

## New REALTOR® Instruction Sheet - 2016

Call Sherrilyn Weaver with the Association of REALTORS® at 396-0256 to make an appointment. **YOU WILL NEED AT LEAST 2 BLANK CHECKS. YOU WILL BE PROVIDED THE EXACT TOTALS.**

Plan to attend the new member Orientation within 90 days of membership  
**2016 Orientation Dates: January 14, 2016, April 21, 2016, July 14, 2016 and October 13, 2016**

Prior to attending New Member Orientation, ALL new agents must complete the Code of Ethics course. The Code course is free and can be completed either at MAAR (check IMS for available dates, then notify a staff member prior to the class so you receive the free rate) or online at <http://www.realtor.org/coeduc.nsf/findnrdsrecord?openform>. Sherrilyn can provide your NRDS Membership number. NAR will only accept Code classes completed either at your local Association or at REALTOR®.org. You will not receive your REALTOR® status until you complete Code of Ethics AND attend Orientation.

Application fee for new REALTORS® is \$500.

### MAAR Dues:

Jan 2016	\$541.00	+\$500	\$1041.00		July 2016	\$338.00	+\$500	\$838.00
Feb 2016	\$507.17	+\$500	\$1007.17		Aug 2016	\$304.16	+\$500	\$804.16
Mar 2016	\$473.34	+\$500	\$973.34		Sept 2016	\$270.34	+\$500	\$770.34
Apr 2016	\$439.50	+\$500	\$939.50		Oct 2016	\$236.50	+\$500	\$736.50
May 2016	\$405.66	+\$500	\$905.66		Nov 2016	\$202.66	+\$500	\$702.66
June 2016	\$371.84	+\$500	\$871.84		Dec 2016	\$168.84	+\$500	\$668.84

### 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

## **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](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.**

**Dues and fees are paid in advance and are nonrefundable!**

# APPLICATION FOR REALTOR® MEMBERSHIP

APPLICATION DATE \_\_\_\_\_

NAME

First \_\_\_\_\_ Last \_\_\_\_\_

Office Name \_\_\_\_\_ OFFICE ID \_\_\_\_\_

Home Address \_\_\_\_\_

Street Address

\_\_\_\_\_

City, State Zip

Office Phone \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Office Fax \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Personal Phone (Direct Line) \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Birth Date \_\_\_\_/\_\_\_\_/\_\_\_\_ LICENSE # \_\_\_\_\_

E-Mail Address \_\_\_\_\_

MAAR APPLICATION \$500 (Amount Prepaid \$ \_\_\_\_\_)

AMOUNT OF APPLICATION PAID TODAY \$ \_\_\_\_\_

MAAR DUES \$ \_\_\_\_\_

TOTAL MAAR CHECK \$ \_\_\_\_\_

TOTAL MLS CHECK \$ \_\_\_\_\_

**OUR MLS PASSWORD PROTECTED WEBSITE IS www.alamls.net (please see also the public site www.alamls.com.)**

**YOUR USER NAME WILL BE \_\_\_\_\_**

**YOUR PASSWORD IS \_\_\_\_\_**

(case sensitive)

SUPRA INFO:

SUPRA ISSUANCE FEE (FOR KEY)

\$60(Active Key) \$50(eKey) upon receipt of KEY

*\*\*\*Keys assigned by appointment only.*

	AREC License Verified
	Appraiser Board Verified
	Rapattoni
	NRDS
	MLS
	KimWeb – Supra

## APPLICATION FOR MEMBERSHIP

I \_\_\_\_\_ hereby apply for REALTOR® Membership in the Montgomery Area Association of REALTORS®, agree to pay a nonrefundable \$500 application fee and agree that, if accepted for Membership in the Association of REALTORS® and or Multiple Listing Service, Inc., I shall pay the fees and dues, as from time to time established by the Board of Directors.

I accept the duty to arbitrate business disputes in accordance with the Code of Ethics and Arbitration Manual of the National Association of REALTORS® and to comply with the Constitutions, Bylaws, and Rules and Regulations of the Montgomery Area Association of REALTORS®, the Alabama Association of REALTORS® and the National Association of REALTORS®.

I acknowledge that if accepted as a Member and subsequently resign or am expelled from membership in the Association with an ethics complaint or arbitration request pending, the Board of Directors may condition renewal of membership upon my verification that I will submit to the pending ethics or arbitration proceeding and will abide by the decision of the Hearing Panel; or if I resign or am expelled from membership without having complied with an award in arbitration, the Board of Directors may condition renewal of membership upon my payment of the award, plus any costs that have previously been established as due and payable in relation thereto, provided that the award and such costs have not, in the interim, been otherwise satisfied.

**I have read and understand the information in this document and agree to adhere to the responsibilities outlined here and on the attachment.** I also understand that I have a responsibility to become familiar with and adhere to the MAAR/MLS Bylaws, Rules and Regulations.

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Signature

Date

I understand that by providing my mailing address (es), email address (es), telephone number(s) and fax number(s), I consent to receive communications sent from the Montgomery Area Association of REALTORS®, Alabama Association of REALTORS® and the National Association of REALTORS® via U.S. mail, email, telephone or facsimile at those number(s)/ location(s).

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Signature

Date

## MAAR INFORMATION SHEET

1. **Authorized use of SUPRA Key** All SUPRA equipment is for the *sole* use of the SUPRA key holder.
2. **Lost SUPRA Key:** Contact MAAR immediately if your SUPRA Key is lost or stolen. To receive a replacement SUPRA Key you must provide MAAR a police report for SUPRA and provide proof of lost or theft insurance or pay the replacement equipment cost of the lost or stolen SUPRA product.
3. **Supra Key boxes:** Supra key boxes (the iBoxBT) are purchased for \$105 each.
4. **Authorized use of MLS Data:** Information in the MLS computer is the copyrighted property of MLS. You *may not* give MLS full printouts to customers or clients. The MLS Rules and Regulations govern providing customary printouts. The confidential and protected information contained in MLS could be misleading to your customer's and client's and/or allow them to take unfair advantage of sellers.
5. **Confidential Information:** Do not share information provided to you in confidence.
6. **Hip Pocket Listings:** Avoid "hip pocket" listings, i.e. listings on which you do not have a signed contract. Without a contractual agreement between you and the seller, there is no guarantee you will receive a commission, even if you introduce the property the purchaser. Offer the seller a 24 hour, limited contract prior to showing the property to anyone.
7. **Soliciting a Listing:** Soliciting a listing which is already filed with MLS is prohibited until that listing has expired. Agents may not initiate contact with the seller to obtain a future listing.
8. **Accuracy of MLS Data:** The MLS depends on you to keep MLS computer information accurate and up to date. Inaccurate information may put you and your fellow REALTORS® in an embarrassing position or potentially expose you to legal action. All status changes for listings must be made within 48 hours.
9. **Showing and Negotiations:** Appointments for showings and negotiations with the seller for the purchase of listed property filed with MLS must be conducted through the listing Participant (broker) unless the listing Participant gives the cooperating Participant specific authority to show and/or negotiate directly or after reasonable effort, the cooperating Participant cannot contact the listing participant or his representative.
10. **Transmitting Offers:** You must transmit all offers, counter offers and acceptances in an efficient and timely manner; personal convenience is a secondary consideration.
11. **Professional Courtesy:** When dealing with fellow REALTORS® and homeowners, common courtesy goes a long way. When showing a home, leave everything as you found it; your business card should be the only evidence of your visit.
12. **Rates and Fees:** MAAR and MLS do not set rates and fees. *A broker's compensation for services rendered in respect to any listing is solely a matter of negotiation between the broker and his or her client, and is not fixed, controlled, recommended, or maintained by any persons not a party to the listing agreement.* Please discuss your company policy with your broker to determine what to charge your client.

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

Membership disclosure and agreement effective January 1, 2015

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.

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

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

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Print Name

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Signature

Updated 01/01/2015

For Office Use Only

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