

ATTENTION RECIPROCAL MEMBERS

SANDICOR'S BUSINESS HOURS FOR RECIPROCAL MEMBERS ARE MONDAY THRU FRIDAY, 9 A.M. TO 4:30 P.M. M-F

IF YOU HAVE MATTERS THAT REQUIRE YOU TO COME DOWN TO OUR OFFICE, **PLEASE CALL AHEAD SO THAT WE CAN VERIFY YOU HAVE ALL YOUR CORRECT PAPERWORK.** NOTE THE TURN AROUND TIME FOR **ALL** APPLICATIONS AND LISTINGS IS **48 HOURS**. PLEASE SUBMIT YOUR LISTING BY MAIL OR LEGIBLE FAX. ONLY LISTINGS THAT ARE COMPLETE AND LEGIBLE CAN BE INPUT INTO THE MLS.

THANK YOU FOR YOUR COOPERATION.

RECIPROCAL SERVICES ARE DONE **ONLY** AT THE ADDRESS BELOW:

SANDICOR, Inc.
5414 OBERLIN DR. SUITE 150
SAN DIEGO, CA 92121
TEL: 858-622-6200 • FAX: 858-622-6222
EMAIL: recip@sandicor.com
WWW.SANDICOR.COM



5414 OBERLIN DR. SUITE 150
San Diego, Ca 92121
TEL: 858-622-6200 • FAX: 858-622-6222
www.sandicor.com

**RECIPROCAL OFFICE HOURS:
MONDAY - FRIDAY 9:00 A.M. – 4:30 P.M.**

ALL reciprocal services; Keycard, Lockbox, listing inputs, searches and technical computer questions, are rendered only to reciprocal agents who have established an account with SANDICOR, Inc. Those who do not have an account established must allow up to 48 hours to process their application before any services can be provided.

Please Fax the following forms to us & please be sure the following items accompany your completed application:

- **The Reciprocal Application**
 - **Reciprocal Fee Form: with the services checked off that you want.**
 - **A Letter of Good Standing from the MLS that you are a member of.**
 - **A copy of your DRE license or Appraiser Certification**
- **Each listing submitted requires a minimum of one exterior photo of the subject property. Up to 20 photos may be included. Please email photo(s) to recip@sandicor.com.**

APPLICATIONS THAT ARE INCOMPLETE OR MISSING REQUIRED DOCUMENTATION CANNOT BE PROCESSED.

RECIPROCAL MLS APPLICATION

SANDICOR, Inc.

EMAIL: recip@sandicor.com

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For SANDICOR, Inc. Office Use Only	
Office ID Number _____	Agent ID Number _____

* Please attach a copy of your DRE License or Appraiser Certification & a letter of good standing from your MLS.

INCOMPLETE APPLICATIONS CANNOT BE PROCESSED.

Agent/Appraiser Name _____

Applicant Residence Address _____

City _____ State _____ Zip _____

Agent Phone (___ ___ ___) ___ ___ ___ - ___ ___ ___ Fax (___ ___ ___) ___ ___ ___ - ___ ___ ___

DRE License # / Cert # _____

Email: _____ Web Page: _____

Office Name _____

Office Address _____

Suite _____ City _____ State _____ Zip _____

Office Phone (___ ___ ___) ___ ___ ___ - ___ ___ ___ Fax (___ ___ ___) ___ ___ ___ - ___ ___ ___

Designated Broker _____

Current Association/MLS Name _____

Address _____ City _____ State _____ Zip _____

I am aware of the rules contained within the California Master Reciprocal MLS Agreement, and agree to abide by them.

** Agent Signature _____ Date ____/____/____

Having read the California Reciprocal Agreement, I authorize the above to participate with Sandicor Regional MLS. I understand that I am ultimately responsible for his/her actions.

** Broker Signature _____ Date ____/____/____

Contact Mailing Address (Please Check <input checked="" type="checkbox"/>) Res: _____ Or Office: _____ (If left unchecked all notices will be sent to the office)

SANDICOR, Inc.

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RECIPROCAL FEES

CHECK SERVICES NEEDED

- Reciprocal Listing Input\$50.00
- Sentricard \$10.00 (plus tax)
- If you want Sentricard mailed.....** \$10.00 (additional)
- Sentricard Access Fee (6 Months)..... \$50.00** **Required for Sentricard**
- Card Reader..... \$25.00 (plus tax) **Required for Sentricard**
- Lockbox Deposit \$100.00 per Box***

\$20.00 first month \$5.00 each additional month until lockbox is returned

- Staff Performed Searches/CMA Reports.. \$20.00 (includes first 20 pages)
(no direct agent access) \$.50 ea. Additional page
- Token-..... \$35.00 (plus tax)

Required for online access

- ON-LINE Access (circle one) **\$150.00 (per Quarter)**
\$100.00 (2 months)
\$50.00 (1 month)

***Prorated Monthly – Based on month access begins.**

Quarterly Access Fees will be billed December 1st for Jan/Feb/March, March 1st for April/May/June, June 1st for July/August/Sept, September 1st for October/November/December.

****Key fee prorated quarterly**

*****Key service required for Lockbox rental**

I hereby authorize SANDICOR, Inc. to charge to my account noted below for those services I may request.

Participant Name _____

Visa/MC # _____ - _____ - _____ Exp ____/____

American Express/Discover _____ Exp ____/____

Cardholder Signature _____ Date _____

SANDICOR, Inc. MLS Rules Reminders

◆ Accuracy of Information:

By submitting a form into the MLS Data base, the listing broker certifies all of the information on the form is accurate to the best of the listing broker's knowledge. The listing broker shall immediately upon receipt of the first print full listing verify the correctness and advise the MLS of any errors, omissions or corrections.

◆ Detail on Listing Filed with the Service:

Electronically input data or a property data form, when filed with the service by the listing broker, shall be complete in every detail as specified on the property data form including full gross listing price, listing expiration date, compensation offered to other broker participants and any other item required to be included as determined by the Board of Directors of SANDICOR, Inc.. Incomplete listing are ineligible for publication in the MLS and subject to immediate removal.

◆ Change of Listing Status:

Listing brokers shall submit any change in listed price or other change in the original listing agreement to the MLS within twenty-four (24) hours after the authorized change is received by the listing broker. By submitting such changes to the MLS, the listing broker represents that the listing contract has been modified in writing to reflect such change or that the listing broker has obtained other legally sufficient written authorization to make such change.

◆ Reporting of Sales:

The listing broker shall report sales within twenty-four (24) hours to the MLS.

All Changes to a listing need to be in writing or email. No changes can be done via Voice Mail left on the Reciprocal Staff's Voice Mail.

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Email: recip@sandicor.com

**The complete set of SANDICOR, Inc Rules are available at www.sandicor.com

Rev: 08/07/08