



REQUIRED PROCEDURES FOR ACCESSING NTREIS MLS DATA AS A THIRD PARTY VENDOR

1. Before you are given approval to access the NTREIS RETS server you will need to complete the [MLS Data License Agreement](#). (Also available on our website at www.ntreis.net under the "Listing Content on Your Website" section.) Once you have completed the Licensing Agreement, fax it to Pam Rendall-Bass at 1-866-924-3978 (toll-free) or 214-800-8425 or mail it to:

NTREIS
Attn: Pam Rendall-Bass
1950 Stemmons Freeway, Ste 3018
Dallas, TX 75207

Please note: For new vendors there is a one time set-up fee of \$500.00. For new and existing vendors there is an additional \$30.00 per client, per month charge with a maximum cap of \$2,000.00 per month.

2. You must have at least one NTREIS subscriber as a customer prior to requesting a RETS login. Complete an Addendum to Access Agreement and fax it to NTREIS at 1-866-924-3978 (toll-free) or 214-800-8425. ([Addendum to Access Agreement.](#))

3. After both agreements are received by NTREIS, they are processed usually within one week. NTREIS will notify you of the approval by email, so please be sure that an accurate email address is provided and that all sections have been completed.

4. You may be required to complete the NTREIS RETS Agreement as well. This determination will be made based on the type of RETS profile you are assigned.

If you have any further questions please contact Pam Rendall-Bass at 214-800-8442, or by email at pam@ntreis.net.

Last Updated 7/2008