

# NABOR GREATER SOUTHERN MLS/ SUPRA BILLING



## **MLS/ Supra E-key Quarterly Billing**

All MLS / Supra E-key memberships require that a member payment profile be set up for either quarterly or annual auto-billing. Your initial fees will be prorated at the rate of 30.00 per month for MLS plus your application fee (IF applicable) and 44.85 per month for Supra E-key for rest of the current quarter and you will be auto-billed quarterly after that. **The billing dates for each quarter are 30 days prior to the quarter starting. Please note that MLS fees are non-refundable. If you wish to make any changes or discontinue your services for the next billing cycle, all changes must be received in the Board Office prior to your next auto-billing date.** For example: All changes for 1<sup>st</sup> quarters billing must be received before December 1<sup>st</sup>, 2<sup>nd</sup> quarter changes must be received prior to March 1<sup>st</sup>, 3<sup>rd</sup> quarter must be received prior to June 1<sup>st</sup> and 4<sup>th</sup> quarter must be received prior to Sept 1<sup>st</sup>. The quarterly billing dates are as follows:

## **Quarterly Bill Dates / Deadline Information**

1<sup>st</sup> Quarter - \$90.00 for GSMLS / \$44.85 Super E-key is billed on 12/1 of the previous year for services to be provided in January, February, and March. All changes / discontinuation of services must be received prior to the billing date of December 1<sup>st</sup> of the previous year.

2<sup>nd</sup> Quarter – \$90.00 for GSMLS / \$44.85 Super E-key is billed on 3/1 for services to be provided in April, May and June. All changes / discontinuation of services must be received prior to the billing date of March 1<sup>st</sup>.

3<sup>rd</sup> Quarter – \$90.00 for GSMLS / \$44.85 Super E-key is billed on 6/1 for services to be provided in July, August, and September. All changes / discontinuation of services must be received prior to the billing date of June 1<sup>st</sup>

4<sup>th</sup> Quarter – \$90.00 for GSMLS / \$44.85 Super E-key is billed on 9/1 for services to be provided in October, November, and December. All changes / discontinuation of services must be received prior to the billing date of September 1<sup>st</sup>.

## **Annual Billing**

GSMLS and Supra E-keys can be billed yearly. You will be billed \$360.00 for GSMLS / \$179.40 Supra E-key on December 1 for the following year.

**Please note that GSMLS / E-key Fees are non-refundable, and all billing is generated 30 days prior to the start date of your services. If you wish to make any changes or discontinue your services for the next billing cycles all changes must be received in the Board Office prior your next auto bill date of December 1<sup>st</sup>.**