



## The MNCAR Exchange **Additional User** Applicant Information

By submitting the MNCAR Exchange “Additional User” application, along with appropriate payment (see payment schedule below), you are applying for, and upon approval, initiating your membership in the MNCAR Exchange. The MNCAR Exchange is the commercial property database that is owned by the Minnesota Commercial Association of REALTORS® (MNCAR).

*Please note: If you are completing this application, your company must currently be a member of the MNCAR Exchange. If your company is not currently a member, please complete the “MNCAR Exchange: New Company” application found at [www.mncar.org](http://www.mncar.org).*

**Prorated Payment Schedule**—Submit payment based on month you submit your application\*. Please note, if you are joining as an additional user at a separate branch office, an additional \$90 office fee may be needed with payment. Contact MNCAR office at 952-908-1780 if you are unsure.

1. For MNCAR members (belong to the MNCAR Association):

Jan. = \$163.50	Apr. = \$163.50	July = \$163.50	Oct. = \$163.50
Feb. = \$109.00	May = \$109.00	Aug. = \$109.00	Nov. = \$109.00
Mar. = \$54.50	June = \$54.50	Sept. = \$54.50	Dec. = \$54.50

For following quarters, your company will be billed \$163.50, annual cost of \$654.

2. For non-MNCAR members (must be a member of another REALTOR® Association):

Jan. = \$171.00	Apr. = \$171.00	July = \$171.00	Oct. = \$171.00
Feb. = \$114.00	May = \$114.00	Aug. = \$114.00	Nov. = \$114.00
Mar. = \$57.00	June = \$57.00	Sept. = \$57.00	Dec. = \$57.00

For following quarters, your company will be billed \$171.00, annual cost of \$684.

Please complete the application on Page 2 to become a MNCAR Exchange additional user, include payment by check or credit card (Visa/Mastercard) and submit to:

MNCAR  
6800 France Ave., #760  
Edina, MN 55435  
Fax: 952-908-1799

**Cancellation Policy:** You must notify MNCAR within 14 days of receiving quarterly billing if you wish to cancel your membership with the MNCAR Exchange (billing sent at the first day of every quarter). To cancel membership, fill out the “Resignation Form” found at [www.mncar.org](http://www.mncar.org) and mail/fax to MNCAR office. Members of the MNCAR Exchange who wish to cancel after the 14 day grace period will be responsible for paying the quarterly bill and held liable for all outstanding membership dues and late fees. There are no refunds.

*\*Pricing subject to change.*

# Additional User Application For the MNCAR Exchange

Revised: August 2007

This application, with appropriate payment, will allow unlimited access to the MNCAR Exchange for any REALTOR® whose company is an active member of the MNCAR Exchange.

Name: \_\_\_\_\_ Email: \_\_\_\_\_ Cell: \_\_\_\_\_

Firm Name: \_\_\_\_\_ Firm Website: \_\_\_\_\_ Direct Phone: \_\_\_\_\_

Firm Address: \_\_\_\_\_  
Street City State Zip Code

Office Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ MN Real Estate License # \_\_\_\_\_

Company Size (# of employees in MN) \_\_\_\_\_ Years of experience in industry: \_\_\_\_\_

Are you a MNCAR Association member?  Yes  No

Broadcast email selections: (Check all that apply):  
 Office  Industrial  Retail  Land  Investment  
 Multi-Housing  Residential  Business  Other \_\_\_\_\_

Specialty (Check all that apply):  
 Office  Land  All Specialties below  
 Residential  Retail  Business  Industrial  Investment  
 Multi-Family  Other \_\_\_\_\_

Current Line of Work:  
 Transactions  Consulting  Appraisal  Development  Design  
 Other \_\_\_\_\_

Area (Check all that apply):  
 Minneapolis CBD  St. Paul CBD  All areas below  
 St. Paul Suburban  Northeast  Northwest  
 Southeast  Southwest  East  West  Greater MN

Designated Realtor (DR): \_\_\_\_\_

Designated Realtor signature: \_\_\_\_\_

I agree to comply with the MNCAR Exchange Bylaws, and have read and understood the Rules and Regulations ([www.mncar.org](http://www.mncar.org) to view). With my access to the MNCAR Exchange, I understand that my company will be billed additional quarterly fees to cover my cost as a user.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**The MNCAR Exchange**  
6800 France Ave, Suite 760 ° Edina, Minnesota 55435  
Phone 952.908.1780 ° Fax 952.908.1799 ° [www.mncar.org](http://www.mncar.org)

Amount enclosed with application: \_\_\_\_\_ (Prorated payment schedule located on page 1 of application)

Check enclosed  Credit Card #: \_\_\_\_\_ Exp: \_\_\_\_\_

(Visa or MasterCard only)

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