

# Requirements for Joining RMLS™ - Offices



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## Real Estate Offices:

In order to subscribe to RMLS™, you must provide proof of meeting the following conditions:

- Licensed to conduct real estate business in the state(s) of Oregon and/or Washington
- Office must be active and in good standing with any Board or Association of Realtors®  
*Please Note:* Your Board or Association of Realtors® may require each Agent or Broker in the office to be active with the Board in order for the office to remain active. Please verify applicable rules with your office's Board or Association.

An Office Registration Form and Participant Agreement, [Document 1330](#), must be submitted for the office, signed by the Principal Broker/Participant.

A Subscriber Registration Form and Agreement must be submitted for each subscriber, including the Participant, and must be signed by the Principal Broker. Select the version of this form that is right for you based on whether you would like to use an RMLS™ lockbox access device:

- Use [Document 1321](#) if you would like to obtain lockbox access device service.
- Use [Document 1320](#) if you do not wish to get a lockbox access device at this time.

## Appraiser Offices:

In order to subscribe to RMLS™, you must provide proof of meeting the following conditions:

- Licensed to conduct appraisals in the state(s) of Oregon and/or Washington
- Office must be active and in good standing as Appraiser members with any Board or Association of Realtors®. Appraiser offices that are Affiliate members of a Board or Association of Realtors® are eligible for Affiliate status only – see below.  
*Please Note:* Your Board or Association of Realtors® may require each licensed Appraiser in the office to be active with the Board in order for the office to remain active. Please verify applicable rules with your office's Board or Association.

An Appraiser Office Registration Form and Participant Agreement, [Document 1340](#), must be submitted for the office and signed by the responsible Appraiser for the office.

An Appraiser Subscriber Registration Form and Agreement, [Document 1341](#), must be submitted for each Appraiser, including the responsible Appraiser, and signed by the responsible Appraiser for your office.

To obtain lockbox access device service, please also submit a copy of [Document 1360](#): RMLS™ SentiLock SentiCard® Authorized User Agreement. It must be signed by the responsible Appraiser for your office.

## **Affiliate Offices:**

Affiliate access is available to companies that are actively engaged in real estate related businesses. Affiliates are able to access public records, sold data, and statistical reports on the RMLS*web* system but cannot access current on-market listing data or obtain a lockbox access device.

In order to subscribe to RMLS™, you must provide proof of meeting the following conditions:

- Office must be active and active and in good standing as Affiliate members with any Board or Association of Realtors®

An Affiliate Office Registration Form and Participant Agreement, [Document 1350](#), must be submitted for the office and signed by the supervising Affiliate for the office.

An Affiliate Subscriber Registration Form and Agreement, [Document 1351](#), must be submitted for each person requiring access to the system and signed by both the subscriber and the supervising Affiliate for your office.