



## SBAOR REALTOR® Membership Application Process

### **Items needed to complete the application process:**

- Application for membership
- Copy of Bureau of Real Estate (BRE) License
- Copy of California ID or Driver's License
- Application signed by the Broker of Record
- Letter of Good Standing from previous/current Association with NRDS number (Only for transfers and secondary memberships)

***Please Note: Incomplete applications will not be processed.***

### **Submission**

- Application must be completely filled out, including signatures and must be dropped off in person.
- Email or fax will not be accepted.
- Payments can be made by cash, check or credit card (MC, Visa, Amex or Discover). Partial and split payments cannot be accepted.

### **Processing**

Your application will be processed within 2 business days of receipt. You will receive a "Welcome Letter" via email with all of your access codes and important information.

### **New Member Orientation**

You will be registered for Orientation when you drop off your application. Members have 90 days to complete this requirement. If you do not attend within 90 days, your membership will be suspended until completion.

### **CRMLS Mandatory Matrix Training**

You will be registered for an Introduction to Matrix training class that must be taken within sixty (60) days from your join date to maintain MLS access.

### **CRMLS Transfer**

If you need active listings, historical data and contacts transferred from within CRMLS, this needs to be done at time of sign up. Please be sure to let us know at time of sign up because we are unable to complete this request at a later date.

### **Supra**

Supra accounts including keys and lockboxes, may be set up once you receive your welcome letter and you are active in our system.

**We look forward to having you as a new member of the South Bay Association of REALTORS®.**

**Please contact the membership department if you have any questions.**



**Type of Membership**

1. I am applying for the following categories of membership (check all applicable boxes):
- Designated REALTOR® (Broker of Record)       REALTOR® membership       MLS Subscriber (optional)
- \*\*\* If applying for the following categories you must submit a Letter of Good Standing from your current Association.**
- Association Transfer       Secondary Designated REALTOR® Membership       Secondary REALTOR® Membership

**General Information**

2. Name (as it appears on your license): \_\_\_\_\_  
**\*\*\*Please note – we cannot use any name other than the name on your BRE license.**
3. Firm Name: \_\_\_\_\_ Firm Broker of Record: \_\_\_\_\_
4. Firm Address: \_\_\_\_\_  
 (street) (city) (state) (zip)
5. Firm Telephone Number: \_\_\_\_\_ Firm Fax Number: \_\_\_\_\_
6. Home Address: \_\_\_\_\_  
 (street) (city) (state) (zip)
7. Cell Phone Number: \_\_\_\_\_ Personal Fax Number: \_\_\_\_\_
8. Which address do you want listed as your primary mailing address?       Firm       Home
9. Driver's License #: \_\_\_\_\_ Birth date: \_\_\_\_/\_\_\_\_/\_\_\_\_
10. E-mail Address: \_\_\_\_\_ Web Site: \_\_\_\_\_
11. BRE License #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ NRDS #: \_\_\_\_\_
12. BRE License Type:       Broker       Salesperson
13. Primary Specialty:       Residential Brokerage       Property Management  
                                   Commercial/Industrial Brokerage       Appraising  
                                   Farm and Land Brokerage       Mortgage Financing  
                                   Building and Development       Other(s) (please specify): \_\_\_\_\_
14. List all REALTOR® Boards/Associations to which you **CURRENTLY BELONG TO** as a REALTOR® or MLS Subscriber:  
 \_\_\_\_\_
15. List all REALTOR® Boards/Associations to which you **PREVIOUSLY BELONGED TO** as a REALTOR® or MLS Subscriber:  
 \_\_\_\_\_
16. Have you ever been disciplined by any of the above Boards/Associations or MLSs in questions 14 & 15?  
 Yes (If yes, please attach copies of the discipline)       No
17. Are you currently being investigated or have you ever been disciplined by the BRE?  
 Yes (If yes, please attach copies of the discipline)       No

## General Terms and Conditions of Membership

- Bylaws, policies and rules.** I agree to abide by the bylaws, policies and rules of the Board/Association, the bylaws, policies and rules of the California Association of Realtors®, including the California Code of Ethics and Arbitration Manual and the constitution, bylaws, policies and rules of the National Association of REALTORS®, including the NAR Code of Ethics, all as may from time to time be amended. Applicant initials \_\_\_\_\_
- Use of the term REALTOR® OR REALTOR-ASSOCIATE®.** I understand that the professional designations REALTOR® and REALTOR-ASSOCIATE® are federally registered trademarks of the National Association of REALTORS® (“N.A.R.”) and use of these designations are subject to N.A.R. rules and regulation. I agree that I cannot use these professional designations until this application is approved, all my membership requirements are completed, and I am notified of membership approval in one of these designations. I further agree that should I cease to be a REALTOR® or REALTOR-ASSOCIATE®, I will discontinue use of the term REALTOR® or REALTOR-ASSOCIATE® in all certificates, signs, seals or any other medium. Applicant initials \_\_\_\_\_
- Orientation.** I understand all members are required to attend an Association Orientation in accordance with the Bylaws for membership with the Association of REALTORS®. These sessions are designed to inform you about the background of the Association, its Rules and Regulations, the Code of Ethics, Arbitration, Mediation, Professional Standards Procedures, and Multiple Listing Service Rules and Regulations. You will be registered at the time of sign up for the next orientation. I understand that I must attend orientation within 90 days of sign up. Applicant initials \_\_\_\_\_
- No refund.** I understand that my Board/Association membership dues and MLS fees are non-refundable. In the event I fail to maintain eligibility for membership or for MLS Services for any reason, I understand I will not be entitled to a refund of my dues or fees. Applicant initials \_\_\_\_\_
- Authorization to release and use information; waiver.** I authorize the Board/Association or its representatives to verify any information provided by me in this application by any method including contacting the California Bureau of Real Estate., my current or past responsible broker or designated REALTOR®, or any Board/Association or MLS where I held, or continue to hold, any type of membership. I further authorize any Board/Association or MLS where I held, continue to hold, any type of membership to release all my membership or disciplinary records to this Board/Association, including information regarding (i) all final findings of Code of Ethics violations or other membership duties within the past three (3) years; (ii) pending ethics complaints (or hearings); (iii) unsatisfied discipline pending; (iv) pending arbitration requests (or hearings); and (v) unpaid arbitration awards or unpaid financial obligations. I understand that any information gathered under this authorization may be used in evaluating my application for membership and future disciplinary sanctions. I waive any legal claim or cause of action against the Board/Association, its agents, employees or members including, but not limited to, slander, libel or defamation of character, that may arise from any action taken to verify, evaluate or process this application or other use of the information authorized and released hereunder. Applicant initials \_\_\_\_\_
- Permission to communicate.** By signing below, I expressly authorize the Board/Association, including the local, state and national, or their subsidiaries or representatives to fax, e-mail, telephone or send by U.S. mail to me, at the fax numbers, e-mail, telephones and addresses above, material advertising the availability of or quality of any property, goods or services offered, endorsed or promoted by the Board/Association. Applicant initials \_\_\_\_\_
- Terms and conditions for applicants applying for MLS access.** I understand and agree that by becoming and remaining a broker participant or subscriber to the MLS, I agree to abide by the MLS rules and understand that from time to time they are amended. Applicant initials \_\_\_\_\_
- Brokers applying for MLS access.** I understand that to be eligible for MLS membership, MLS Broker Participants **must** offer and/or accept compensation in the capacity of a real estate broker. I certify that I actively endeavor during the operation of my real estate business to list real property of the type listed on the MLS and/or to accept offers of cooperation and compensation made by listing brokers or agents in the MLS. Applicant initials \_\_\_\_\_

9. **Arbitration Agreement.** A condition of membership in the Board/Association as a REALTOR® or REALTOR-ASSOCIATE® and participant in the MLS is that you agree to binding arbitration of disputes. As a REALTOR® (including Designated REALTOR®) or REALTOR-ASSOCIATE® member, you agree for yourself and the corporation or firm for which you act as a partner, officer, principal or branch office manager to binding arbitration of disputes with (i) other REALTOR® or REALTOR-ASSOCIATE® members of this Board/Association; (ii) with any member of the California or National Association of REALTORS®; and (iii) any client provided the client agrees to binding arbitration at the Board/Association. As a MLS Broker or Appraiser Participant or MLS Subscriber, you agree for yourself and the corporation or firm for which you act as a partner, officer, principal or branch office manager to binding arbitration of disputes with (i) other MLS participants and subscribers; or (ii) any other MLS Broker or Appraiser Participant or MLS Subscriber of another Board/Association MLS which shares a common database with this Board/Association MLS through a Regional or Reciprocal Agreement. Any arbitration under this agreement shall be conducted using the Board/Association facilities and in accordance with the Board/Association rules and procedures for arbitration, pursuant to the *California Code of Ethics and Arbitration Manual*. Applicant initials \_\_\_\_\_
10. **Broker of Record.** Persons other than principals, partners, corporate officers or branch office managers of real estate or appraisal firms must remain employed by or affiliated with a Designated REALTOR® to be eligible for REALTOR® or REALTOR-ASSOCIATE® membership and MLS access. Applicant initials \_\_\_\_\_

**I certify that I have read and agree to the terms and conditions of this application and that all information given in this application is true and correct. I understand that any false information or material omissions in this application will be cause for rejection.**

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Signature of Applicant	Print Applicant Name	Date of Signature
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Signature of Broker	Print Broker Name	Date of Signature
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**Please check here if you would like a scanned copy of your application and forms emailed to you.**



## Orientation & MLS Training Agreement

### **REALTOR® Induction and Orientation**

I hereby agree to fulfill the minimum criteria established by N.A.R. for new members.

I will follow the requirements of officially becoming a REALTOR® member of the South Bay Association of REALTORS®.

I will abide by the South Bay Association of REALTORS® Bylaws, Code of Ethics, & the CRMLS Rules and Regulations.

I will attend the first available orientation within ninety (90) days from my join date. If I am unable to attend, I will make arrangements to attend the next available orientation. I understand that if I do not attend orientation within 90 days of my join date that my membership will be terminated until I attend.

### **CRMLS Mandatory Matrix Training**

I understand that the MLS requires that I attend an Introduction to Matrix training class that must be taken within sixty (60) days from my join date to maintain MLS access. I also understand that there is a no show fee of \$50 if I sign up for a Matrix class and do not cancel within the 48 hour time frame.

In addition, I understand that if I fail to take an Introduction to Matrix class within 60 days from my join date my MLS access will be suspended. Applicant initials \_\_\_\_\_

**Failure to satisfy the association requirements within the time specified will result in termination of membership.**

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Signature of Applicant

Print Applicant Name

Date of Signature



## MLS Subscription Acknowledgement

I represent that I am a real estate Salesperson, and currently duly licensed as such by the State of California. I hereby apply for subscription in the Multiple Listing Service (MLS) and I understand that subscribing to the MLS is not mandatory or required.

My BRE License number is [redacted] with expiration of [redacted] / [redacted] / [redacted].

I understand that I will receive an electronic copy of the CRMLS Rules and Regulations with my welcome letter. I understand that if I do not receive a copy, it is my responsibility to request one through the SBAOR. I agree that I will read and agree to abide by the rules and regulations as standing, and as they may be amended hereafter from time to time. I specifically acknowledge I understand that this Multiple Listing Service has a MANDATORY LISTING RULE requiring all residential and residential income listings (2-4 units), vacant lots and acreage listings taken on C.A.R. exclusive right or exclusive agency listings forms be entered in to the MLS within 48 hours after all necessary signatures are obtained.

I understand that as a condition of subscription to CRMLS, each subscriber agrees to arbitrate disputes arising out of the real estate business, with any other Participant or Subscriber of CRMLS and pay the required filing fees according to the Bylaws and the Code of Ethics and Arbitration Manual of the Association. I will also be responsible for any fines or citations that I may incur through said subscriptions.

I acknowledge and understand the rules and procedures for transferring my active listings, contacts and historical data between associations within CRMLS. I also understand that this transfer MUST happen at the time of joining and cannot be done at a later date. Applicant initials [redacted]

Previous CRMLS Public ID to transfer information from [redacted] (If not applicable, please put N/A)

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Signature of Applicant

Print Applicant Name

Date of Signature

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Signature of Broker

Print Broker Name

Date of Signature



## South Bay Association of REALTORS® Fee Schedule Notification

### **Association Dues**

Annual Association REALTOR® dues are pro-rated on a monthly basis and are due by December 31<sup>st</sup> of each year. If a member fails to pay their annual membership dues in full by December 31<sup>st</sup>, a late fee of \$25 will be assessed in addition to the annual dues amount. If the annual dues are not paid by January 15<sup>th</sup>, the member's local, C.A.R. and N.A.R. membership will be terminated and an additional \$25 reinstatement fee will be added. On and after January 16<sup>th</sup>, the member may only be reinstated by paying the annual dues, the local reinstatement fee and the late fee. If the 15<sup>th</sup> of January falls on a Friday, weekend, or holiday, the inactivation will be processed on the next business day. Any annual dues and fees not paid by February 28<sup>th</sup> will include an additional C.A.R. late fee of \$30.

NOTE: Once you are terminated and/or suspended for non-payment the association will automatically bill and notify the Broker of Record for your portion of dues and the broker will become responsible for payment.

### **MLS Subscription Fees**

MLS subscription fees are billed approximately 30 days prior to due date. Payments are due on or before March 31<sup>st</sup> and September 30<sup>th</sup> of each year. A late fee of \$25 will be applied after the due date. If your MLS is suspended you will be required to pay any late/reinstate fees that apply.

**By signing below I agree that I have read and understand the billing procedures mentioned above.**

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Signature of Applicant

Print Applicant Name

Date of Signature



## Member Change Acknowledgement Form

It is very important that the SBAOR has accurate records for all of our members. Therefore, we want to make sure you are aware of our policy.

Please check that we have all of your information correct when you join the SBAOR. If there are any corrections that need to be made please notify us immediately.

If any of your information changes, including your address, phone numbers and most importantly your email address, it is your responsibility to get the new information to us via email or fax.

Please be aware that all of our important announcements, class information, payment receipts and your MLS and Association bill notices go out via email **ONLY**.

*By signing this document you are confirming that we currently have all of your information correct and that you will notify us if any of your information changes. You are also acknowledging that you are aware that your billing notices will be delivered via email only and if your email is incorrect or you don't provide us an email address, it will be your responsibility to contact us to receive your bills.*

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Signature of Applicant

Print Applicant Name

Date of Signature





## Broker Variable Dues Formula Acknowledgement Form

Per the National Association of REALTORS® by-laws, any licensee under your BRE license must be a member of a REALTOR® Association. This policy is referred to as the “NAR Variable Dues Formula” for Designated REALTORS®. The formula was crafted to ensure fairness, by basing member dues on the number of individuals licensed with REALTOR® principals (known as “Designated REALTORS®” or “DRs”). The premise is that every licensee in the firm benefits from the DR’s membership in the Association of REALTORS®, and, therefore, the DR’s dues should reflect all licensees in the firm – even those who are not REALTORS®.

To satisfy this requirement and ensure your compliance, you have 4 options to choose from for any licensee under your license:

1. Have the licensee(s) join any association that the broker is a member of
2. Terminate them by removing them from your license with the BRE
3. Designate the licensees(s) as a LFRO Agent **IF they only do referrals for your company**. The broker must sign a waiver in regards to this status certifying that this licensee does not engage in real estate at all. The agent and broker must comply with all the qualifications of an LFRO. If those qualifications are not complied with, the broker will be held liable through CAR.
4. Pay the non-member variable dues assessment fee for each licensee

I acknowledge and understand the Broker Variable Dues Formula and I am aware of the options that I have for each licensee under my license. I understand that when a new licensee hangs their license with me, I will be required to take action immediately.

\_\_\_\_\_  
Broker Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Broker Name

\_\_\_\_\_  
Broker Office Name

**\*\*\*This form only needs to be filled out by Broker of Record when they initially join.**



## Credit Card Authorization Form

**Incomplete Applications will not be processed**

**\*\*Before Submitting make sure you have included the following:**

- Application for membership
- Copy of Bureau of Real Estate (BRE) License
- Copy of California ID or Driver's License
- Application signed by the Broker of Record
- Letter of Good Standing from previous/current Association with NRDS number *(Only for transfers and secondary memberships)*

Applicant Name \_\_\_\_\_

I authorize my    MasterCard \_\_\_\_\_ / Visa \_\_\_\_\_ / AmEx \_\_\_\_\_ / Discover \_\_\_\_\_

To be charged the amount of \$ \_\_\_\_\_

Card Number \_\_\_\_\_ Exp \_\_\_\_/\_\_\_\_

Last 3 digits (4 digits on the front for AmEx) located on the back of the card on signature box  
\_\_\_\_\_

Billing Address for Credit Card \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Cardholder name if different from applicant \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Cardholder Signature

**SBAOR USE ONLY**                      Staff Initials: \_\_\_\_\_

Confirmation# \_\_\_\_\_ Date \_\_\_\_\_

Notes: \_\_\_\_\_