

**How much do I owe?**

The MLS user fee for 2018/2019 will remain \$340/year. NOMAR members receive a \$20 discount due to services extended to GSREIN members that are funded from NOMAR dues, such as Professional Standards and support staff.

**What is the due date?**

2018/2019 GSREIN MLS Dues are due no later than June 30<sup>th</sup>. On July 1<sup>st</sup>, all unpaid invoices will be assessed a \$75 late fee that must be paid with your dues and agent MLS services will be suspended.

**What happens if I pay my MLS dues after June 30<sup>th</sup>?**

On July 1<sup>st</sup>, you will be assessed a \$75 late fee that must be paid with your dues in order to be considered paid in full. Also, your MLS services will be suspended until paid in full.

**What is the final deadline to pay my MLS dues?**

July 31<sup>st</sup> is the final day to pay your MLS dues. On August 1<sup>st</sup>, if the broker still holds a license for an agent that has not paid his/her 2018/2019 MLS dues in full, the brokers' and agents' services and membership will be suspended.

**Where can I pay my dues?**

You can mail your check to our Metairie office, 3645 N I-10 Service Rd W, Metairie, LA 70002.

At our Metairie office, you can leave your payment in the secure mail box located outside the entrance.

At our Mandeville office, you can put your payment in the mail slot located to the right side of the door.

You can pay over the phone with a credit card.

You can pay online with a check or credit card.

**What type of payment does GSREIN accept?**

Personal Check, Company Check, Money Order, Certified Check, Visa Card, MasterCard, American Express Card, Discover Card. **NO CASH** payments will be accepted.

**Who do I make the check payable to?**

GSREIN or Gulf South Real Estate Information Network

**How do I pay my dues online?**

Go to our website, [www.nomar.org](http://www.nomar.org). From the home page, click on "REALTOR® Professionals" in the top right hand corner. Now click on "Member's Log In" in the top right hand corner. A new screen will appear, enter your Logon ID (usually the same as your MLS ID) and Password (member #). You are now logged in and your member's dashboard appears. Click on "Make a Payment". Click "Pay My GSREIN Dues" on the left. Click on "View Paid & Unpaid Invoices". All unpaid invoices will be listed. Check the "Pay Now" box for all invoices you choose to pay. Click "Choose Payment Options", then "Credit Card" or "Telecheck". Enter your information as requested, verify and click "Submit". Your payment will be processed immediately and your account will be updated. Print a receipt for your records.

### **Does GSREIN offer a payment plan?**

Yes, we accept payments in advance and/or allow partial payments for dues. Anytime you would like to make a payment toward your dues, you can mail in a check or call in a credit card payment. Contact Erin at (504) 885-3200 or [erin@nomar.org](mailto:erin@nomar.org) for more information.

Please note that all dues deadlines must be met:

\*Total Dues Amount (\$340) must be paid in full by June 30<sup>th</sup>. If not paid in full by June 30<sup>th</sup>, you will be assessed a late fee of \$75 on July 1<sup>st</sup>. Payment must be made out to GSREIN.

\*Annual dues amounts are determined by the Board of Directors of each organization and billed according to the bylaws of each organization.

GSREIN dues are billed annually on June 1<sup>st</sup> and due by June 30<sup>th</sup>.

### **Where and when are the invoices mailed?**

All dues invoices are mailed directly to your broker. The 2018/2019 GSREIN dues invoices will be mailed/delivered to your office by May 31, 2018. You can view/print a copy of your invoice through your member account at [www.nomar.org](http://www.nomar.org). Please note: This is the last paper invoice you will receive from NOMAR/GSREIN. All future invoices will be sent via email notification.

### **How do I check to see if I have paid my dues?**

From the home page, click on "REALTOR® Professionals" in the top right hand corner. Now click on "Member's Log In" in the top right hand corner. A new screen will appear, enter your Logon ID (usually the same as your MLS ID) and Password (member #). You are now logged in and your member's dashboard appears. Click on "Make a Payment". Click "Pay My GSREIN Dues" on the left. Click on "View Paid & Unpaid Invoices". If you have not paid your dues, an open invoice will be listed.

### **How do I get a receipt?**

From the home page, click on "REALTOR® Professionals" in the top right hand corner. Now click on "Member's Log In" in the top right hand corner. A new screen will appear, enter your Logon ID (usually the same as your MLS ID) and Password (member #). You are now logged in and your member's dashboard appears. Click on "Make a Payment". Click "Pay My GSREIN Dues" on the left. Click on "View Paid & Unpaid Invoices". Click on the invoice you wish to print a receipt.

### **If I mail my check on the due date, will it be "delinquent"?**

No, mailed payments postmarked on or before June 30<sup>th</sup> will not be considered delinquent. Mail your payment to GSREIN, 3645 N I-10 Service Rd W, Metairie, LA 70002.

### **I did not receive an invoice for one of my Licensees. What do I do?**

If the agent is already a member of GSREIN, please contact Erin at (504) 274-0783 or [erin@nomar.org](mailto:erin@nomar.org).

If the agent is not a member of GSREIN and needs to join, please contact our Membership Coordinator, Lisette Savoie, at (504) 274-0780 or [lisette@nomar.org](mailto:lisette@nomar.org).

### **What if I received an invoice for someone who is no longer with my company?**

You can email [membership@nomar.org](mailto:membership@nomar.org) or you can write "No longer with my company" on the invoice and fax it our office at (504) 885-1812. Please note: Your company/broker name must be removed from the agent's record LREC before we can update our system.

### **How do I change my address, phone number or email address?**

Go to our website, [www.nomar.org](http://www.nomar.org). From the home page, click on "REALTOR® Professionals"

in the top right hand corner. Now click on “Member’s Log In” in the top right hand corner. A new screen will appear, enter your Logon ID (usually the same as your MLS ID) and Password (member #). Under “Member Center”, click on “My Membership”, then “My Profile”. You can update your personal information here. When finished, click “Submit”.

**Does GSREIN and/or NOMAR give refunds?**

Yes ... **Your license must be updated at LREC (the broker removed from your record) by January 14, 2019 for MLS dues refunds and December 27<sup>th</sup> for NOMAR dues refunds.**

**GSREIN/MLS dues** refunds are only issued in January and **must be requested in writing by January 14, 2019**. Dues refunds cannot be given after this date. All refunds are subject to a \$25 processing fee. All refunds are prorated.

**NOMAR dues** must be **requested in writing and received no later than December 27<sup>th</sup>**. Dues refunds cannot be issued after this date. All refunds are subject to a \$25 processing fee.