



Annual Invoicing Schedule

CRA Realtor® Annual Dues Invoiced:

Billed: November 1 (CRA dues with NCR and NAR dues, if applicable)

Due: January 2 by 5 p.m.

Canopy MLS and Supra Key Fees Invoiced:

\$225 quarter: **Member Participant** (BIC, head of firm)

\$165 quarter: **Subscriber** (licensee under head of firm)

\$30 quarter: unlicensed **Assistant**

\$30 quarter: **Supra key** service fee

First Quarter (January, February, March service):

Billed: December 1

Due: January 2 by 5 p.m.

Second Quarter (April, May, June service):

Billed: March 1

Due: April 1 by 5 p.m.

Third Quarter (July, August, September service):

Billed: June 1

Due: July 1 for 5 p.m.

Fourth Quarter (October, November, December service):

Billed: September 1

Due: October 1 by 5 p.m.

Reminder: Billing is paperless

Notices are sent via email stating the next annual dues or quarterly invoice(s) have been posted to your online account. With this, please be sure to always have a current email address on record with us.

Payment Options:

- Online: (Fastest/easiest option) with Visa, MasterCard, Discover, or American Express
- Phone: call Member Services and Accounting 704-940-3110 and make your payment by credit/debit card over the phone
- Mail: Send in payment to Canopy MLS, 1120 Pearl Park Way, Ste. 200 Charlotte, NC 28204. Please include a copy of your invoice and write your MLS Login ID on your check. *Please note: this option has a **\$25 check processing fee** that must be added to and included with your quarterly fee payment.*
- AutoDraft (MLS/Key ONLY): Enter a credit/debit card under your account for Canopy to automatically draft your quarterly fees.