

**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

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

**JAAR:**

Accounts Receivable/Payable - Kelsey  
Affiliate Membership Info - Heather  
Board of Directors Actions - Melissa  
Board of Directors Agenda/Minutes - Heather/Melissa  
Commercial Real Estate Services - Melissa/Heather/Kelsey  
Committee Information - Heather  
Department of Licensing Forms - Kelly  
Con Ed Requirements - Kelly  
Ethics Questions - Melissa  
Event Registration: Social Events/Education - Heather/Kelly  
Featured Properties - Kelly  
General Membership Meeting Information - Heather  
Governing Documents: Bylaws, Policies, & Procedures - Melissa  
Group Emails - Heather/Kelly  
Legal Concerns - Melissa  
MAR/NAR Questions - Melissa  
Member Services/Benefits - Heather  
Membership Application, Changes, and Forms - Heather  
Newsletter - Heather  
Orientation - Heather  
Professional Standards Guidance (Ethics/Arbitration) - Melissa  
Public Tax Records - Kelly  
Public Relations/Community Involvement - Heather  
Strategic Planning - Melissa/Heather  
Supra Lockbox System-Ekeys - Kelly/Kelsey/Heather  
JAAR/JMLS Website (JacksonMIHomes.com) - Kelly/Heather

**JMLS Topics**

Accounts Receivable/Payable - Kelsey  
Annual MLS Billing - Kelsey  
Board of Directors Actions - Melissa  
Board of Directors Agenda/Minutes - Kelly/Melissa  
Clareity Security - Kelly  
ZipLogix and Dotloop - Kelly  
Governing Documents - Melissa/Kelly  
Bylaws, Rules, Regulations, Policies & Procedures - Melissa/Kelly  
Great Lakes Repository - Melissa/Kelly  
List Hub - Kelly  
Listing Production - Kelly  
Listing Statistics - Melissa/Kelly  
Membership Application, Changes, and Forms- Heather  
Service Waivers - Heather  
Newsletter - Kelly  
RPR (REALTORS® Property Resource) - Kelly  
REALTOR.com/MLIVE.com - Kelly  
Rentals - Kelly  
Reciprocal and Non-Member Listings - Kelly  
Strategic Planning - Melissa/Kelly  
Paragon MLS System Topics - Kelly  
CMA - Kelly  
Market Monitor - Kelly  
Listing Input, Status Changes, Inventory - Kelly  
MLS Messages - Kelly/Heather  
MLS Docs - Kelly  
Prospecting/Collab Center - Kelly  
Paragon Functionality Concerns - Kelly  
Paragon training, Custom Report Designing - Kelly  
Listing Confirmation/Corrections - Kelly  
Other MLS Access (MichRIC) - Kelly  
Paragon Connect - Kelly  
Data Feeds/IDX/Third Party - Kelly