



REQUIRED PROCEDURES FOR ACCESSING NTREIS MLS DATA AS A THIRD PARTY VENDOR PROVIDING IDX SERVICES TO NTREIS SUBSCRIBERS

1. Before you are given approval to access the NTREIS RETS server you will need to complete the [NTREIS RETS Vendor Agreement](#). *(Also available on our website at www.ntreis.net under the "Listing Content on Your Website" section.*

Once you have completed the Vendor Agreement, scan/email it to Pam Rendall-Bass (pam@ntreis.net) or fax to 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 and include an Addendum to Access Agreement along with your Data License agreement. ([Addendum to Access Agreement.](#))
3. After both agreements are received by NTREIS, they are usually processed 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 of the documents 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 are required to complete this additional document, it will be sent to you after receipt of your Data License Agreement.

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

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