

## Renewal of Stellar MLS Annual Subscription

### WHO DOES THIS APPLY TO?

Current brokers, agents, and appraisers who are remaining active.

### KEY DATES

- Invoice available: 5/5/26
- Payment due: 5/20/26 before 5 p.m. ET
- Last Day to Pay: 6/3/2026 before 5 p.m. ET

### COST INCLUDES

- Annual membership from 6/1/26 - 5/31/27
- Data Services Charge for 6/1/26 - 5/31/27 (Brokers only, as applicable)

### HOW TO PAY

- Online (preferred): [pay.stellarmls.com](https://pay.stellarmls.com)

*\*Credit, debit, or ACH accepted.*

*\*No partial payments accepted.*

*\*Payments over the phone will not be accepted.*

*\*A 3% credit card processing fee will be applied to credit cards, but not debit, ACH or check payments.*

- Mail Check (Processing may take up to 2 weeks):

Stellar MLS

PO Box 25888

New York, NY 10087-5888

### THE LSC ROLE

- Option 1: Direct members to [pay.stellarmls.com](https://pay.stellarmls.com)
- Option 2: If LSC accepts payments, collect the payment, and submit it to Stellar MLS.

# Annual Billing 2026 Quick Reference Guide

## Members Changing Type of Membership

### WHO DOES THIS APPLY TO?

Current members who wish to change their Stellar MLS membership type (i.e., assistant to REALTOR®).

### THE LOCAL SERVICE CENTER (LSC) ROLE

Scenario 1: If the change is within the same association:

1. The LSC must call Stellar MLS Accounting to verify invoice and payment information at: 1-800-686-7451 opt. 9.

Scenario 2: If the change is for a new association:

1. Member must have the new association contact Stellar MLS accounting to verify the amount to collect for this change.
2. Member must notify the old LSC that they are going inactive.

## Dates to Remember

### Tuesday, April 21, 2026:

Members are notified.

### Tuesday, May 5, 2026:

Annual invoices are posted.

### Wednesday, May 20, 2026:

Any unpaid invoices are considered overdue on this date.

### Wednesday, June 3, 2026:

Pay by 5 pm ET to avoid MLS suspension and Reinstatement Fee of \$250.

### Wednesday, July 14, 2026:

Last day to pay to avoid add/edit office suspension.

### Wednesday, July 21, 2026:

Last day to pay to avoid full office suspension.

## Questions?

Call Stellar MLS Accounting at:  
1-800-686-7451 opt.9



## Members Reinstating

### WHO DOES THIS APPLY TO?

Brokers, agents, and assistants who used to be members but have gone inactive.

### KEY DATES & COST

If member has paid annual subscription for 2025–2026:

Cost includes:

1. Annual membership cost.
2. Applicable LSC fee.
3. Data Services Charge (Brokers only).

If member was invoiced 2025–2026 and did not pay:

Cost includes:

1. Annual Membership Cost.
2. Prorated cost for members reinstating in April or May (annual plus LSC Fee).
3. Data Services Charge (Brokers only).
4. Reinstatement fee.
5. Any outstanding fines.

If member was never invoiced for 2025–2026 billing year, they will be considered a new customer.

(See New Stellar MLS Members section)

# Annual Billing 2026 Quick Reference Guide

## Members Not Renewing

### WHO DOES THIS APPLY TO?

Brokers, agents, and appraisers who do not wish to renew their Stellar MLS membership.

### THE LSC ROLE

1. Stellar MLS will advise members to directly reach out to their broker.
2. Broker must deactivate member license on DBPR.
3. Broker notifies LSC to deactivate agent's record.
4. LSC notifies Stellar MLS that the member's record has been deactivated.

## New Stellar MLS Customers

### WHO DOES THIS APPLY TO?

Customers who are joining Stellar MLS for the first time.

### KEY DATES & COST

Joining between 5/5/26 - 5/31/26

Cost includes:

- Annual membership cost.
- Applicable Annual LSC fee.
- Prorated cost for members joining in April and May (annual plus LSC fee).
- New Customer Set Up fees.

Joining 6/1/26 - 5/31/27

Cost includes:

- Prorated cost for member's join date until 5/31/27 (annual plus LSC fee).
- New Customer Set Up fees.

## Questions?

Call Stellar MLS Accounting at:  
1-800-686-7451 opt.9

