

Secondary Board & MLS Membership

Requirements for Secondary Board & MLS Membership:

- Must belong to another association as a Primary Member.
- Must hang their license in an office where the Designated Broker is a subscriber of the Lawrence Multiple Listing Service.
- Must submit a completed Membership Application, signed by their Designated Broker and full payment of all applicable fees.
- This membership type includes:
 - Secondary Membership with the Lawrence Board of REALTORS®
 - Association Dues are invoiced once per year and are due by January 1. Dues are pro-rated based on the month your membership becomes active
 - A subscription to the Lawrence Multiple Listing Service
 - LMLS Fees are invoiced twice per year and are due by January 1 and July 1. Fees are pro-rated based on the month your membership becomes active.
 - Access to the LBOR/LMLS Lockbox System
 - The Lockbox System is substantially related to the purpose and function of the LMLS.
 - All LMLS Participants & Subscribers are assessed an annual Lockbox System Fee due by July 1. Fees are pro-rated based on the quarter your membership becomes active.
 - Payment of the annual Lockbox System Fee will be required; however, individual adoption and use of the system will be voluntary.

Application Materials: Please select the month you wish to make your membership active for an accurate Membership Application. You will also need to fill out the additional application documents listed below.

Letter of Good Standing: Please request a Letter of Good Standing from your Primary Association. It can be emailed directly to our Director of Member Services; Beth Folks via email at admin@lawrencerealtor.com.

Invoice Request: To request an official invoice, you can log into your Member Info Hub at LawrenceRealtor.com, under “Members” then “Member Info Hub Login”. If you have issues with that, you can contact our Director of Member Services; Beth Folks via email at admin@lawrencerealtor.com. Include your full name, membership type, and the invoice that you’re requesting in the email.

Completed Application: Submit completed Membership Application & Additional Application Documents to our Director of Member Services; Beth Folks via email at admin@lawrencerealtor.com. After reviewing your application, you will be contacted with the next steps in the application process.