

Principal Brokers may now file Cooperating Agreements online by logging into your licensing file at www.mrec.ms.gov

Things to know:

- Only Principal Brokers can add Cooperating Agreements.
- The received date of a Cooperating Agreement cannot be in excess of fifteen (15) days from the signature date of the Cooperating Agreement.
- Only one (1) Agreement Type out of six (6) can be selected.
- If the Agreement Type is "Listing Referral," the location / legal description MUST be properly documented.
- You MUST file a separate Cooperating Agreement for each entity or property.

Below are instructions on how to properly file an Cooperating Agreement.

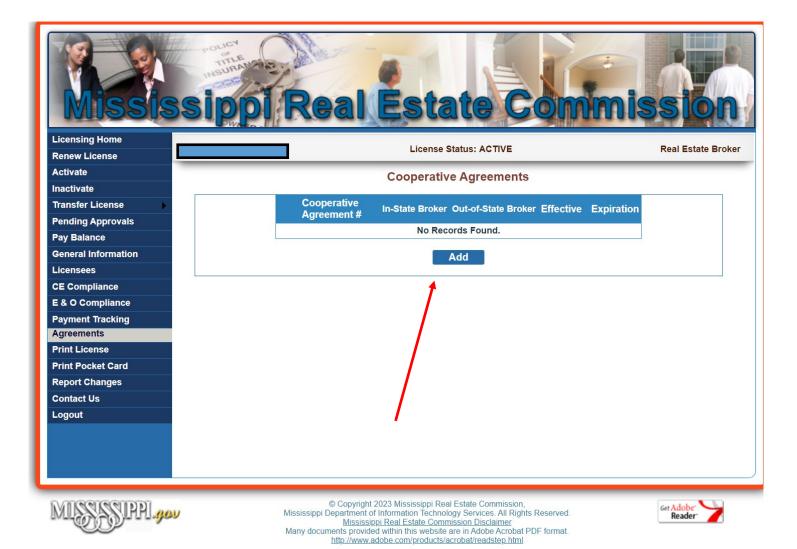




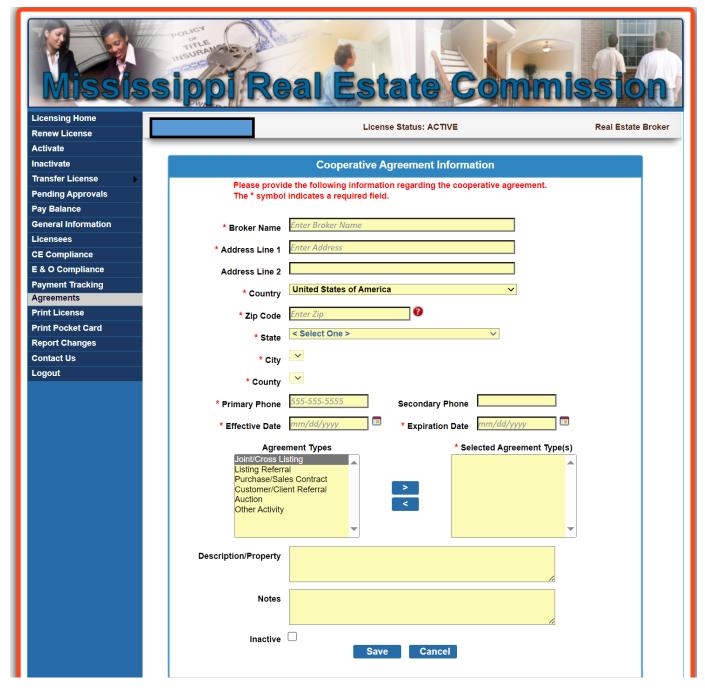
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- 1. Login to your licensing file
- 2. Click on "Agreements"



3. Click "Add"



- 4. Enter all information in regards to the broker you are cooperating with.
- 5. Click "Save"



6. The system will automatically assign your Cooperative Agreement Number.