

Keystone MLS Network, Inc.

Office Participation:

- The Broker of a real estate or appraisal company must join Keystone MLS Network as a designated “Participant” before any individuals in that office may use Keystone's services.
- The Broker must provide documentation of full Realtor® membership in good standing, in an Association of Realtors®.
- All licensees/appraisers of the Participant’s office must then establish Keystone MLS Network User access.
- Fees are calculated based on the number of licensees/certified appraisers in the office, and are prorated according to the current billing cycle.

User Access:

- The Broker of a real estate/appraisal company must join Keystone MLS Network as a designated “Participant” before any individuals in that office may use Keystone's services.
- Keystone MLS Network is open to real estate professionals who meet the following criteria:
 - Licensed Realtors® or Certified Appraisers within Lancaster or Lebanon Counties.
 - Licensed Realtors® or Certified Appraisers outside of Lancaster or Lebanon Counties may be eligible for Reciprocal Access based on their Association affiliation.

Participant/User Fee:

- Participant/User Fee is \$500 per year (billed quarterly). This fee applies to each individual with a Real Estate license or Appraiser Certificate in the Participant’s office.

Billing Policies:

- Participant/User fees are billed quarterly.
- Payment is due within thirty (30) days following the invoice date. After thirty (30) days, a late fee of \$25 shall be applied to any balances due, and service will be deactivated until said fees are paid in full.
- Fees are billed to the User, and sent to each Participant’s office. Invoices can be faxed or mailed directly upon request by contacting Hollinger Services*.
- Credit card and ACH Payment options are available – please call Chelsea at Hollinger Services* to take advantage of these options.
- Quarterly fees are non-refundable.

* Hollinger Services 717-367-8877.

Reciprocal Membership:

- Reciprocal membership is open to any Broker who is a subscribing member of any of these reciprocal MLSs:
 - Realtor® Association of York & Adams Counties
 - Trend MLS – Bucks, Chester, Delaware Valley, Gloucester/Salem, Great Philadelphia, Kent, Mercer, Montgomery, New Castle, Reading-Berks and Service One Association of Realtors®
 - Central Penn MLS – Great Harrisburg Association of Realtors®
- The Broker of a real estate or appraisal company must join Keystone MLS Network, Inc. as a designated “Participant” before any members of that office may use Keystone MLS Network services. A licensee/appraiser of the Participant’s office may then establish Keystone MLS user access, but access of all licensees/appraisers is not required.
- The interested Broker must provide documents recognizing his/her full Realtor® membership status, in good standing, in an Association of Realtors® and a letter of participation in an approved reciprocal MLS service.
- Fees are calculated as stated in the “Participant/User Fee” and “Billing Policies” listed above.
- Reciprocal participants/users must notify the Service, in writing, of their desire to terminate the service.