

SOUTH BAY ASSOCIATION OF REALTORS®

How to apply for REALTOR® Membership

SALESPERSON REQUIREMENTS

- A) Application for membership (Designated Broker, REALTOR®, M.L.S. Subscriber)
 - B) Department of Real Estate License
 - C) Copy of California ID or Drivers License
 - D) Attend Orientation
- After filling out the application in detail, if you are a Salesperson, have your Designated REALTOR®(Broker) sign your application.

Incomplete applications will not be accepted. If you do not enclose all of the required documentation together with payment of all fees, your application will be returned to you.

PROCEDURES

Submission

- A) Application must be completely filled out and must be dropped off in person.
- B) Faxes will not be accepted.
- C) Payments can be made by cash, check or credit card (MC, Visa, or Amex.). Partial payments are not accepted

Transferring from another Association or Secondary Membership

- A) Completed application form with required documents as above
- B) Dues Waiver form from previous/ current Association with NAR membership ID number.
- C) Local Association and M.L.S. fees. (C.A.R. and N.A.R. fees are transferable)

Processing

After processing your application you will be notified in person at the time of processing or by email. Processing may take up to 48 hours before membership is activated.

Orientation

You will be notified of the next Orientation Class date. If you are unable to attend on that date you will be given an alternate date. Members have 60 days to complete this requirement. If you do not attend your membership will be suspended until completion.

SUPRA

Keys and lockboxes may be purchased/leased once e-mail is received.

**We appreciate your interest in becoming a member of the
South Bay Association of REALTORS® and extend our cooperation.**



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):
[] Designated REALTOR® (Broker of Record) [] M.L.S. Broker Participant
[] REALTOR® [] 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):
 sole proprietor general partner
 corporate officer 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.)

7. **Additional terms and conditions for M.L.S. applicants only.** I understand and agree that by becoming and remaining a broker participant or subscriber to the M.L.S., I agree to abide by the M.L.S. rules, as from time to time amended, including but not limited to the following:
- A. I agree not to use the M.L.S. data for any purpose other than to market property or support market valuations or appraisals as specifically set forth in the rules.
 - B. I agree not to reproduce any portion of the active listings except as provided in the M.L.S. rules.
 - C. I agree not to download M.L.S. data except as provided in the M.L.S. rules.
 - ___ D. I agree not to allow anyone other than authorized participants, their subscribers and the clerical users as defined in the M.L.S. rules to access any computer receiving M.L.S. information. I agree not to transmit the information to any participants, subscribers and clerical users not authorized to access the system by the rules. I agree not to use the M.L.S. to create another product except as may be used by the participant who downloaded the data in compliance with the M.L.S. rules.
 - ___ E. I agree I will not give or sell my password to any person nor make it available to any person. I further understand that the California Penal Code and the United States Code prohibits unauthorized access to computer data bases. I agree not to allow such unauthorized access by use of either any of my equipment or pass codes.
 - ___ F. I understand that clerical users may be authorized to have limited access to the M.L.S. for clerical support only. I understand that clerical users are not allowed to use the information in any way other than to provide such information to me. Person performing any activities that require a real estate license are not eligible for this clerical users classification. I further understand that any violation by a clerical user employed by me, under contract with me or used by me is my responsibility and can result in discipline and ultimate termination of M.L.S. services.
 - ___ G. The security of many homeowners in the area depends on the security of the lockbox system. I will not lend or make available my lockbox key to any person, even if an authorized M.L.S. user. I further understand that the Board can incur costs in securing the system if I fail to take adequate measures to protect my key and lockbox and that I may be held responsible for these costs.
 - H. I understand and agree that the above statements are in addition to the M.L.S. rules, to which I have also agreed. Violation of any M.L.S. rule may result in discipline, fine and ultimate termination of the service. In addition to that, my actions may cause damage to the Board/Association which owns the M.L.S. and the Board may pursue its legal remedies against me to recover such damages.

9. **REALTOR®, and M.L.S. applicants; Arbitration Agreement.** A condition of membership in the Board/Association as a REALTOR® and participation in the M.L.S. is that you agree to binding arbitration of disputes. As a Designated REALTOR® 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® 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 M.L.S. Broker or Appraiser Participant or M.L.S. 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 M.L.S. participants and subscribers; or (ii) any other M.L.S. Broker or Appraiser Participant or M.L.S. Subscriber of another Board/Association M.L.S. which shares a common database with this Board/Association M.L.S. 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.

SIGNATURE

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.

Signature of Applicant

Date of Signature

Print Applicant Name

Signature of Broker

Date of Signature

Print Broker Name



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 thirty (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



22833 Arlington Ave. Torrance, CA 90501

Phone 310-326-3010
Fax 310-326-3650
www.SouthBayAoR.com

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	_____ _____

