



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 ten (10) 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.

The screenshot shows the Mississippi Real Estate Commission website. At the top is a banner with the title "Mississippi Real Estate Commission" in large blue letters. Below the banner is a navigation menu on the left with items: Licensing Home, Renew License, Activate, Inactivate, Transfer License, Pending Approvals, Pay Balance, General Information, Licensees, CE Compliance, E & O Compliance, Payment Tracking, Agreements, Print License, Print Pocket Card, Report Changes, Contact Us, and Logout. A red arrow points to the "Agreements" link. To the right of the menu is a user profile area showing a blue box for a name and "License Status: ACTIVE" and "Real Estate Broker". Below this is a welcome message in a box: "Welcome to the Mississippi Real Estate Commission Licensing application website. This site was developed to service your licensing needs quickly, safely, and securely. The links on your left will navigate you through the site."



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Many documents provided within this website are in Adobe Acrobat PDF format.
<http://www.adobe.com/products/acrobat/readstep.html>



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



Mississippi Real Estate Commission

Licensing Home

Renew License

Activate

Inactivate

Transfer License

Pending Approvals

Pay Balance

General Information

Licensees

CE Compliance

E & O Compliance

Payment Tracking

Agreements

Print License

Print Pocket Card

Report Changes

Contact Us

Logout

License Status: ACTIVE

Real Estate Broker

Cooperative Agreements

Cooperative Agreement #	In-State Broker	Out-of-State Broker	Effective	Expiration
No Records Found.				

Add



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Many documents provided within this website are in Adobe Acrobat PDF format.
<http://www.adobe.com/products/acrobat/readstep.html>



3. Click “Add”

Mississippi Real Estate Commission

Licensing Home

Renew License

Activate

Inactivate

Transfer License

Pending Approvals

Pay Balance

General Information

Licensees

CE Compliance

E & O Compliance

Payment Tracking

Agreements

Print License

Print Pocket Card

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License Status: ACTIVE

Real Estate Broker

Cooperative Agreement Information

Please provide the following information regarding the cooperative agreement.
The * symbol indicates a required field.

* Broker Name

* Address Line 1

Address Line 2

* Country

* Zip Code

* State

* City

* County

* Primary Phone

Secondary Phone

* Effective Date

* Expiration Date

Agreement Types

Joint/Cross Listing
Listing Referral
Purchase/Sales Contract
Customer/Client Referral
Auction
Other Activity

>
<

* Selected Agreement Type(s)

Description/Property

Notes

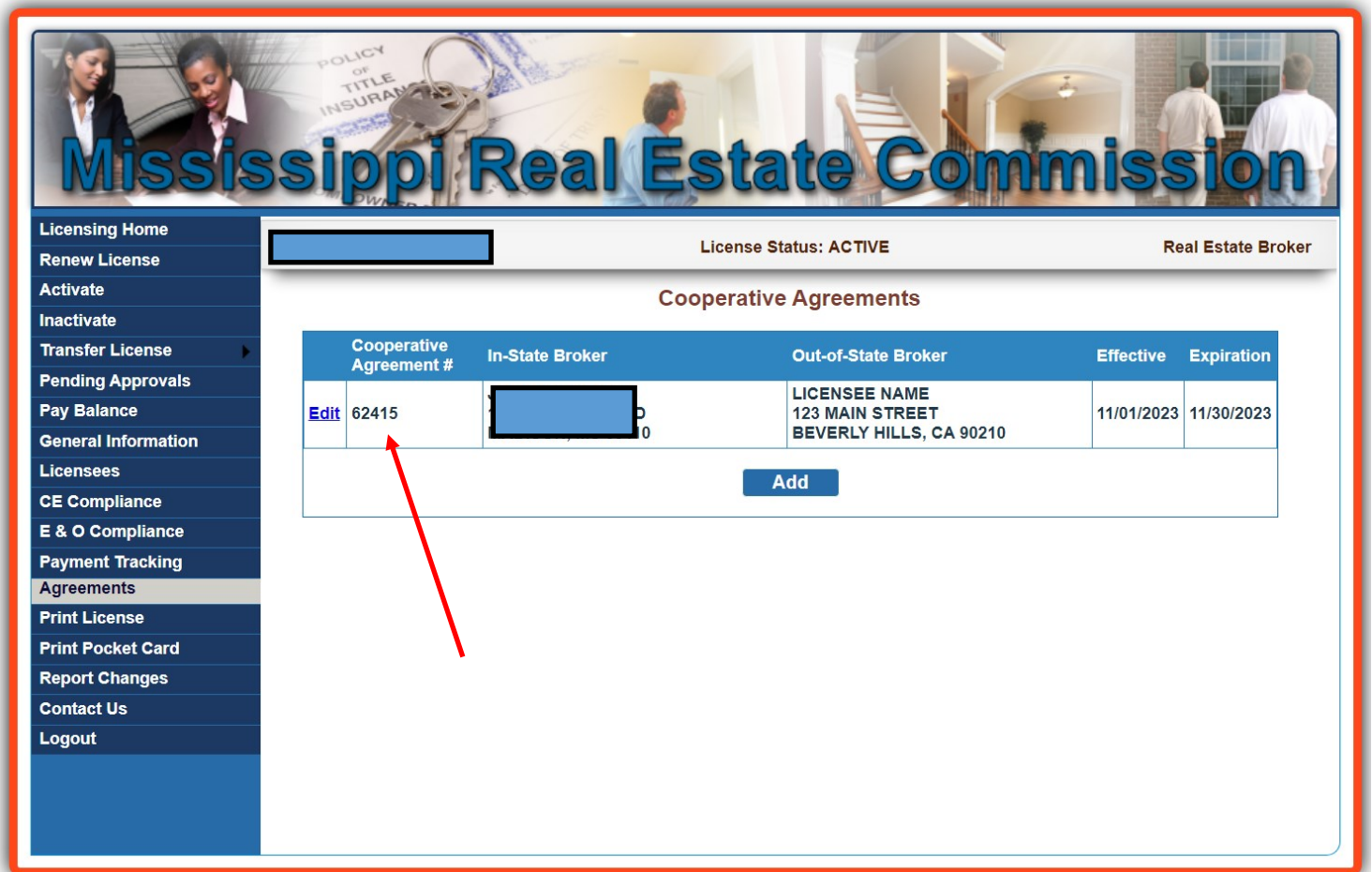
Inactive ☐

Save

Cancel

4. Enter all information in regards to the broker you are cooperating with.

5. Click "Save"



The image shows a screenshot of the Mississippi Real Estate Commission's online portal. At the top, there is a banner with the text "Mississippi Real Estate Commission" in large blue letters. Below the banner, on the left, is a vertical menu with various options: Licensing Home, Renew License, Activate, Inactivate, Transfer License, Pending Approvals, Pay Balance, General Information, Licensees, CE Compliance, E & O Compliance, Payment Tracking, Agreements, Print License, Print Pocket Card, Report Changes, Contact Us, and Logout. The "Agreements" option is highlighted. On the right side of the page, there is a header area showing "License Status: ACTIVE" and "Real Estate Broker". Below this, there is a section titled "Cooperative Agreements". This section contains a table with columns for "Cooperative Agreement #", "In-State Broker", "Out-of-State Broker", "Effective", and "Expiration". The first row of the table shows a cooperative agreement number of 62415, an in-state broker name (partially obscured), and an out-of-state broker named "LICENSEE NAME" with address "123 MAIN STREET, BEVERLY HILLS, CA 90210". The effective date is 11/01/2023 and the expiration date is 11/30/2023. There is an "Edit" link next to the agreement number and an "Add" button below the table. A red arrow points to the cooperative agreement number 62415.

Mississippi Real Estate Commission

Licensing Home
Renew License
Activate
Inactivate
Transfer License
Pending Approvals
Pay Balance
General Information
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License Status: ACTIVE Real Estate Broker

Cooperative Agreements

Cooperative Agreement #	In-State Broker	Out-of-State Broker	Effective	Expiration
Edit 62415	[Redacted]	LICENSEE NAME 123 MAIN STREET BEVERLY HILLS, CA 90210	11/01/2023	11/30/2023
Add				



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