



BILLING FOR SERVICES

LESSON FOCUS

This lesson focuses on the following topics:

- BILLING PROCEDURE
- AGENT/OFFICE ADMINISTRATIVE ASSISTANTS
- LATE FEES

BILLING PROCEDURE

BAREIS service fees are billed quarterly. Payments can be sent to BAREIS or taken to any BAREIS service center. Payments are accepted in the form of:

- Cash
- Check
- Visa or Mastercard
- Pay on-line through the Rapattoni system. On the Home Page Click "Pay BAREIS"

BILLING PROCEDURE

Invoices are mailed a month in advance of the due date and fees are due on the due date. The rate that BAREIS is charged by the vendor of the MLS database system is based on the number of members with access. In order to determine what BAREIS is charged, an accurate number of subscribers is needed prior to the beginning of the quarter.

**Information on the payment terms is available
on the reverse side of your invoice.**

AGENT/OFFICE ADMINISTRATIVE ASSISTANTS

The screenshot displays the homepage of the BAREIS and NORCAL Multiple Listing Services (MLS). The header features the BAREIS and NORCAL logos, with text indicating they are services of Bay Area Real Estate Information Services, Inc., and provides the phone number 707-575-8000. The main content area is divided into two columns: 'PUBLIC ACCESS' and 'MEMBER MLS ACCESS'. The 'PUBLIC ACCESS' column lists links for finding real estate professionals, properties, open houses, and property ads. The 'MEMBER MLS ACCESS' column includes a login form with fields for 'Agent ID' and a 'Remember my Agent ID' checkbox, followed by a 'Submit' button. Below the login form is a link for 'Where do I enter my Password?'. A footer at the bottom states: 'Bay Area Real Estate Information Services, Inc. provides Multiple Listing Services to over 10,000 real estate professionals in No California'.

Everyone that accesses the database must use their own unique log in information, i.e. Agent ID, password, & participation in Adaptive Authentication. For the purpose of keeping the data secure, brokers and agents that employ administrative assistants (administrative users) who access the BAREIS database must register those assistants to receive their own log-in (Agent ID), password, and participation in Adaptive Authentication to access the MLS database. When an assistant terminates employment, BAREIS must be notified of this change in order to maintain security of the system.

AGENT/OFFICE ADMINISTRATIVE ASSISTANTS

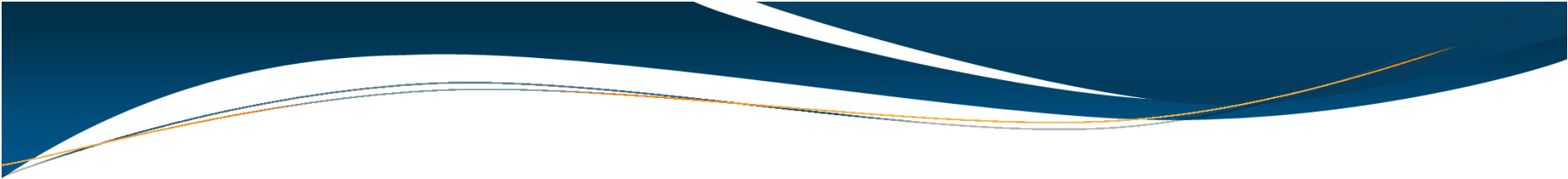
Please bear in mind, permitting others to use your log-in ID and password is providing unauthorized access to the data and carries a \$1000 fine for the first offense and possible termination of your MLS services (including lockbox access) for the second offense. Please make sure all of your administrative users and assistants are properly registered if they access the MLS.

Membership applications can be found on www.BAREIS.com



LATE FEES

Accounts not paid by the due date will have a \$25 late fee added. Accounts delinquent for 15 days beyond the due date will have all MLS services suspended (including lockbox access) and an additional \$25 reactivation fee will be added.



PLEASE CLOSE
THIS WINDOW AND
PROCEED TO
CHAPTER 3 QUIZ