



SALESPERSON

PLEASE READ CAREFULLY!

NEW MEMBER SIGN UP CHECK LIST

It is our desire to make your introduction to our Association as pleasant, convenient and efficient as possible. Call Tina at 831-393-8660 to schedule your appointment. Your sign-up can take up to an hour.

_____ **Made an appointment (required).**

_____ **License with broker on BRE prior to appointment.**

If license is not showing on BRE with the broker you will be rescheduled.

_____ **Completed MLS application online** including payment prior to appointment, please bring copy of receipt to lease a Supra key during your appointment. **MLSListings, Inc. sign up will take up to 24 hours.**

After May 19, 2014 all new subscribers to MLSListings must attend Mandatory MLSListings Training within the first 60-days of joining.

_____ **Application completed prior to appointment.**

Broker (DR/Designated REALTOR®) must sign the applications **if broker signature is missing you may be rescheduled.**

_____ **Key Usage Agreement completed & signed by broker; choose from the following types of keys.**

1. SUPRA Active Key, device about the size of a pager.
2. SUPRA eKey (**smart phone**) – Your smart phone will need to be **fully charged** and you will need to have your **password** to download the **free app**.

_____ **Payment ready at time of sign up.**

MCAR – Cash, Check, Visa, American Express or MasterCard

Supra – Credit card ONLY - Visa, MasterCard, Discover & American Express

_____ **Have real estate & driver's license (required).**

_____ **Ready to schedule my required MCAR classes.**

Your membership will be **CONDITIONAL** upon completion of the “NEW MEMBER OBLIGATIONS” which consists of:

- **New Member Orientation (half day) (6 months to complete)**
- **Contract Classes (full day) (6 months to complete)**
- **Online NAR Ethics course (6 months to complete)**
- **MLSListings orientation (60 days to complete)**

(02/17)



Application for Membership

I hereby apply for REALTOR® membership in the Monterey County Association of REALTORS®, California Association of REALTORS®, and National Association of REALTORS®. Persons other than principals, partners or corporate officers of real estate or appraisal firms must remain employed by or affiliated with a Designated REALTOR® to be eligible for REALTOR® membership.

Date: _____

Photo ID Verified

Male

Female

I hereby apply as a (check applicable box):

REALTOR®

Broker (Designated REALTOR®)

Broker of Record

PERSONAL INFORMATION

Name (As shown on BRE License): _____

BRE License #: _____
(license must be with "this" broker on BRE)

Exp. Date: _____

Salesperson

Broker

Home Address: _____

City *State* *Zip*

Home Phone: (____) _____

Home Fax: (____) _____

Cell Phone: (____) _____

Date of Birth: _____

Social Security #: _____ - _____ - _____

E-Mail: _____

Web-Site: _____

OFFICE INFORMATION

Office Name: _____ Broker Code _____

Office Address: _____

City *State* *Zip*

Office Phone: (____) _____

Office Fax: (____) _____

Direct Line: (____) _____

Extension: _____

Web-Site: _____

List all Boards/Associations of REALTORS® to which you **NOW** belong to as a member: _____

List all Boards/Association of REALTORS® to which you have **PREVIOUSLY** belonged as a member: _____

FOR BROKER (DESIGNATED REALTOR®) APPLICANT ONLY:

1. Are you a principal, partner, corporate officer or branch office manager? YES NO Which? _____

2. Company Information: Sole Proprietor Partnership Corporation LLC (Limited Liability Company)

If this is a Corporation please state name: _____

3. Please list ALL licensees (type of license/numbers under your license). **Attach sheet if necessary.**

Name	Broker or Salesperson	BRE# or Appraiser #

4. Name of Broker of Record or Designated Officer: _____

BRE #: _____

MEMBERSHIP POLICIES & AGREEMENTS

MISSION STATEMENT: The Monterey County Association of REALTORS® promotes professionalism, property rights and home ownership.

The Monterey County Association of REALTORS® upholds the following values High Ethical Standards.

- Professionalism
- Integrity
- Competency
- Industry Cooperation
- Community Focus

REFUND POLICY: I understand that my dues are non-refundable. In the event I fail to maintain eligibility for membership for any reason under the Bylaws, I understand I will not be entitled to a refund of my fees.

NEW MEMBER OBLIGATION POLICY AGREEMENT: (Effective January 1, 2001)

I understand that the National Association of REALTORS® and the Monterey County Association of REALTORS® Board of Directors have implemented the three (3) required classes below that I must complete within six (6) months of joining the association.

- **NEW MEMBER ORIENTATION**
- **EIGHT (8) HOUR CONTRACT CLASS**
- **NAR ONLINE ETHICS COURSE**

In the event that I am unable to attend either of the new member obligation classes or complete the online NAR ethics course, due to an illness or an emergency, I am entitled to **submit a written request to the CEO** for an extension of time to satisfy the orientation. The CEO must approve all requests for extension of time, and if an extension is granted my provisional membership will continue for the duration of the extension.

I acknowledge and fully understand the New Member Obligation Policy

➤ **Please Initial:** _____

AUTHORIZATION TO RELEASE AND USE INFORMATION WAIVER: I authorize the Monterey County Association of REALTORS® or its representatives to verify any information provided in this application including contacting any Board/ Association, the BRE, current or past broker or business associates. I further authorize any Board/Association in which I have been a member to release all membership and disciplinary records to the Monterey County Association of REALTORS® to use this information in determining future disciplining sanctions. I waive any cause of action including, but not limited to, slander, libel or defamation of character resulting from such verification, evaluation or other processing of this application or use of the information gathered by the Monterey County Association of REALTORS®, the California Association of REALTORS®, the National Association of REALTORS®, their agents, employees, committees or members.

➤ **Please Initial:** _____

ARBITRATION AGREEMENT: A condition of membership in the Monterey County Association of REALTORS® as a REALTOR® or REALTOR-Associate® 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 are a partner, officer, principal or branch office manager to binding arbitration of disputes with (i) other REALTOR® or REALTOR-ASSOCIATE® members of Monterey County Association of REALTORS®; (ii) with any member of the California or National Association of REALTORS®. Any arbitration under this agreement shall be conducted using the Monterey County Association of REALTORS® facilities and in accordance with Monterey County Association of REALTORS® rules and procedures for arbitration.

➤ **Please Initial:** _____

USE OF REALTOR® TRADEMARK: 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 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® or REALTOR-ASSOCIATE®, I will discontinue use of the term REALTOR® in all certificates, signs, seals or any other medium.

➤ **Please Initial:** _____

ACKNOWLEDGEMENT OF BYLAWS, POLICY & PROCEDURES, CODE OF ETHICS: By becoming and remaining a member, I agree to abide by the Policy, Bylaws, Code of Ethics, and any other rule as from time to time amended by the National Association of REALTORS®, California Association of REALTORS®, and the Monterey County Association of REALTORS®. **I understand that I can download the current Bylaws, Policy & Procedures and Code of Ethics from the MCAR official website – www.mcar.com/MCAR_MEMBER_RESOURCE_CENTER.**

➤ **Please Initial:** _____

SIGNATURE OF APPLICANT AND DESIGNATED REALTOR®: REALTOR® membership is open only to individuals. Therefore, all REALTORS® must, as a condition of membership, agree to be PERSONALLY LIABLE for timely payment of all M.C.A.R. charges. In addition, all Designated REALTORS® and Franchise Corporate Officer applicants, must, as a condition of membership, PERSONALLY GUARANTEE the timely payment of all M.C.A.R. charges to their firm. Association member dues and fees are non-refundable. **Payments may be deductible as ordinary and necessary business expenses. Please consult your tax professional.**

I certify the information given in this application is true and correct.

Applicant's Signature

X _____
BROKER Signature (Designated REALTOR®)

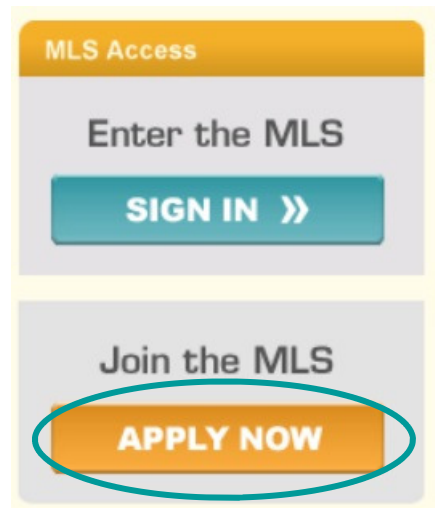
Date

Date

*Contributions or gifts to the Monterey County Association of REALTORS®, the California Association of REALTORS®, the National Association of REALTORS®, IMPAC and CREPAC are not deductible as charitable contributions for federal income tax purposes. However, dues may be tax deductible as ordinary and necessary business expenses. REALTORS and REALTOR-ASSOCIATES may participate in Political Survival by including a voluntary donation on the same check as your dues payment. No contributor will be favored or disfavored by reasons of the amount of his/her contribution or his/her decision not to contribute. Failure to contribute will not affect an individual's membership status in C.A.R.



To join the MLS service:
Click **APPLY NOW** on
www.pro.mlslistings.com
866-734-5787



The diagram is set against a background of a house at night. It is divided into three vertical panels, each with a numbered circle at the top. Panel 1: "1 You Apply Online" with three bullet points. Panel 2: "2 We Verify" with three bullet points. Panel 3: "3 You Agree and Pay" with three bullet points. At the bottom, there are two ovals: "New Subscriber" and "Returning Subscriber".

1 You Apply Online

- Find your CA license information.
- Agents, make sure your broker subscribes to MLSListings.
- Follow directions on this page to apply.

2 We Verify

- We verify and process. (approx. 1 business day)
- If we have any questions, we'll contact you.
- You'll receive an email with instructions.

3 You Agree and Pay

- Follow email instructions to sign in.
- Temporary password expires after 5 days.
- Review agreements and pay fees.

New Subscriber **Returning Subscriber**

Mandatory Class Requirement

Beginning on May 19, 2014 all new subscribers to MLSListings must attend Mandatory MLSListings Training within the first 60-days of joining.

Getting started in the real estate industry can be daunting when it comes to technology tools and which ones are vital to build your business with a strong foundation. We are here to help!

What is the course? It's a three-hour, three-module seminar focusing on:

- * MLSListings Overview and Rules (1 hour)
- * Search and Report Essentials (50 minutes)
- * Listing Management (50 minutes)

SUPRA KEY LEASE AGREEMENT

The MLSListings, Inc. participant or subscriber who signs this Agreement is authorized to be the exclusive holder (Holder) of the Supra Key # . This authorization will continue as long as Holder complies with all the terms and conditions of this Agreement.

In the event of any default by Holder, in addition to any other penalties assessed hereunder, the Key will be electronically deactivated without further notice. The MLSListings, Inc. participant who signs this Agreement on behalf of Holder unconditionally guarantees the full and prompt performance of this entire Agreement.

PURPOSE: Holder shall use the Key only for the purpose of gaining authorized entry into real property at which the Supra Key system has been installed.

SECURITY OF CARD: Holder acknowledges that it is necessary to maintain security of the Key to prevent its use by unauthorized persons. Consequently, Holder agrees:

- A) To keep the Key in Holder's possession or in a safe place at all times and at all times to be accountable to the Association of REALTORS® which hereby authorizes the usage of the Key (Association).
- B) Not to allow Holder's personal identification number (PIN) to be attached to the Key or to be disclosed to any third party.
- C) **Not to loan the Key to any person, for any purpose whatsoever, or to permit the Key to be used by any other person.**
- D) Not to assign, transfer or pledge this Key Agreement.
- E) To follow all additional rules and regulations as specified in this Agreement or as adopted by the Association from time to time with respect to the Key or any other aspect of the system.

UNAUTHORIZED USE: Holder also acknowledges that the Key will only be used with written consent of the property owner and for the limited purpose of showing or appraising the listed property and for no other reason.

PAYMENT OBLIGATIONS: In consideration of this agreement, Holder agrees to remain current on all financial obligations to MLSListings and all financial obligations to the Association in which the participant and/or subscriber is a member, including all dues, fees and such other charges as are established from time to time by MLSListings, Inc. and by said Association.

INDEMNITY: Holder indemnifies and holds harmless MLSListings, Inc. and the Association in which Holder is a member from any and all claims arising out of Holder's possession and use of the Key; and further agrees to reimburse MLSListings, Inc. and/or the Association for all expenses incurred in enforcing the terms of this Agreement, including attorney's fees.

LIQUIDATED DAMAGES: Holder agrees that the damages arising from any unauthorized use of the Key are extremely difficult to ascertain, and Holder therefore agrees that the damages for any such unauthorized use shall be liquidated in the amount of up to two thousand dollars (\$1,500 re-activation fee, hearing and one on one ethics class with live instructor totaling up to \$2,000). Holder shall be entitled to a hearing under the Association's hearing procedures to show cause as to why such liquidated damages should not be imposed.

CRIMINAL PENALTIES: Take notice that any unauthorized use of the Key to enter a residence is a crime punishable by fine and imprisonment under California Penal Code 602.5.

FEES: Holder agrees to pay such fees for the usage of the Key as are established by the said Association.

ACTIVE KEY USERS: This key is a leased Supra product and must be returned when inactive.

eKEY USERS: In the event your eKey status becomes inactive (MLS is inactivated or your license with BRE is NBA), your eKey will be removed from your Supra account prior to your next month's billing. The \$75 issuance fee will be required when/if leasing another key.

I also received a copy of the, three page, **Supra Keyholder Agreement**.

Holder Name (Print): _____ BRE #: _____

Holder (Signature): _____ Date: _____

Office Name: _____ Broker Code: _____

Broker/Participant (Signature): **X** _____ Date: _____