

Frequently Asked Questions Regarding GSREIN Dues Billing

1. How do I pay my GSREIN dues on-line?

Go to our website www.nomar.org. On the left side, you will see two sections. "Consumer Services" and "Member Services". Under "Member Services," click on "Member Accounts". **Remember, you are paying MLS dues, so click on "GSREIN"**. This is where you enter your NOMAR/GSREIN (not MLXchange) "logon ID" (letters) and "password" (numbers). (NOTE: Your password is your original member number. Your member number is on your invoice.) Under "Services for (your name)", click on "Pay Your Dues Online". All unpaid invoices will be listed. Check the box next to the invoice you are paying. Click in the "Pay Now" box for any invoices you choose to pay. Click "Choose Payment Options", then "Credit Card" or "TeleCheck". Enter your information as requested and click "Submit". Your payment will be processed. Verify the amount being charged and print your receipt. Your payment will be processed immediately and your account will be updated.

2. What if my account says I have a "0" balance?

Every **agent** who subscribes to NOMAR's MLS owes \$298 annually. If your on-line statement says you owe nothing, ask yourself the following questions: "Did I click on **NOMAR** instead of **GSREIN** to pay my dues? Did I already pay my dues?" If you have paid, you can print a receipt from your online account. See #9 below. (NOTE: If you are a broker, you pay \$84 per quarter for MLS Services.)

3. If I don't pay by the deadline will the broker's service be suspended or just the agent's service?

The agent will be suspended on July 1st, and assessed a delinquent fee. The broker's entire office will be suspended on August 1st if there are licensees in his firm who still have not paid.

4. I am a Designated Broker and I didn't receive a bill and saw this notice. Do I owe \$298?

No. Designated Brokers pay **\$84 per quarter** for MLS services.

5. How do I check to see if I've paid my dues?

Follow the instructions in #1. After you click on "Pay Your Dues Online", in the top right hand corner you will see "View Paid and Unpaid Invoices". Click there and you will see a list of all your invoices. The "Balance" column at the far right will show if the invoice is paid or owing. You can click on the underlined invoice number in the first column to open the invoice for specific details.

Your payment will be displayed as soon as it has been credited. See #9 for printing a receipt.

6. Where can I pay in person?

Metairie: Monday – Friday from 8:30 a.m. – 5:00 p.m. at 3645 N-10 Service Road. After hours and weekends, payments can be put in the mail slot.

North Shore: Monday - Friday from 10:00 a.m. - 2:00 p.m. GSREIN North Shore Office, 27403-A Highway 190, Lacombe, in the Carolla Shopping Center.

7. Can I pay at the GSREIN office in Lacombe?

Yes, the Lacombe office is open from 10:00 to 2:00 p.m., Monday through Friday. Note that your payment will take 3-5 days to be posted to your account, but your payment will not be considered delinquent.

8. Who do I make the check payable to?

"GSREIN" or "Gulf South"

9. How can I get a receipt?

You can go online and print a receipt after your payment has been posted to your account. Follow the instructions from #1. After you click on "Pay Your Dues Online", in the top right hand corner you will see "View Paid and Unpaid Invoices". Click there and all your invoices will be listed. Click on the invoice number of the receipt you want to print, then on the printer icon on your tool bar.

10. If I mail my check on the due date will it be "delinquent"?

As long as it is postmarked no later than the due date, we will accept it without a delinquent fee. Our mailing address is 3645 N-10 Service Road, Metairie, LA 70002

11. I did not receive a statement for my dues, where did you mail it?

All dues statements are mailed to the Broker, per NOMAR's by-laws. The Broker is responsible for dues for each license he or she holds. The Broker distributes the invoices/statements to their agents.

12. I did not receive a statement for one of my Licensees?

Go to our website www.nomar.org and print a new member application along with the fee schedule. If the Broker belongs to the MLS, a MLS Participation Agreement must be sent in with the payment for each new member. New members must submit their application, pay fees, and attend Orientation.

If your new member has transferred from another firm, go to our website and print a "Transfer Form/Return" form. This form must be completed and sent in to our membership department proving that you, as the Broker, are holding this member's license. Our fax is (504) 888-1812.

Contact Kim Morgan regarding membership questions.

13. What if I received an invoice/statement for someone who is not with my firm?

Next to the name write "Not with this firm" or "license returned to LREC", sign it and fax back to 504-888-1812.

14. How can I change my address, email, or phone number?

Go to www.nomar.org, "Member Accounts", click on NOMAR and type in your NOMAR member Logon ID and Password, click on "Personal Information" and change your information. Note: This will not change the data in MLXchange. To change the data in MLXchange, email kimmorgan@nomar.org or fax your change to (504) 888-1812.

All changes must be requested in writing.

15. Why does the website say "Your Logon ID is already logged in to Member Services," when I try logging-in?

If you receive this message when trying to pay on-line, you need to completely close out of Nomar.org and wait 20 minutes before trying again. When exiting the system, you should click log-out in the upper right-hand corner of the screen. **Do Not** click on the 'X' in the top right-hand corner of the screen; this will not log you out of the system.

REVIEW OF FEES:

Licensing Fee (Payable to LREC)

For Broker and Agent

Due to LREC by 12/31/09. Payment is delinquent after 12/31/09 and additional fees apply. Must be paid no later than 3/31/10. LREC can be reached at 1-800-821-4529.

E&O Insurance (Errors & Omissions)

For Broker and Agent

Due to LREC - if using State Policy

Due to Broker - if Broker has separate policy. Broker collects and submits. (Policy must be approved by LREC and proof provided to LREC that policy is in effect). Contact your Broker for more info.

NOMAR, LR, NAR Dues

For Broker and Agent

Paid Annually. Dues for Calendar year 2009 = \$414.00 (NOMAR, LR, NAR). Invoiced & Payable October 1st - due by November 30th for following calendar year. Delinquent December 1st and assessed a delinquent fee.

These dues may be paid online @ www.nomar.org

CID Dues

Active Commercial Investment Division Members

Paid Annually with NOMAR Board Dues for active CID Members.

Dues are currently \$50.00 a year. Dues are invoiced on 10/1 and due by 12/31.

These dues may be paid online @ www.nomar.org

PAC Contribution

For Agents and Brokers

Paid Annually with NOMAR Board Dues. Suggested contributions are Agents = \$35 and Brokers \$125, but you can contribute the amount of your choice. This is a voluntary contribution. MARPAC funds help support REALTOR issues and educate and elect policy makers who support these issues. These dues may be paid online @ www.nomar.org. Contact Tranell Barton, Letitia George, or Diana LeBlanc for more information.

MLS User Fees

For Agents Only

Paid Annually. Dues for Fiscal Year 2009 - 2010 = \$298.00. Invoiced & Payable June 1st - due by June 30th for fiscal year of a 12 month period (July 1st to June 30th). Delinquent July 1st and assessed a delinquent fee of \$75.00.

Brokers pay a quarterly fee of \$84.00 for MLS Services. May be paid online @ www.nomar.org

Broker MLS Fees

For Brokers Only

Paid Quarterly. Fees are invoiced at the beginning of each quarter and due by the 15th of the first month of each Quarter (Jan. 15th, Apr. 15th, July 15th and Oct. 15th). If not paid by the 15th of the month, a delinquent fee is assessed.

CCIM Dues

Louisiana Chapter Certified Commercial Investment Member

Paid Annually for Active Members. 2009 LA Chapter dues will be billed from the CCIM Institute, instead of locally.

IREM Dues

Louisiana Chapter Institute of Real Estate Management

Paid Annually for Active Members. Invoiced in mid-November and payment must be made with-in 90 days.