

BAREIS MLS

Team ID Request Form & Instructions

To request a team ID, please read the instructions thoroughly, then complete and email the 2-page form to membership@norcalmls.com

Team ID

The BAREIS agent ID of the member requesting the team will be designated as the Team ID and will be considered by BAREIS to be the Team Lead. Only the Team Lead's agent ID will reflect the team name.

Your team members are responsible for ensuring that every transaction for the team will be entered with the team ID for all production credit to go to the team ID.

To allow the other agents on the team to work in the MLS under the team ID, the Team Lead should enable the "Work As Other Agent" feature in Rapattoni. It is not permitted to share log-in credentials with anyone.

Team Name and Contact Info.

Team name must include a surname of at least one of the team members (CA DRE requirement).

Team name must include the use of "Group", "Team" or "Associates" and may not include "Broker" or "Brokerage" (CA DRE requirement).

Team name can be a maximum of 12 characters for First Name field and a maximum of 20 characters for Last Name field.

To ensure the team's name is searchable on the agent roster, it is recommended that the last name of the Team Lead be the first name to appear in the last name field. Example: Bread & Butter (last), Team (first) will appear as Team Bread & Butter.

Provide current contact phone, fax and email information for the Team Lead that you would like to appear as the contact information for the team on the MLS.

****Important Info Impacting Teams****

Every team member must remain an Active member-in-good-standing with BAREIS MLS.

If the team has an unlicensed assistant that will access the MLS for the team, the assistant must obtain an assistant membership with BAREIS. Sharing log-in credentials is never allowed.

Every team member accessing properties with a SUPRA lockbox is required to have their own SUPRA lockbox key. Unlicensed assistants are not eligible for lockbox key privileges. Sharing lockbox keys is never allowed.

Only listings that contain the name of the team on the listing agreement and the purchase agreement should be entered or reported as sold under a team ID.

All members of a team must be affiliated with the same brokerage.

Members may belong to only one team at a time.

All closed listings entered under the team ID will remain under the team ID, even if the team is dissolved. If the account of the Team Lead is terminated for nonpayment, the active listings under the team ID will be transferred to the broker of the Listing Office.

BAREIS must be notified in writing of all team changes, including the addition and removal of individual team members or the dissolution of the team. Any modification must be authorized with the broker or manager's signature.

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Broker Name _____

Broker ID # _____

Office Name _____

Office ID # _____

List the names and BAREIS ID #s of the BAREIS Members who will be part of the team:

Team Lead Name _____

BAREIS ID # _____

Agent Name _____

BAREIS ID # _____

Agent Name _____

BAREIS ID # _____

Agent Name _____

BAREIS ID # _____

Team Name (last, first) _____

Team Phone _____

Team Fax _____

Team Email Address _____

Please list any Active listings on BAREIS that you would like to change to reflect the team ID number:

MLS # _____

Address _____

MLS # _____

Address _____

MLS # _____

Address _____

MLS # _____

Address _____

MLS # _____

Address _____

I authorize the Agents listed above to enter listings under the Team ID identified above and to be identified as a team for MLS purposes. All team members are and will remain active BAREIS members while they work under the team ID.

Broker/Office Manager Name: _____

Date: _____

Broker/Office Manager Signature: _____

For more information about Team Names, please refer to the [California Department of Real Estate FAQs Regarding Team Names](#)