

**Toledo Regional Association of REALTORS®  
ADDITION / CHANGE FORM**

Company Name \_\_\_\_\_ Company Phone \_\_\_\_\_

Office / Branch Address \_\_\_\_\_

**If this is for a license return, please include a copy of the letter sent to the state.**

**Applicant's Status**

**New Licensee** (When licensee NEVER held an Ohio Real Estate License)

**Reinstatement** (Licensee was previously licensed but had license on Deposit with Division of Real Estate. If more than one year licensee will be treated as a new licensee.) **(\$350 in Fees)**

**Transfer** (Licensee transfers into your company from another TRAR member company.)

**Licensee Return** (When your company returns the license to the Division of Real Estate.)

**Multiple Listing Only** (When licensee is a member of a Board other than TRAR and your company is an MLS participant. Please indicate Board of Choice below.)

**Listing Secretary** (Non Licensed office personnel.)

**Agent Assistant** (Non Licensed assistant.)

Please indicate which board is your primary board of choice: \_\_\_\_\_

**Access Level Requested**

**AG** – (Agent with listing load capabilities)

**AW** – (Agent without listing load capabilities)

**HB** – (Broker with listing load capabilities)

**OM** – (Office Manager with listing load capabilities)

**LS** – Listing Secretary – (NON LICENSEE office personal needing MLS access. Listing Secretary access will be able to change any listing in the Office or Firm.)

**Agent Assistant** – (NON LICENSEE - no listing load capabilities. MLS access to Agent's listings may be available - contact MLS for more information.)

**Note: The Annual MLS Access Fee for a Listing Secretary or Agent Assistant is \$50.00.**

Month	Application Fee	OAR New Member Fee	OAR Dues	NAR Dues	TRAR Dues	MLS New Member Fee	MLS Fees	Total
January	\$ 275.00	\$ 25.00	\$ 175.00	\$ 155.00	\$ 165.00	\$ 250.00	\$ 258.00	<b>\$ 1,303.00</b>
February	\$ 275.00	\$ 25.00	\$ 162.50	\$ 145.00	\$ 151.25	\$ 250.00	\$ 215.00	<b>\$ 1,223.75</b>
March	\$ 275.00	\$ 25.00	\$ 150.00	\$ 135.00	\$ 137.50	\$ 250.00	\$ 172.00	<b>\$ 1,144.50</b>
April	\$ 275.00	\$ 25.00	\$ 137.50	\$ 125.00	\$ 123.75	\$ 250.00	\$ 129.00	<b>\$ 1,065.25</b>
May	\$ 275.00	\$ 25.00	\$ 125.00	\$ 115.00	\$ 110.00	\$ 250.00	\$ 86.00	<b>\$ 986.00</b>
June	\$ 275.00	\$ 25.00	\$ 112.50	\$ 105.00	\$ 96.25	\$ 250.00	\$ 43.00	<b>\$ 906.75</b>
July	\$ 275.00	\$ 25.00	\$ 100.00	\$ 95.00	\$ 82.50	\$ 250.00	\$ 516.00	<b>\$ 1,343.50</b>
August	\$ 275.00	\$ 25.00	\$ 87.50	\$ 85.00	\$ 68.75	\$ 250.00	\$ 473.00	<b>\$ 1,264.25</b>
September	\$ 275.00	\$ 25.00	\$ 75.00	\$ 75.00	\$ 55.00	\$ 250.00	\$ 430.00	<b>\$ 1,185.00</b>
October	\$ 275.00	\$ 25.00	\$ 62.50	\$ 65.00	\$ 41.25	\$ 250.00	\$ 387.00	<b>\$ 1,105.75</b>
November	\$ 275.00	\$ 25.00	\$ 50.00	\$ 55.00	\$ 27.50	\$ 250.00	\$ 344.00	<b>\$ 1,026.50</b>
December	\$ 275.00	\$ 25.00	\$ 37.50	\$ 45.00	\$ 13.75	\$ 250.00	\$ 301.00	<b>\$ 947.25</b>

**\*\*All new agents licensed 8/1/18 to 12/31/18 will be billed 2019 dues of \$495 on 1/2/19 due on 2/2/19\*\***

**If paying by check, please provide a separate check for your *MLS Fees*. Thank you.**

NAME \_\_\_\_\_ REAL ESTATE FILE # \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE for LISTINGS \_\_\_\_\_ (hm/cell/off) DATE LICENSED \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

TRANSFER FROM \_\_\_\_\_ to \_\_\_\_\_  
(Old Company) (New Company)

**\*\*I am aware of the fees outlined by TRAR and acknowledge they must be paid in full before MLS access is granted.\*\***

**Both signatures are required below or this form is incomplete and will not be accepted.**

\_\_\_\_\_  
(Agent Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Broker Signature)

\_\_\_\_\_  
(Effective Date)

Please return completed form and all proper paperwork to: Member Services Administrator - Yolanda Edwards  
Via email [yolanda@toledorealtors.com](mailto:yolanda@toledorealtors.com) or Fax: 419-535-7990