

**EMPORIA BOARD OF REALTORS®
EMPORIA MULTIPLE LISTING SERVICE, INC.**

EXPLANATION LETTER

I hereby request exemption of MLS fees for _____ effective _____.
(please print) (date)

The individual name is a licensee who is engaged in the capacity indicated below, and does not refer, list, sell, show or appraise residential property for the following reason **(please check one)**:

- _____ **Property Manager:** employed as a property manager.
- _____ **Developer/Corporate officer/Construction Personnel:** serves as a developer, corporate officer or construction personnel.
- _____ **Farm/Land Real Estate Agent/Broker:** only handles property in excess of 40 acres. This individual does not Refer, list, sell, show or appraise residential property, except as improvements on farm property.
- _____ **Prolonged/Extended Illness:** experiencing a prolonged/extended illness. An explanation of the problem and Expected time of return needs to be attached.
- _____ **Salaried Staff:** employed as salaried staff in my firm as _____
- _____ **Other – List Reason:** _____

Upon approval, this exemption is effective, as of the date of application, with fees to be paid retroactive to date of application if exemption is denied. Exemptions will be granted only for a minimum of three months. The exemption will expire on December 31 of the year in which it is effective, unless effective date is on or after November 1, in which case it will expire December 31 of the following year.

MLS Subscription may be reinstated at any time following the initial three month minimum by written notification to MLS of desire to reinstate, with no reinstatement fee charged. Reinstatement within the initial three month period will be permitted upon receipt of written notification and payment by MLS Participant of a \$100 reinstatement fee plus actual fees that would have been incurred during the exemption period. Reapplication for exemption will not be permitted for six months following reinstatement, in either case.

This exemption will automatically be revoked upon the individual's use of MLS in any way to refer, list, sell, show or appraise residential property. Thereupon, MLS Participant shall pay a sum equal to actual fees that would have been incurred since the effective date of exemption, not to exceed twelve months, plus a \$300 penalty. Re-application for exemption will not be permitted for six months from the date exemption was revoked.

The MLS exemption is not transferable. If the licensee changes firms, a new application will be required. I understand by requesting this exemption, I will not be allowed access to an MLS id number for any reason

(Signature of Applicant)

(Signature of Participant)

Company Name

Date