



# Request for New Team Account

(All Fields are Required for Team Creation)

Responsible Team Member \_\_\_\_\_ Team Lead Met ID \_\_\_\_\_ Team Lead License # \_\_\_\_\_  
(enter the name of the Team Lead)

Team/Group Name \_\_\_\_\_ Date of Team Creation \_\_\_\_\_  
(name must end with the word Team or Group)

Team Contact Phone Number \_\_\_\_\_ Team Contact Email \_\_\_\_\_  
(used for the Team Profile)

Office Name \_\_\_\_\_ Office Met ID \_\_\_\_\_

Office Address \_\_\_\_\_

## NOTICE AND ACKNOWLEDGMENT. TEAM ACKNOWLEDGES THE FOLLOWING STATEMENTS

### General Acknowledgements

- I acknowledge all members of the Team are members of Metro MLS and are located within the same office.
- I acknowledge I have read and understand the FlexMLS Team located on the teams section of metromls.com

Team Lead Initial Here \_\_\_\_\_

### Team Statistics and Production Acknowledgements

- I acknowledge ALL Active, Contingent, Delayed, Withdrawn or Pending Listings and ONLY Sold Listings from current YTD or from the date of Team Formation, whichever is most recent will be transferred to the new Team met ID account.
- I acknowledge that each Team Members listings will be transferred to the new Team met ID unless specifically instructed on the reverse side of this form.
- I acknowledge that previous year statistics will continue to be for the individual team members and not for the team account.
- I acknowledge that all statistics created by a team will remain with the Team ID even if the team dissolves.

Team Lead Initial Here \_\_\_\_\_

### 3<sup>rd</sup> Party and Syndication Acknowledgements

- I acknowledge this change may affect third-party site display. Metro MLS will not be held responsible for integrations with other third-party sites and firm, company or brokerage back end systems.
- I acknowledge Metro MLS is responsible for syndicating to Broker distributions within Flex MLS only in regard to verifying Team listings are being sent successfully.
- Metro MLS has communicated Team changes to IDX & VOW vendors. I acknowledge it is my responsibility to make sure my information displays properly with them.
- I acknowledge that Team listings will appear on 3<sup>rd</sup> party sites under the Team name and that it is my responsibility to set up/link those accounts.

Team Lead Initial Here \_\_\_\_\_

Team Member Name	Agent Met ID	Team Member Signature	Transfer Actives?

**Team Fee Structure:** Teams are charged monthly on the participant/office invoice. In the event the number of team members changes, you will be billed accordingly. **Note: Assistants are not included in the team count.**

Teams of 2-10 Active Licensed Agents - \$10 per month  
Teams of 11-20 Active Licensed Agents - \$20.00 per month  
Teams of 21 or more Active Licensed Agents - \$50.00 per month

**Note: Cost is per team NOT per agent, agents are still required to maintain their individual accounts.**

Team Lead must notify the Membership office of Metro MLS of all Team changes, including removing a member from the Team, adding a new member to the Team, or the dissolution of the team. Teams will be required to update any changes to the team roster by submitting the Team Change Form.

**Note: Participants and Subscribers may only be on one team at a time.**

Designated REALTOR® (DR) Name \_\_\_\_\_  
Print Please Sign

Team Lead Name \_\_\_\_\_  
Print Please Sign

By submitting the Request for New Team Account Application with appropriate signatures, you are agreeing to the terms of the Metro MLS Team Policy. Submit all applications to the Metro MLS 11430 W North Avenue, Wauwatosa, WI 53226, via email to [admin@metromls.com](mailto:admin@metromls.com) or via fax 414.778.6143.