

**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)

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

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

\_\_\_\_\_  
(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