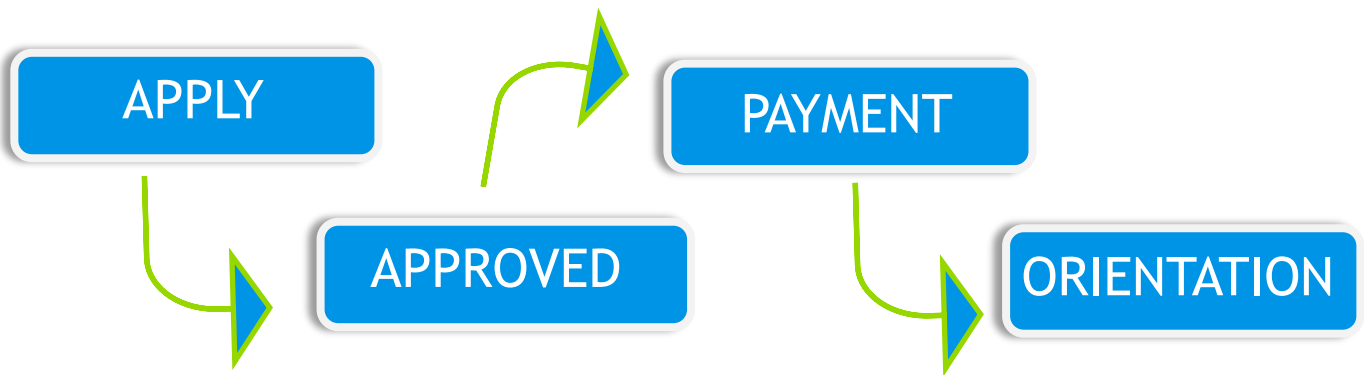


New Member Application Process

Four steps to join:



What You'll Need....

Full Membership (Real Estate Brokerage or Appraisal Firm)	<u>2</u>
Associate Member (Agents, Brokers, Licensed Assistants, Appraisers)	<u>3</u>
Non-licensed Sales Assistant Member	<u>4</u>
Documents for Review	<u>5</u>

Full Membership

To begin the application you will need your Office Real Estate License information and contact information for your Registered person (assumes all responsibility if BIC/Head Appraiser is unable to perform). *Each Associate Member and non-licensed sales assistant who work for your firm must also complete the appropriate application for HHIMLS access.*

NOTE: To be scheduled for the next orientation, complete the application, include items below and submit to memberservices@hiltonheadmls.com by Friday 4pm. Complete all forms electronically. No Handwritten Forms.

•Associate Member Application (AM100)	•Full Member Application (FM100)
•Review, Complete, and Sign Associate Agreement (AM101)	• Review, Complete, and Sign Associate Full Member Agreement (FM103)
•Digital Professional Headshot Photo (724 X 1086)	•Brokerage Audit Form (FM111–REB Only)
•Copy of Driver’s License •Payment	•Appraiser Disclosure Statement (FM115-Appraisal Firm Only) • MLS of choice Waiver

Once your application has been reviewed, fees are collected. Payment is Payable with a Company Check. Check must have the same Company Name as the New Member Firm Name.

Upon receipt of payment, Member Services will send a confirmation email which will include an orientation date. (*Your orientation date may not be the following Wednesday.*)

Schedule of fees: \$750 Set up and Current Month Dues | \$150/mo.

Associate Membership

To become an Associate Member your Real Estate License must be Active with a Current HHMLS Member Real Estate Office or Appraisal Firm.

NOTE: To be scheduled for the next orientation, complete the application, include items below and submit to memberservices@hiltonheadmls.com by Friday 4pm. Complete all forms electronically. No Handwritten Forms.

- Associate Member Application (AM100)
- Review, complete, and sign Associate Agreement (AM101)
- Digital Professional Photo (*Required minimum size 724 X 1086*)
- Copy of Driver's License
- Payment

Once your application has been reviewed, you will receive an invoice for payment. You may pay the invoice electronically or call our office to pay over the phone at 843-785-9696.

Upon receipt of payment, Member Services will send a confirmation email which will include your orientation date. (*Your orientation date may not be the following Wednesday.*)

SUPRA eKey and Access credentials are provided at Orientation.

Schedule of fees: \$300 New Member Set up and Current Month Dues | \$70/mo. Billed to REB

Non-licensed Sales Assistant

To become an Unlicensed Sales Assistant of HHIMLS you may not hold a real estate, appraiser, PMIC, Insurance or Mortgage license issued by the SCLLR or other State or Federal Agency.

NOTE: To be scheduled for the next orientation, complete the application, include items below and submit to memberservices@hiltonheadmls.com by Friday 4pm. Complete all forms electronically. No Handwritten Forms.

- Associate Member/NLSA Application (AM100)*
- Review, complete, and sign NLSA Agreement (N101)*
- Digital Professional Photo (*Required minimum size 724 X 1086*)
- Copy of Driver's License
- Proof of employment (W-2, 1099 or W-9)
- Payment

Once your application has been approved, fees are collected from the brokerage.

Upon receipt of payment, Member Services will send a confirmation email which will include your orientation date (*Your orientation date may not be the following Wednesday*).

Access credentials are received at Orientation.

Schedule of fees: \$35 Set up and Current Month Dues | \$1/mo. Billed to REB

Documents for Review

[2018 SCHEDULE OF FEES](#)

[RULES & REGULATIONS](#)

[COMPLIANCE GUIDELINES](#)

[PRODUCTS & SERVICES](#)

[EXCLUSIVE BENEFITS](#)

[HHIMLS BY-LAWS](#)