



## New Non-Realtor Office Application Checklist

Thank you for your interest in and your application for participation to Regional MLS, Inc.

Following is a list of items that you need to do to complete the application process:

1. Submit your Participant Application & Participation Agreement to Regional MLS in one of the following ways:
  - **Preferred method:** You can fill out a partial application electronically by going to [www.rmlsfl.com](http://www.rmlsfl.com) and then clicking on Prof.Services on the left side of the screen. This can be done from any computer that accesses the Internet.
  - If you fill out the internet application, you must contact RMLS within 24 business hours to finalize your subscription in order to access the MLS system and avoid penalties.

OR

- Fax or mail in the complete Participant Application & Agreement to Regional MLS
2. Once RMLS receives the completed Participant Application, Agreement and confirms you are assigned to your office with the DBPR; will be able to process your application and email your login information. Within 24 hrs of receipt of the first email, you will receive a second email with temporary password for accessing RMLS systems.
3. You will be required to attend our General Procedures and Systems (GPS) Program on the next available class immediately following your start date. This program is mandatory to maintain uninterrupted service and is where you will receive your permanent security authentication device.
4. Once you have obtained your MLS login, you may lease your Supra keypad at the Regional MLS office.

Regional MLS, Inc.  
4400 PGA Boulevard, Suite # 700 ~ Palm Beach Gardens, FL 33410  
(561) 627-4548 Professional Services Fax - [MongoFax](http://MongoFax.com)  
Professional Services email: [prof.services@rmlsfl.com](mailto:prof.services@rmlsfl.com)