	Interest and/or Title _____ (%)	Home Phone _____
Address _____	_____	Work Phone _____
City _____ State _____ Zip _____		Other Phone _____
E Mail Address		Drivers License No.

Name _____	Interest and/or Title _____ (%)	Home Phone _____
Address _____	_____	Work Phone _____
City _____ State _____ Zip _____		Other Phone _____
E Mail Address		Drivers License No.

For any additional individuals, provide the above information on a schedule attached to this application.

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, membership in the corporation may be revoked by the Board of Directors.

The undersigned certify that all individuals presently employed by the undersigned have undergone a nationwide background check and have no convictions of either criminal sexual nature or of crimes relating to the improper handling of funds. The undersigned agree that all future employees will also be subject to a background check.

Submitted this _____ day of _____, 20__.

Signature _____ Print name _____ Title _____	Signature _____ Print name _____ Title _____	Signature _____ Print name _____ Title _____
Signature _____ Print name _____ Title _____	Signature _____ Print name _____ Title _____	Signature _____ Print name _____ Title _____

For an application for any business entity, all individuals listed on the preceding page must sign.

This application may be faxed to 803-256-8125, emailed to support@columbiamls.com, mailed to CMLS, 138 Westpark Boulevard, Columbia, SC 29210 or may be returned in person to 138 Westpark Boulevard, Columbia, SC 29210

Questions? Call CMLS at 803-799-7167

Broker/Agent/Appraiser Price List

Quarterly Office Dues \$ 160

This is paid by all Brokers/Appraisers in order to keep the company active.

Ekey \$ 161

This is paid by anyone who leases a KEY whether it be Broker or Agent. There is an additional \$40 application fee. Licensed Appraisers gain access to the SentriGuard lockboxes via the SentriLock Affiliate access.

Quarterly Agent No Key \$ 161

This is for agent who wishes to only have access to the system with no key.

Quarterly Assistant Fee / Licensed Appraiser employed by a Member Company \$ 80

This is strictly for an agent assistant or non licensed appraiser with access to system only (no key access).

Purchase of SentriGuard Lockbox \$ 120

Billing

The CML sends out quarterly invoices on December 1st , March 1st , June 1st , September 1st . All payments are due back in the CML office by the last day of these months. If payment is not made by the 15th of the following month (January, April, July, October), keys and computer access are disconnected and a 10% late fee is due on any payment made after this date.

30 days late will result in an additional 10% late fee and demand letter that membership in CMLS (Member or designated representative) is in jeopardy if not brought current within 30 days. Broker will be sent a notice that listings will be withdrawn if not transferred to a member in good standing within 30 days.

60 days late – Member (or designated representative) is expelled from CMLS and a demand letter sent stating all leased equipment (access key and lockboxes) must be returned to the CMLS office. Reinstatement can only occur with payment in full, including all late fees plus a \$250 reactivation fee, even if that reactivation is with another company.

Once the company has submitted an application for membership, agents/appraisers may attend training with BIC/Appraiser owner or at any training session after company becomes a member. Training sessions are held several times a month. All paperwork must be submitted to the CMLS office prior to training in order to be entered in the CMLS system and registered for a training session.

All fees are collected at the time of training and are prorated, if necessary. See the dues sheet for information on fees.



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 SentiLock 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

Fax to: 803-256-8125



CMLS 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 CMLS system]

Name of Individual: _____

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

Were you ever previously registered with CMLS? ____ 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 SentiLock key associated with another MLS? (If yes, you will need to activate the CMLS SentiLock 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 CMLS may be revoked by the Board of Directors. Upon acceptance of this application by CMLS, I understand and agree to abide by all CMLS 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'T'S"

- **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.