

## STEPS FOR A SMOOTH RENEWAL



### Update Information

Confirm that RLCAR has your current email and mailing address by calling 575-257-4750 or emailing [kayla.rlcar@gmail.com](mailto:kayla.rlcar@gmail.com).



### Check Your Inbox

Read all RLCAR email communications to learn important information about this process.



### Pay on Time

Pay on time to avoid late fees or suspension of your Supra eKEY, Navica access and RLCAR membership.

## IMPORTANT DATES



### June 10, 2019

MLS Fees will be emailed, posted online and noticed in the Daily Update. **NO PAPER INVOICE WILL BE MAILED.**



### July 16, 2019

Fees must be received in the office before start of business at 8:00 a.m. A \$50 late fee is assessed.



### August 1, 2019

Another \$50 late fee is assessed and your membership is suspended.

## READ ME FIRST!

With the conversion to FlexMLS in February of 2020. This billing will be prorated through the end of February.

An additional billing will occur at the first of the year for March through July 2020.

The MLS fees cycle runs from August through July.

# 2019 - 2020 MLS FEES RENEWAL

Annual MLS Fees will be billed the first part of June with payment being due by the 15th of July. Payments received on July 16th or later will incur a \$50 late fee, and any fees not paid by the 31st of July will incur an additional \$50 late fee for a total late fee of \$100. Any RLCAR member who has not paid MLS fees by the 31st of July will automatically have RLCAR MLS privileges suspended, along with suspension of membership from the Ruidoso/Lincoln County Association of REALTORS® on August 1st.

If dues invoices are not paid within 30 days of the due date, the membership of the nonpaying member may then be terminated.

### MLS FEES ARE NOT REFUNDABLE.

*RLCAR Policy, Section 1.07  
Payment of Financial Obligations*

