

NEW DESIGNATED PARTICIPANT INSTRUCTION SHEET

Call Sherrilyn Weaver with the Association of REALTORS® at 396-0256 to make an appointment. ALL FORMS OF PAYMENT ARE ACCEPTED. YOU WILL NEED AT LEAST 2 BLANK CHECKS. THE EXACT TOTALS WILL BE PROVIDED TO YOU PRIOR TO YOUR APPOINTMENT.

Plan to attend the new member Orientation within 90 days of membership if you have not completed Orientation as a REALTOR.

Application fee for Broker \$800.00

MAAR Dues:

Jan 2016	\$642.00	+\$800	\$1442.00	July 2016	\$439.00	+\$800	\$1239.00
Feb 2016	\$608.16	+\$800	\$1408.16	Aug 2016	\$405.16	+\$800	\$1205.16
Mar 2016	\$574.34	+\$800	\$1374.34	Sept 2016	\$371.34	+\$800	\$1171.34
Apr 2016	\$540.50	+\$800	\$1340.50	Oct 2016	\$337.50	+\$800	\$1137.50
May 2016	\$506.66	+\$800	\$1306.66	Nov 2016	\$303.66	+\$800	\$1103.66
June 2016	\$472.84	+\$800	\$1272.84	Dec 2016	\$269.84	+\$800	\$1069.84

Multiple Listing Service User Fee

Jan 2016	\$237.52	July 2016	475.00
Feb 2016	\$197.94	Aug 2016	435.42
Mar 2016	\$158.36	Sept 2016	395.84
Apr 2016	\$118.78	Oct 2016	356.26
May 2016	\$79.20	Nov 2016	316.68
June 2016	\$39.62	Dec 2016	277.10

Dues and fees are paid in advance and are nonrefundable!

APPLICANTS FOR DESIGNATED REALTOR® MUST ATTACH A COPY OF THEIR REAL ESTATE LICENSE OR APPRAISER'S LICENSE OR CERTIFICATION, A PHOTO OF THEIR OFFICE REAL ESTATE OFFICES ONLY; APPRAISERS ARE NOT REQUIRED TO PROVIDE A PHOTO.

Keys

Keys will be issued by appointment only. There are two key-types. The Active Key (ActiveKey) is issued through MAAR. The Electronic key (E-key) requires that the key holder first purchase a compatible device. (Most smartphones are compatible check here for details on which devices http://www.supraekey.com/Documents/current_devices.pdf)

NOTE: All SUPRA equipment is leased. Should you discontinue your membership with the Association/MLS ALL Supra equipment must be returned to MAAR before you will be released from the Supra lease.

SECTION I

TO: THE MONTGOMERY AREA ASSOCIATION OF REALTORS®

I, _____ hereby apply for **DESIGNATED REALTOR**® membership in the Montgomery Area Association of REALTORS® and enclose my check in the amount of \$ _____ which I understand will be returned to me in the event I am not accepted to membership. In the event my application is approved, I agree as a condition to membership to complete the orientation course of the Montgomery Area Association of REALTORS® and otherwise on my own initiative to thoroughly familiarize myself with the Code of Ethics of the NATIONAL ASSOCIATION OF REALTORS®, including the duty to arbitrate business disputes in accordance with the **Code of Ethics and Arbitration Manual** of the Association and the Constitutions, Bylaws and Rules and Regulations of the Montgomery Area Association of REALTORS® the Alabama Association and the National Association, and I further agree to complete satisfactorily a reasonable and nondiscriminatory written examination covering such Code, Constitutions, Bylaws, Rules and Regulations, and duty to arbitrate. I further agree that my act of paying dues shall evidence my initial and continuing commitment to abide by the aforementioned Code of Ethics, Constitutions, Bylaws, Rules and Regulations, and duty to arbitrate, all as from time to time amended. Finally, I consent and authorize the Association, through its Membership Committee or otherwise, to invite and receive information and comment about me from any Member or other person, and I agree that any information and comment furnished to the Association by any Member or other person in response to any such invitation shall be conclusively deemed to be privileged and not form the basis of any action by me for slander, libel or defamation of character.

NOTE: Applicant acknowledges that if accepted as a Member and he/she subsequently resigns or is expelled from membership in the Association with an ethics complaint or arbitration request pending, the Board of Directors may conditionally renew the membership upon applicant's verification that he/she will submit to the pending ethics or arbitration proceeding and will abide by the decision of the Hearing Panel; or if applicant resigns or is expelled from membership without having complied with an award in arbitration, the Board of Directors may condition renewal of membership upon his/her payment of the award, plus any costs that have previously been established as due and payable in relation thereto, provided that the aware and such costs have not, in the interim, been otherwise satisfied. I hereby submit the following information for your consideration:

(PLEASE PRINT)

Mr. /Ms. _____ (as shown on license or name you wish to appear on the roster)

Type of License:	Qualifying Broker	License No. _____
	Associate Broker	License No. _____
	Salesperson	License No. _____
	Appraiser	License No. _____
	Other (Please Specify)	_____

Firm Name of Firm _____

Office Phone Number _____ Fax Number _____

Office Address _____

Mailing Address _____

Home Address _____

E-Mail Address _____

Check whether:

- Sole Proprietor
- DBA
- Partnership
- Corporation

State position with firm:

- Principal
- Partner
- Office Manager
- Independent Contractor
- Corporate Officer
- Appraiser
- Employee
- Other _____

I agree that, if accepted for Membership in the Association, I shall pay the fees and dues as from time to time established.

Dated: _____ Signed: _____

SECTION II

State the names and titles of all other principals, partner or corporate officers of your firm.

_____	_____
_____	_____
Name(s)	Title(s)

Is the office address, as stated in Section I your principal place of business: Yes No

List the name and address of all branch offices or other real estate firms in which you are a principal, partner or corporate officer within the jurisdiction of the Board:

_____	_____
Name	Address

- Do you hold, or have you ever held, a real estate license or real estate appraiser’s certification or license in any other state? Yes No
If yes, What state: _____
- Has your real estate license or real estate appraiser’s certification or license, in this or any other state, been suspended or revoked? Yes No.
If “Yes”, specify the place(s) and date(s) of such action and detail the circumstances relating thereto in an attachment.
- Are there now any pending or unresolved complaints, or have there been within the past 5 years, any complaints against you or the firm with which you have been associates before any state real estate regulatory agency or any other agency of government? Yes No. If “Yes”, specify the substances of each complaint in each state, the agency before which complaint was made, the current status or resolution of such complaint and attach to this application.*
- If you have ever been convicted of a felony, attach details including state and court of conviction. Yes No
- Are you, or any real estate or appraisal firm in which you are a sole proprietor, general partner or corporate officer, involved in any pending bankruptcy or insolvency proceedings or have you or any real estate or appraisal firm in which you are a sole proprietor, general partner or a corporate officer been adjudged bankrupt in the past three (3) years? Yes No. If “Yes”, specify the place(s) and date(s) of such action, and detail the circumstances relating thereto in an attachment.

SECTION III

I hereby certify that the foregoing information furnished by me is true and correct, and I agree that failure to provide complete and accurate information as requested, or any misstatement of fact, may be grounds for revocation of my membership if granted.

Signed _____

SECTION IV

Information supplied under section IV is not required, but will assist the Association establishing historical data regarding its members. Information furnished under section IV will not be used in evaluating an applicant’s qualifications for membership.

PERSONAL DATA

Date of birth: _____
Month / Day / Year

Highest level of education completed _____

First Licensed or certified in Alabama _____

Have you been engaged continuously in the business since then? Yes No
If no, during what years were you in the business? _____ to

In what phase of real estate do you specialize? _____

In what other business have you been engaged? _____

Established with present real estate or appraisal firm Yes No

Are you a member of any other real estate Association/Board Yes No
if “Yes”, attach the names of each Association/Board, type of membership held and dates establishing the time period for which membership has been held.

Have you participated in a Multiple Listing service? Yes No

If yes, where? _____

Are you now employed or engaged in any other business or profession? Yes No

Montgomery Area Association of REALTORS® and Multiple Listing Service, Inc.

Membership disclosure and agreement effective December 31, 2014

I acknowledge and understand that the Montgomery Area Association of REALTORS® billing period is based on a calendar year (January-December). Cost for membership is calculated on the date of enrollment. Dues and fees are paid in advance, non-refundable (example: join date January 2016 total dues owed Designated REALTOR® = \$542.00 or REALTOR®/Non-Member sales agent = \$441.00).

And/or

Multiple Listing Service Inc. billing period is based on a fiscal year (July 1, XX-June 30, XX). All services are paid in advance. Cost for membership is calculated on the date of enrollment. Dues and fees are paid in advance, non-refundable (example: join date July 1, XX- June 30, XX = \$475.00 or December 1 XX-June 30, XX = \$277.10 which equals to \$39.62 per month.

There are no refunds upon termination of membership and or services.

Print Name

Signature