



Bay Area Real Estate Information Services, Inc.  
 153 Stony Circle, Suite 200 Santa Rosa, Ca 95401  
 Po Box 3367 Santa Rosa, Ca 95402  
 (707) 575-8000 Fax (707) 577-0140

**Remote Co-op Key Application**

**Email:** [Keys@norcalmls.com](mailto:Keys@norcalmls.com)

**From:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*Completed applications for remote co-op key service received before 3:00 PM will be completed the same day.  
 Applications received after 3:00 PM will be processed the following business day.*

- ♦ BAREIS MLS® covers Sonoma, Marin, Napa, Solano & Mendocino counties. A BAREIS service center is located in each of these counties. Service center locations, contact information and hours of operation are posted on [www.bareis.com](http://www.bareis.com)
- ♦ BAREIS MLS® Rules, forms and information are posted on [www.bareis.com](http://www.bareis.com)
- ♦ Co-op key service will expire in December of the calendar year it is activated. Co-op key holders will receive an email in November to the email address provided on the Cooperating Key Receipt Form with instructions for renewing co-op key service for the following year.

**The Following Items are Required to Activate BAREIS Co-op Key Service:**

- \*Completed Cooperating Key Receipt Form
- \*A copy of your picture ID (Driver License, Passport, etc.)
- \*Payment in the form of BAREIS MLS® Credit Card Authorization Form (see fee chart below to calculate amount due)

All items should be returned to a BAREIS service center for processing or emailed to: [Keys@norcalmls.com](mailto:Keys@norcalmls.com)

**Co-op Key Fee Chart**

Activation Date		Co-op Key Fee	Programming Fee	Total	Service Period	
From	To				From	Through
<b><i>For service for the remainder of 2020 plus all of 2021:</i></b>						
11/1/2020	11/30/2020	\$ 172.00	\$ 45.00	\$ 217.00	Nov, 2020	Dec, 2021
12/1/2020	12/31/2020	\$ 161.00	\$ 45.00	\$ 206.00	Dec, 2020	Dec, 2021
1/1/2021	1/31/2021	\$ 150.00	\$ 45.00	\$ 195.00	Jan, 2021	Dec, 2021
2/1/2021	2/28/2021	\$ 137.50	\$ 45.00	\$ 182.50	Feb, 2021	Dec, 2021
3/1/2021	3/31/2021	\$ 125.00	\$ 45.00	\$ 170.00	Mar, 2021	Dec, 2021
4/1/2021	4/30/2021	\$ 112.50	\$ 45.00	\$ 157.50	April, 2021	Dec, 2021
5/1/2021	5/31/2021	\$ 100.00	\$ 45.00	\$ 145.00	May, 2021	Dec, 2021
6/1/2021	6/30/2021	\$ 87.50	\$ 45.00	\$ 132.50	June, 2021	Dec, 2021
7/1/2021	7/31/2021	\$ 75.00	\$ 45.00	\$ 120.00	July, 2021	Dec, 2021
8/1/2021	8/31/2021	\$ 62.50	\$ 45.00	\$ 107.50	Aug, 2021	Dec, 2021
9/1/2021	9/30/2021	\$ 50.00	\$ 45.00	\$ 95.00	Sept, 2021	Dec, 2021
10/1/2021	10/31/2021	\$ 37.50	\$ 45.00	\$ 82.50	Oct, 2021	Dec, 2021
11/1/2021	11/30/2021	\$ 175.00	\$ 45.00	\$ 220.00	Nov, 2021	Dec, 2022
12/1/2021	12/31/2021	\$ 162.50	\$ 45.00	\$ 207.50	Dec, 2021	Dec, 2022



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http://bareis.com

Cooperating Key Receipt Form

All Co-op key holders are bound by the existing Key Lease Agreement through their Primary Board which is a signatory to the Supra Key Reciprocal Agreement and to the Rules and Regulations (Regulations) of BAREIS MLS® who is issuing this Co-op code and granting access to the BAREIS MLS® lockbox system.

Keyholder Information – All Fields Must Be Completed. *Please Print Clearly.*

Agent Name: \_\_\_\_\_

Agent Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

DRE/DREA #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Agent Phone #: \_\_\_\_\_ Office Phone #: \_\_\_\_\_

Agent Email Address: \_\_\_\_\_

Office Name: \_\_\_\_\_

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

Cooperating Details

Primary Key Board: \_\_\_\_\_ Key Serial#\*\*: \_\_\_\_\_ 4 Digit Pin Code: \_\_\_\_\_

**What Association is key from?**

Primary MLS:  MetroList®  East Bay  Sutter/Yuba  SFAR  MLSListings®

Type of Key:  ActiveKey  XpressKey  eKey \*\*Must be an eKey or XpressKey to be eligible for remote co-oping

Cooperating fees are billed annually at a rate of **\$150.00** per year.

**\$45.00** programming fee.

These fees are non-refundable.

*My signature below acknowledges I have been notified that BAREIS MLS® Regulations, which include key regulations, citations, and appeals processes, are posted on [BAREIS.com](http://BAREIS.com). As a condition of being granted the right to access the BAREIS MLS® lockbox system, I agree to comply with all BAREIS MLS® Regulations. I understand my Co-op key access may be terminated within the provisions of the Regulations of BAREIS MLS® for violation of the Regulations and/or for termination of my key privileges by my Primary Board.*

Keyholder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

-----Staff Use Only-----

BAREIS ID/MMM #: \_\_\_\_\_ Prorated Amount Paid (including programming fee) \$ \_\_\_\_\_

Cash: \_\_\_\_\_ Check#: \_\_\_\_\_ Credit Card: \_\_\_\_\_ (See attached form)

Service Center:

\_\_\_\_\_ BAREIS Santa Rosa

\_\_\_\_\_ BAREIS San Rafael

\_\_\_\_\_ BAREIS Ukiah

\_\_\_\_\_ Solano Assoc., Vallejo

\_\_\_\_\_ N. Solano Assoc., Fairfield

\_\_\_\_\_ BAREIS Napa

ID Verified

Service Center Staff Initials: \_\_\_\_\_

Bay Area Real Estate Information Services, Inc. (BAREIS MLS®)

## Credit Card Authorization Form

Please email to [keys@norcalmls.com](mailto:keys@norcalmls.com)

**All fields must be completed for the credit card to be processed.**

I \_\_\_\_\_, authorize Bay Area Real Estate Information Services, Inc. ("BAREIS")  
*Please Print Name of Card Holder*

to charge my credit card in the amount of: \$ \_\_\_\_\_.  
*Authorized Amount*

Credit Card number: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Exp: \_\_\_\_\_ / \_\_\_\_\_  
Month Year

Security code: \_\_\_\_\_

Billing address of credit card: \_\_\_\_\_  
*Address City Zip*

Cardholder Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*Cardholder Signature*

Agent Name: \_\_\_\_\_ Agent ID: \_\_\_\_\_

**\*Please note:** If credit card is denied upon the second attempt, a \$25 failed-transaction credit card fee will be assessed.



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