



The MNCAR Exchange Applicant Information: ◀For New Companies Joining▶

By submitting the MNCAR Exchange Membership Application, along with appropriate payment, you are applying to be the primary user and starting up your company’s membership with the MNCAR Exchange. The MNCAR Exchange is the commercial property database that is owned by the Minnesota Commercial Association of REALTORS® (MNCAR).

Membership with the MNCAR Exchange provides you with the ability to:

- Reach over 1100 members using our targeted E-mail system;
- Search the database for perspective property;
- List the property you are representing;
- Run detailed reports;
- Gain a professional edge on the market;
- Plus more!

Your company purchases the number of passwords based on the number of listing agents that need access to the MNCAR Exchange. The primary user fills out the application on page 2. All additional users fill out the “Additional Exchange User” applications found at www.mncar.org. Please completely fill out application on page 2, include payment by check or credit card (Visa/Mastercard) and submit to:

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

Payment Schedule—Submit amount according to what month you are submitting your application in, as well as a **\$250 one-time initiation fee**. For each following quarter, your company will be billed*.

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

Jan. = \$351	Apr. = \$351	July = \$351	Oct. = \$351
Feb. = \$234	May = \$234	Aug. = \$234	Nov. = \$234
Mar. = \$117	June = \$117	Sept. = \$117	Dec. = \$117

For following quarters, you will be billed \$351, annual cost of \$1404.

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

Jan. = \$366	Apr. = \$366	July = \$366	Oct. = \$366
Feb. = \$244	May = \$244	Aug. = \$244	Nov. = \$244
Mar. = \$122	June = \$122	Sept. = \$122	Dec. = \$122

For following quarters, you will be billed \$366.00, annual cost of \$1464.

*Pricing subject to change.

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 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.

MNCAR Exchange Company Membership Application

Revised: February 2008

The undersigned requests participation in the MNCAR Exchange commercial property database and certifies that the undersigned will comply with the following requirements:

Any REALTOR® (principal) member of any firm comprised of REALTOR® members belonging to a REALTOR® Association is eligible to participate in the MNCAR Exchange upon agreeing in writing to conform to the Exchange Rules and Regulations and to pay the service fees and charges which are or may hereafter be adopted for the operation of the MNCAR Exchange.

This application provides access to the MNCAR Exchange commercial property database for one licensed, practicing agent.

Applicant's Name: _____ Email: _____ Direct Phone: _____

Firm Name: _____ Firm Website: _____

Firm Address: _____

Fax: _____ Street _____ City _____ State _____ Zip Code _____
Cell: _____ Office Phone: _____

Member of following REALTOR® Association(s): _____ MN Real Estate License # _____

Approximate Company Size (number of employees) _____ Industry Experience (Years): _____

Broadcast email selections: (Check all that apply): All selections
 Office Industrial Retail Land Investment
 Multi-Housing Residential Business St. Cloud Other _____

Current Line of Work:
 Transactions Consulting Appraisal Development Design Other _____

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

I comply with the above membership requirements and agree to comply with the MNCAR Exchange Bylaws, and have read and understood the Rules and Regulations. I understand this office will be charged a quarterly fee for this service. Enclosed with this application is a **new member initiation fee of \$250** and the user fee determined by join date (see payment schedule on page 1).

Applicant's Signature: _____ Today's date: _____

If you are not the broker of the company, you must submit application with broker's signature below.

I, as the principal member of the company, am aware that I'm responsible for ensuring that the above requirements are abided by and I authorize the above applicant to access the system.

DR's Name: _____ DR's Signature: _____ Date: _____

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: _____