

2725 Rocky Mountain Ave  
Suite 450  
Loveland, CO 80538  
www.IRES-net.com



**IRES** *MLS*  
**ColoProperty.com**<sup>®</sup>

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Toll Free: 800-596-4901  
Email: admin@Ires-net.com  
Fax: 970-593-0900

## IRES SUBSCRIBER AGREEMENT FOR OFFICE/SUPPORT STAFF

This form is for Real Estate offices only– For Appraisal staff, please refer to Appraiser Trainee/Staff Subscriber Agreement

### PERSONAL INFORMATION

### OFFICE INFORMATION

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

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

Last 4 Digits of SS#: \_\_\_\_\_

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

Are You Licensed?  YES  NO

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

License #: \_\_\_\_\_

County: \_\_\_\_\_

Email: \_\_\_\_\_  
Invoice & Login information will be sent to this email

Phone: \_\_\_\_\_

I Am A:

Fax: \_\_\_\_\_

- Staff/Admin For the Entire Office
- A Personal Assistant to an Agent/Team

Office Broker/Owner Name: \_\_\_\_\_

Please indicate specific agent or team name you will be working with

Is your broker/owner a subscriber?  YES  NO

Are you a member of a Board or Association of REALTORS®?  YES  NO

Name of Board or Association of REALTORS®: \_\_\_\_\_

NRDS Number: \_\_\_\_\_

Would the Broker/owner like to use any staff credit for this individual?  YES  NO

*Unlicensed Staff: Only subject to Initiation Fee– Staff Credit does not apply*

*\*Licensed Staff: Subject to monthly fees. Staff credit may be available if not listing or selling. Employment verification required.*

I agree, as a condition of participation in IRES, to abide by the Rules and Regulations for IRES, LLC (the Rules) and other obligations of participation including payment of fees which will be assessed until cancellation, in writing, is received by IRES. A \$25 IRES admin fee for refunds will be deducted from any refund owed a subscriber. I further agree to be bound by the Code of Ethics on the same terms and conditions as Board or Association members including the obligation to submit to ethics hearings and the duty to arbitrate contractual disputes with other REALTORS® in accordance with the established procedures of the Board/ Association. I understand that a violation of the Code of Ethics or non-payment of fees may result in termination of my IRES privileges and that I may be assessed an administrative processing fee.

I warrant that I have the right to provide text, renderings, images, or other creative items (the Work) to IRES at any time, that no Work provided will infringe or impermissibly use any rights of others, that in the event any claims are made against IRES based upon any Work provided I will indemnify, hold harmless and defend IRES (including but not limited to attorney's fees) and that the Work shall be considered to be in the nature of a work made for hire under the United States Copyright laws. IRES shall own all rights in and to the Work. To the extent that the Work is not deemed to be a work made for hire I hereby assign to IRES all rights, title and interest in and to the Work as of the date of creation of each item. IRES grants in return a non-exclusive license to me to utilize the Work as I desire in my real estate related business matters, pursuant to the Rules.

\*\*\* NOTICE \*\*\*

I understand that the information provided by IRES is confidential information to be used exclusively by the Subscriber and only for the purposes set forth in the Rules. I further agree as a condition of participation that all system access codes are assigned to me as an individual and may not be used by others! I agree that I will not share or disclose, nor permit others to share or disclose my access codes. I acknowledge that if my access codes are shared, IRES services may be terminated immediately and I agree to pay any fine assessed by IRES, which may be no less than \$500.00.

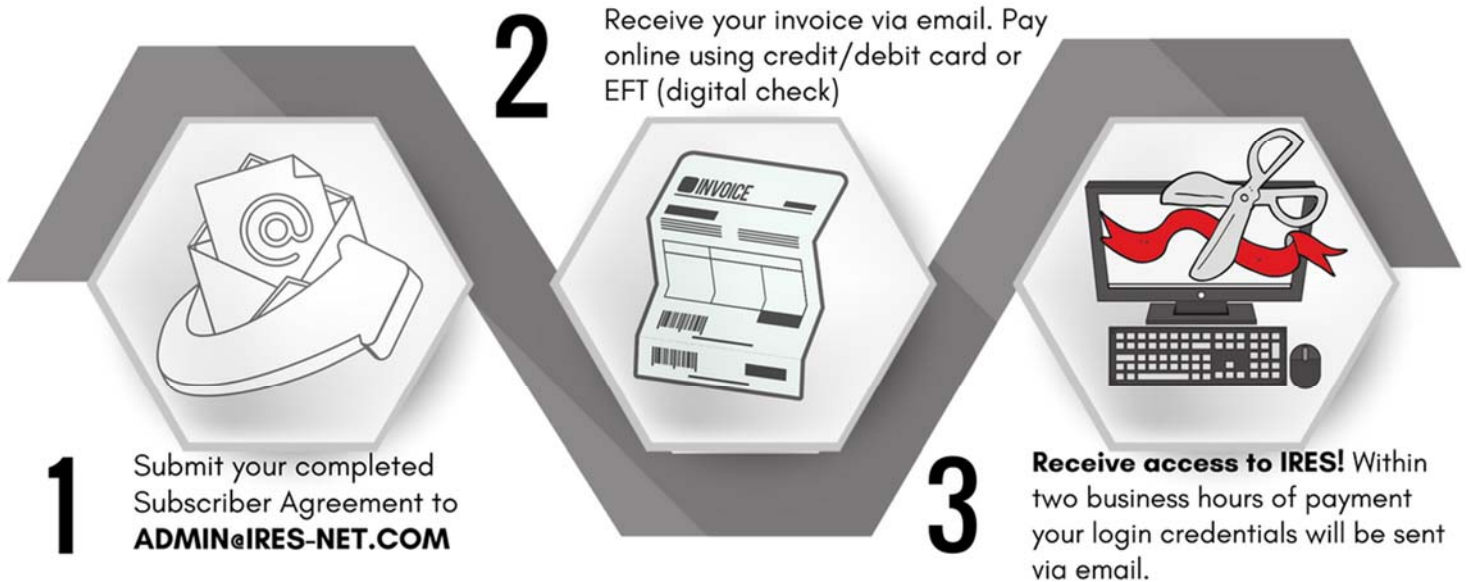
\_\_\_\_\_  
\*APPLICANT'S SIGNATURE

\_\_\_\_\_  
\*OFFICE BROKER/OWNER SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE

# Now What? When will I have access to IRES?



**Fees are always due the 1st of the month in the middle of each quarter: February 1, May 1, August 1 and November 1.** Suspension of services can occur for non-payment, along with a \$50 Reinstatement Fee for those who have been suspended. Watch the Start Screen on IRESis for reminders and notices. **\*\*\*As a green initiative, IRES sends all statements via email.\*\*\***

## STEP 2: HOW DO I PAY?

- ◇ InvoiceCloud.com/IRESLLC
  - Instructions to pay online with Debit/Credit Card, or EFT (Electronic Check) will be provided to your email upon processing.
- ◇ By Phone: 844-200-2033
- ◇ Send Check by Mail
  - IRES LLC
  - 2725 Rocky Mountain Ave Ste 450
  - Loveland, CO 80538

## BILLING BREAKDOWN

**Licensed Staff**– Subject to monthly fees (staff credit may apply)  
**Unlicensed Staff**– Only responsible for Initiation Fee

<u>Realtor</u>	<u>Non Realtor</u>
Initiation Fee - \$95	Initiation Fee - \$225
Quarterly Fees - \$132 (\$44 per month)	Quarterly Fees - \$165 (\$55 per month)

\*Initiation fee + One month of service is required to receive login credentials.

After the quarterly due date (Feb 1, May 1, Aug 1, Nov 1), the initiation fee + remainder of the quarter is required to receive login credentials.

## What do the monthly fees cover?

### Monthly fees include many services:

- Unlimited IRES MLS system access including Public Records (all 64 Colorado counties)
- Integrated Online Contracts and Showings systems
- Listings on **IRESis.com** (the MLS site), **ColoProperty.com®**, and **Realtor.com**
- 40 **HIGH RES** property photos on IRESis.com & ColoProperty.com®
- Web presence on ColoProperty.com®, including personal photo, contact info, URL and office information
- Customer service, training and support as well as preferred pricing on various products and services

# WELCOME TO IRES!