

This application is to be filled out by the **Principal** of the firm.

Principal's Name \_\_\_\_\_

Firm Name \_\_\_\_\_

Firm Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Broker License # \_\_\_\_\_

Appraisal Cert. # \_\_\_\_\_ Email \_\_\_\_\_

Office Administrator(s) (name and email address) \_\_\_\_\_

The Applicant represents and warrants that the North/South Carolina Real Estate Commission has been notified of and has confirmed the appointment of the above-named individual as broker-in-charge of this designated office; and further represents and warrants that such individual has a current NC or SC Broker License or Appraiser Certification and is an active member in good standing of: \_\_\_\_\_ (Name of Board/Association). The Applicant further represents and warrants that every person associated with this office who is actively engaged in the selling and listing of commercial real estate as an agent or appraiser as determined by the Board of Director for the SiteIndex, shall be enrolled as a subscriber of the Service.

Applicant agrees to:

1. \$85 per month User/Participation fee, payable annually by June 30 and prorated for initial applications.
2. Abide by the Bylaws and Rules and Regulations as established by the Board of Directors for SiteIndex.
3. Pay the costs of the service in the manner prescribed by the Board of Directors.
4. Ensure that one person in the Firm completes a training course within two (2) months of submitting applications. Failure to complete the course will result in a monthly charge of \$50 until the course is completed.
5. Remain a REALTOR® member in good standing. If REALTOR® membership is terminated, no refund will be given.

**Failure to abide by the Rules and Regulations, Bylaws and User Subscriber Agreement may be grounds for termination from the Service at the sole discretion of the Board of Directors.**

\_\_\_\_\_  
Signature of Participant (Firm Principal)

\_\_\_\_\_  
Date

**User Fees** – Subscriber fees are prorated in the first year and are on a per Subscriber (individual) basis. Future payments will be paid annually by June 30<sup>th</sup> of each year and are billable through the Participant.

Month of Application	User Fee
Initiation Fee	\$ 150.00
May*	\$ 1,190.00
June*	\$ 1,105.00
July	\$ 1,020.00

*\*If joining in May or June, your fee will include your 2021-22 subscription fees.*

*REALTOR® Participants/Subscribers from boards other than CRCBR should add \$20 per month to the above fee.  
Subscription fees are non-refundable.*

**This Agreement must be submitted with completed and signed agreements for all Subscribers/Users within the firm.**

**Payment**

Initiation fee \$ 150.00  
Subscription Fee \$ \_\_\_\_\_  
Amount enclosed \$ \_\_\_\_\_

**Method of Payment (Circle One)**  
 Check  Visa  MC  AMEX  Discover

**Please make checks payable to SiteIndex**

**Credit Card #** \_\_\_\_\_ **Expiration** \_\_\_\_\_

CID number (AMEX) \_\_\_ \_\_\_ \_\_\_ Last 3 digits from number on back of card (VISA/MC) \_\_\_ \_\_\_ \_\_\_

Name on Card \_\_\_\_\_

Billing Address for Credit Card *(include City State & Zip)* \_\_\_\_\_

Signature \_\_\_\_\_

**Complete** this form and return with payment to:  
SiteIndex – 1300 Baxter Street, Suite 360 Charlotte, NC 28204;  
email to [info@siteindexcharlotte.com](mailto:info@siteindexcharlotte.com) or fax to (704) 377-8983

**If you have questions:**

About subscriptions - call (704) 940-7381

About functionality of the system - email Diana Winchester, NC Market Manager, at [diana@catylist.com](mailto:diana@catylist.com)

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**This section is to be completed by the principal of a residential real estate firm only.**

**PLEASE NOTE:** If the Principal, Broker-in-Charge is primarily a residential agent and also a member of a residential Board, subscription by other agents in the office, in the SiteIndex is voluntary.

According to NAR Bylaws Section 7.43, the SiteIndex is required to have a signed waiver that precludes the fees of the residential agents in the firm and access to the information supplied by SiteIndex. Participant further represents and warrants that all agents actively listing and selling real estate will be assessed any fees for printed and/or the computer database that is produced for SiteIndex.

\_\_\_\_\_  
Signature of Participant (Firm Principal)

\_\_\_\_\_  
Date

**This Agreement must be submitted with completed and signed agreements for all Subscribers/Users within the firm.**