

**Who to Call at JAAR and JMLS**  
**Jackson Area Association of REALTORS® and**  
**Jackson Multiple Listing Service, Inc.**



If you need help or have questions in these areas, the following topics are not all inclusive and can be performed by other staff as well if whom you need is not available. Thanks!

Melissa Tee, RCE, e-PRO-Executive Vice President: [Melissa@JacksonMIHomes.com](mailto:Melissa@JacksonMIHomes.com) 517-787-6175, ext. 3

Kelly Whiteaker, e-PRO-MLS/Education Director: [Kelly@JacksonMIHomes.com](mailto:Kelly@JacksonMIHomes.com) 517-787-6175, ext. 1

Heather Verran, Membership Director: [Heather@JacksonMIHomes.com](mailto:Heather@JacksonMIHomes.com) 517-787-6175, ext. 4

Sarah Mead, Finance Director: [Sarah@JacksonMIHomes.com](mailto:Sarah@JacksonMIHomes.com) 517-787-6175, ext. 2

**JAAR:**

Accounts Receivable/Payable - Sarah  
Affiliate Membership Info - Heather  
Board of Directors Actions – Melissa/Heather  
Board of Directors Agenda/Minutes -Heather/Melissa  
Commercial Real Estate Services -Sarah  
Committee Information - Heather  
Department of Licensing Questions - Kelly  
Con Ed Requirements and Classes – Kelly  
Code of Ethics Requirements - Kelly  
Ethics Questions - Melissa  
Event Registration: Social Events – Heather; Education Events - Kelly  
Featured Properties - Kelly  
JAAR Membership Update Meeting Info - Heather  
Governing Documents: Bylaws, Policies, & Procedures - Melissa  
Group Emails – Heather/Kelly  
Ethical/Legal Concerns - Melissa  
MR/NAR Questions - Melissa  
Member Services/Benefits - Heather  
Membership Application, Changes, and Forms - Heather  
Newsletter - Heather  
New Member Orientation - Heather  
Professional Standards Guidance (Ethics/Arbitration) - Melissa  
Public Relations/Community Involvement - Heather  
Strategic Planning - Melissa/Heather  
SentryLock Lockbox System-Sarah/Kelly  
JAAR/JMLS Website (JacksonMIHomes.com) - Kelly/Heather  
Social Media - Heather  
GrowthZone Access - Heather

**JMLS:**

Accounts Receivable/Payable - Sarah  
Annual MLS Billing - Sarah  
Board of Directors Actions - Melissa  
Board of Directors Agenda/Minutes - Kelly/Melissa  
Flex/MichRIC Support – Kelly  
ZipLogix and Dotloop - Kelly  
Governing Documents - Melissa/Kelly  
Bylaws, Rules, Regulations, Policies & Procedures – Melissa/Kelly  
MichRIC/Great Lakes Repository Data Sharing - Melissa/Kelly  
List Hub - Kelly  
Listing Production - Kelly  
Listing Statistics – Kelly/Melissa  
Membership Application, Changes, and Forms- Heather  
Service Waivers – Kelly/Melissa  
Newsletter - Kelly  
RPR (REALTORS® Property Resource) - Kelly  
REALTOR.com - Kelly  
Rentals - Kelly  
Reciprocal and Non-Member Listings – Kelly  
Strategic Planning - Melissa/Kelly  
CMA - Kelly  
Market Monitor - Kelly  
Listing Input, Status Changes, Inventory – Kelly  
MLS Messages – Kelly  
MLS Docs - Kelly  
Flex Prospecting - Kelly  
Flex Functionality Concerns - Kelly  
Flex Training - Kelly  
Listing Confirmation/Corrections - Kelly  
Other MLS Access - Kelly  
Data Feeds/IDX/Third Party – Kelly  
Public Tax Records – Kelly