

SOUTH BAY ASSOCIATION OF REALTORS®

Broker REALTOR® Membership

We appreciate your interest in becoming a member of the South Bay Assn of Realtors® and extend our cooperation.

BROKER PROCEDURES

REQUIREMENTS

- A) Application for membership completely filled out.
- B) Department of Real Estate Broker License.
- C) DRE Proof of Corporation name or DBA if any.
- D) Copy of a California ID or Drivers License.

***NOTE: Incomplete applications will not be accepted. If you do not have all of the required documentation together with payment of all fees, your application will be mailed back . NO EXCEPTIONS.*

DAY OF SUBMITTAL

- A) Application will be reviewed & processed.
- B) New member information will be given.
- C) Association Membership, Winforms and MLS access will be explained.
- D) Receipt of payment.
- E) Orientation and Matrix MLS classes will be scheduled.

Orientation N.A.R. mandated ethics training and induction. New members are to attend the first orientation available to them.

MLS Training Matrix MLS class must be taken within thirty (30) days from date joined to maintain MLS Access.

Secondary / Transferring from another Association

- A) Dual or Waiver form from previous Association with NAR membership ID number.
- B) Local Association and MLS fees are due. (C.A.R. and N.A.R. fees are transferable)

SUPRA

Keypads and lockboxes can be leased/purchased 24hrs after application is processed.



www.SouthBayAoR.com
22833 Arlington Ave. Torrance, CA 90501

Phone 310-326-3010
Fax 310-326-3650

REALTOR® AND/OR M.L.S. MEMBERSHIP APPLICATION

1. I apply for the following categories of membership (check all applicable boxes):
- | | |
|---|--|
| <input type="checkbox"/> Designated REALTOR® (Broker of Record) | <input type="checkbox"/> M.L.S. Broker Participant |
| <input type="checkbox"/> REALTOR® | <input type="checkbox"/> M.L.S. Subscriber (salesperson) |

If applying for the following categories you must submit a Dues Waiver of Fees from current Association and C.A.R./N.A.R. ID

- NRDS #** _____
- Association Transfer Secondary Membership

GENERAL INFORMATION

2. Name (as it appears on your license): _____
3. Firm Name: _____
4. Firm Address: _____
(street) (city) (state) (zip)
5. Firm Telephone Number: _____ Firm Fax Number: _____
6. Home Address: _____
(street) (city) (state) (zip)
7. Home Telephone Number: _____ Home Fax Number: _____
8. Which do you want as the primary Mailing address? Firm Home
9. Last 4 of Social Security #: ____/____/____/____ Driver's License #: _____ Birth date : ____/____/____
10. E-mail Address: _____ URL or Web Site: _____
11. DRE License #: _____ Expiration Date: _____
Type Broker Salesperson
12. Professional Designations: GRI CRS Other(s) (please Specify): _____
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 Boards/Associations of REALTORS® to which you **CURRENTLY BELONG TO** as a REALTOR® or M.L.S. Participant or Subscriber:

List all Boards/Associations of REALTORS® to which you **PREVIOUSLY BELONGED TO** as a REALTOR®, or M.L.S.

Participant or Subscriber: _____



15. 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® membership. Persons other than principals, partners, corporate officers or branch office managers of real estate or appraisal firms who hold a valid California real estate broker's license must remain employed by or affiliated with a M.L.S. Broker Participant or M.L.S. Appraiser Participant of the M.L.S. in order to join as M.L.S. Subscriber. If applicable, please complete below:

Print Name of Designated Broker: _____

Designated Broker DRE License #: _____

16. **DESIGNATED REALTOR®/M.L.S. BROKER AND APPRAISER PARTICIPANT APPLICANTS ONLY.** Designated REALTOR® and M.L.S. Broker and Appraiser Participant applicants must provide the Board/Association a list of licensees employed by or affiliated with them and must also regularly update the Board/Association on any changes, additions, or deletions from the list. On a separate sheet or form, please list all licensees under your license, including their name, the type of license, and their DRE or OREA license #.
17. I am a (check the applicable boxes):
- | | |
|--|--|
| <input type="checkbox"/> sole proprietor | <input type="checkbox"/> general partner |
| <input type="checkbox"/> corporate officer | <input type="checkbox"/> branch office manager |
18. If you checked any box in question 17, you must answer the following:
- a. Are you or your firm subject to any pending bankruptcy proceedings?
 Yes No
- b. Have you or your firm been adjudged bankrupt within the last three (3) years?
 Yes No
- If you answered yes to (a) or (b), you may be required to make cash payments for membership dues and M.L.S. fees.
- c. I certify that I have no record of official sanctions rendered by the courts or other lawful authorities within the past three (3) years for violations of:
- | | | |
|---|--|--|
| (i) civil rights laws | <input type="checkbox"/> Yes, I certify. | <input type="checkbox"/> No, I cannot certify. |
| (ii) real estate licensing laws | <input type="checkbox"/> Yes, I certify. | <input type="checkbox"/> No, I cannot certify. |
| (iii) other laws prohibiting unprofessional conduct | <input type="checkbox"/> Yes, I certify. | <input type="checkbox"/> No, I cannot certify. |
- If you could not certify any of the above, please attach additional sheets with all relevant details about the violation(s), including the date(s), type of violation(s), and a copy of the discipline, if any.
19. Have you been disciplined by any of the above Boards/Associations or M.L.S. listed in question 15?
 Yes. If yes, attach copies of the discipline.
 No.
20. Have you ever been disciplined by the DRE?
 Yes. If yes, provide all relevant details and dates (or attach copies of discipline).
 No.

GENERAL TERMS AND CONDITIONS OF MEMBERSHIP

1. **Bylaws, policies and rules.** I agree to abide by the policies, rules and bylaws of the Board/Association, as well as the constitution, bylaws, policies and rules of the California Association of REALTORS® and National Association of REALTORS®. All in which reserve the right to regularly amend any or all policies.
2. **Use of the term REALTOR®.** I understand that the professional designation REALTOR® is federally registered trademarks of the National Association of REALTORS® ("N.A.R.") and use of this designation is subject to N.A.R. rules and regulations. 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®, I will discontinue use of the term REALTOR® in all certificates, signs, seals or any other medium. ____ (int.)
3. **Orientation.** I understand that the Board/Association requires orientation. I must attend such orientation within 60 days after submitting my member application to the Board/Association or M.L.S.. **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 notified by mail or in person of the next scheduled orientation. ____ (int.)
4. **No refunds.** I understand that my Board/Association membership dues and M.L.S. fees are non-refundable. In the event I fail to maintain eligibility for membership or for M.L.S. Services for any reason, I understand I will not be entitled to a refund of my dues or fees.
5. **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 Department of Real Estate, my current or past responsible broker or designated REALTOR®, or any Board/Association or M.L.S. where I held, or continue to hold, any type of membership. I further authorize any Board/Association or M.L.S. where I held, or 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.
6. **Permission to communicate.** By signing below, I expressly authorize the 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 Association/ M.L.S.. ____ (int.)



Orientation & M.L.S. Agreement

REALTOR® Induction

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 shall attend the first available Orientation and induction meeting within sixty (60) days from the joined date. If I am unable to attend I will make arrangements to attend the next available class.

I will abide by the South Bay Association of REALTORS® Bylaws, Code of Ethics, & the Multiple Listing Rules and Regulation

Matrix M.L.S. Training

I understand that the M.L.S. requires that I attend a Matrix training class that must be taken within sixty (60) days from date joined to maintain M.L.S. Access.

Failure to satisfy the association requirements within the time specified from the date of application, will result in denial or termination of membership

APPLICANT SIGNATURE

DATE



M.L.S. SUBSCRIPTION ACKNOWLEDGEMENT

I represent that I am a real estate Salesperson, and duly licensed as such by the State of California. I hereby apply for subscription in the Multiple Listing Service "M.L.S.". My DRE License number is _____ with expiration of ____ / ____ / ____.

I hereby acknowledge receipt of current copy of the M.L.S. Rules and Regulations for my personal retention. I represent that I have read the same and agree to abide by them 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 (1-4 units), vacant lots and acreage listings taken on C.A.R. exclusive right or exclusive agency listings forms be submitted to the Association within 48 hours after all necessary signatures are obtained.

I understand that as a condition of subscription in the South Bay Association of REALTORS® M.L.S., each subscriber agrees to arbitrate disputes arising out of the real estate business, with any other Participant or Subscriber of the M.L.S. 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.

Applicant Name: _____

Applicant Signature

Date: ____ / ____ / ____

Broker Signature

Print Broker Name

***South Bay Association of REALTORS®
Salesperson/Broker
Fee Schedule Notification***

REALTOR® Dues

Annual Association REALTOR® dues are pro-rated on a monthly basis and are due by December 31st of each year. Dues not paid on time will have a late penalty of \$25 and an additional \$55 C.A.R. and Local reinstatement fee after the member has been inactivated. If you fail to pay your dues your membership will be terminated without notice and to reinstate your account you will be required to pay any start up fees and past due assessments.

M.L.S. Subscription Fees

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

NOTE: Once you are terminated and/ or suspended for Non-payment the association will automatically bill the Broker of record for your portion of dues or M.L.S. fee and the broker will become responsible for payment.

I have read and understand the billing procedures and a copy of this agreement has been given to me for my files.

_____/_____/_____
Signature

Revised 2/8/08



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Incomplete Applications will not be processed
****Before Submitting make sure you have:****

1. Membership Application completely filled out and signed by broker
2. Copy of Department of Real Estate License
3. Copy of California ID or Drivers License
4. Payment

**Credit Card Authorization Form
New Member**

Applicant Name Last _____ First _____

I authorize my Master _____ / Visa _____ / AmEx _____
To be charged the amount of \$ _____

Card Number _____ Exp ____/____

Last 3 digits located on the back of the card on signature box _____

Billing Address for Credit Card _____

City _____ CA _____ Zip _____

_____ Date ____/____/____
Cardholder Signature

Office Use Only

Capture # _____ Date ____/____/____

Notes _____

