

New Member Checklist

Attention Salespersons: Prior to applying for membership, your DRE license must be attached to your Brokers account.

Walk-in membership processing hours: Monday–Friday 8:00 a.m. – 4:00 p.m.
Processing time for emailed applications: up to two business days

Please provide the following:

- ✓ Completed membership application with
- ✓ Broker's signature
- ✓ Copy of Driver's License
- ✓ Copy of DRE License
- ✓ Completed Credit Card Authorization Form

Note: incomplete applications will not be processed until all requirements are submitted.)

Transferring Members

Please provide everything in the check list above as well as a Letter of Good Standing from your previous Association stating that your NAR/CAR dues are paid for the current year along with an orientation date. NAR/CAR dues are transferable.

- If you have a Supra ActiveKey, please make sure have turned it back in to your previous Association.
- If you have a Supra eKey, please make sure your previous Association has cancelled the key service otherwise you will be billed for two keys.

MEMBERSHIP APPLICATION

*** Membership Application DOES NOT include Supra Key Lease. This is a separate pro-rated charge. Check or Credit Card accepted, NO CASH***
(Membership Fees are payable by Cash, Credit Card, or Check made to SRCAR)

General Information

I am applying for (check all that applies): REALTOR MLS Appraiser Other: _____

Name: _____

Firm Name: _____

Firm Address: _____ City: _____ State: _____ Zip: _____

Firm Phone #: _____ Firm Fax #: _____

Home Address: _____ City: _____ State: _____ Zip: _____

Home Phone #: _____ Home Fax #: _____

Cell Phone #: _____ Keep these numbers private: Home Home Fax Cell

Email: _____

Social Security Number: _____ Driver's License Number: _____

BRE/OREA License Number: _____ Type: Broker Salesperson Expiration: _____

REQUIRED DOCUMENTATION

When submitting application, please provide a copy of the following items: BRE LICENSE and DRIVERS LICENSE

TRANSFERS or SECONDARY Members Only

** A Letter of Good Standing from the Association/Board you are coming from is needed verifying payment of C.A.R. and N.A.R. dues and attendance of REALTOR® Orientation. **

Name of Association you are transferring from or hold primary membership at: _____

Have you paid C.A.R. and N.A.R. dues for the previous/current year? Yes No NRDS #: _____

Multiple Listing Service

Sharing of Passwords into the MRMLS system is a violation of the SRCAR MLS Bylaws and will result in immediate termination of Membership. _____ (Initial)



Have you been or are you an active CARETS member from 2008 to present? If yes, please provide proof of active membership during that time frame, provided by your previous Association, to waive your \$40.00 MLS security fee.

Paperless Billing

The Southwest Riverside County Association of REALTORS®/Multiple Listing Service is GREEN. All invoices including MLS dues billing, Lockbox lease fees & REALTOR® dues will be emailed directly to your email address. It is your responsibility to ensure we have the correct and working email address on file. _____(Initial)

Online Billing Password (up to 8 characters long): _____

(Note, if you do not choose a password, one will be assigned. Also, this is NOT the same password that will be used to log into the MLS)

SRCAR sends billing statements via email, to opt-out and receive mailed statements, check your preferred destination (\$10.00 fee applies)
[] Home [] Office

Company Affiliation

I am a: [] Individual Broker [] Business Partner [] Corporate Broker [] Agent

Other than Agents, please answer the following:

- Are you subject to any pending bankruptcy proceedings? [] Yes [] No
Have you been adjudged bankrupt within the last three (3) years? [] Yes [] No
Do you have any record of official sanctions by a court or other lawful authority within the last three years for:
Civil Rights Laws? [] Yes [] No
Real Estate Licensing Laws? [] Yes [] No
Other Laws Prohibiting unprofessional conduct? [] Yes [] No
Have you ever been convicted of a felony? [] Yes [] No

General Terms & Conditions of Membership

- 1. ARBITRATION AGREEMENT: (a) I hereby agree for myself and the firm for which I act to binding arbitration of disputes with any member of this Association, with any member of C.A.R. in accordance with its rules and regulations or any client covered by the Association rules. (b) Further, I agree to binding arbitration in accordance with Association/MLS rules, with any other MLS Participant of this Association/MLS or with any other MLS Participant or Subscriber of this Association/MLS or with any other MLS Participant or Subscriber of an Association/MLS which shares a common database with this Association/MLS through a regional or reciprocal agreement. _____(initial)
2. NO REFUND: I understand that my dues and MLS fees are non-refundable. In the event I fail to maintain eligibility for membership or for MLS Services for any reason under the bylaws or MLS rules, including but not limited to discipline by the Association/MLS, I understand I will not be entitled to a refund of my dues or fees. _____(initial)
3. RETURNED CHECK POLICY: I have read and understand the returned check policy as posted on the website, srcar.org, and acknowledge that this policy may change without notice.
4. AUTHORIZATION TO RELEASE AND USE INFORMATION AND WAIVER: I authorize the Association/MLS or its representatives to verify any information in this application including contacting any Board/Association/MLS, the DRE, current or past broker or business associates. I further authorize any Board/Association/MLSs in which I have been a member or MLS Participant or Subscriber to release all membership and disciplinary records to the Board/Association/MLS to which I am applying. I further authorize this Association/MLS to use this information in determining future disciplinary 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 Association/MLS, C.A.R., N.A.R. or their agents, employees, committees or members.
5. I 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.
6. I understand that if the Association/MLS requires orientation, I must attend such orientation prior to becoming a REALTOR® member, REALTOR® Broker or Agent. Cost to attend orientation is \$20 due at the time of registration. Registration fees collected will be allocated as a REALTOR® Action Fund investment. _____(initial)
7. By becoming and remaining a member, I agree to abide by the Constitution, 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 Association/MLS.
8. I understand and agree that by becoming and remaining a participant or subscriber to the MLS, I agree to abide by the MLS rules, as from time to time amended, including but not limited to the following:

- a. I agree not to use the MLS 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 unless specifically authorized under the rules.
 - c. I agree not to download MLS data except as provided in the MLS rules.
 - d. I agree not to allow anyone other than authorized participants, their subscribers and the clerical users as defined in the MLS rules to access any computer receiving MLS 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 MLS to create another product except as may be used by the participant who down-loaded the data in compliance with the MLS 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 the clerical users I have registered may be authorized to have limited access to the MLS 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. Persons performing any activities that require a real estate license are not eligible for this clerical user's 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 to me and ultimate termination of MLS services to me.
 - 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 or programmer to any person, even if an authorized MLS user. I further understand that the Association can incur costs in securing the system if I fail to take adequate measures to protect my key, programmer and lockbox and that I agree to be responsible for these costs.
 - h. I understand and agree that the above statements are in addition to the MLS rules, to which I have also agreed. Violation of any MLS rule may result in discipline, fine and ultimate termination of the service. In addition to that, my actions may cause damage to the Association which owns the MLS and the Association may pursue its legal remedies against me to recover such damages.
 - i. I understand that any member of the Association/MLS may be reprimanded, placed on probation, suspended or expelled for sexual harassment of an Association or MLS employee after a hearing in accordance with the established procedures of the Association. The decision of the appropriate disciplinary action to be taken shall be made by an investigatory team comprised of the President, President-elect and/or Vice President and one member of the Board of Directors selected by the highest ranking officer not named in the complaint, upon consultation with counsel for the Association. If the complaint involves the President, President-elect or Vice President, they may not participate in the proceedings and shall be replaced by the Immediate Past President or alternatively, by another member of the Board of Directors selected by the highest-ranking officer not named in the complaint.
9. Photograph and Media Release: I hereby grant permission to the Southwest Riverside County Association of REALTORS® (SRCAR), its employees, and/or representatives, to take and use photographs/digital images of me for use in promotional and/or educational materials. These materials might include printed or electronic publications, websites, or other electronic communications. I further agree that my name and identity may be revealed in descriptive text or commentary in connection with the image(s). I authorize the use of these materials indefinitely without compensation to me. All negatives, prints, and/or digital reproductions shall be the property of SRCAR. I hereby release, discharge, and agree to save harmless SRCAR from any liability that may occur or be produced in the taking of said picture or in any subsequent processing thereof, as well as any publication thereof, including without limitation any claims for libel or invasion of privacy. This agreement shall be binding upon my signing of this application. _____ (initial)
10. In accordance with the Bylaws of the Association, Article V, Section 14 reads: Applicants for REALTOR® membership shall complete an orientation program on the Code of Ethics, meeting the minimum criteria established by N.A.R. for new member ethics training. Failure to satisfy this requirement within sixty (60) days of the date of application will result in denial of the membership application. In addition, failure to attend orientation is a violation of a membership requirement and results in suspension of membership until the requirement is met or until membership is automatically terminated. _____ (initial)



REQUIRED SIGNATURES Application can't be processed without the following

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: _____

Signature of Broker: _____ Date: _____

Credit Card Authorization

Card Information

Name: _____

Office: _____

Billing Zip: _____

Phone #: _____

Type of Credit Card: Visa MasterCard Discover Amex Other: _____

Credit Card #: _____

Expiration Date: _____

Security Code (CID): _____

Name on card if different from Above: _____

Payment For: _____

Total Amount: \$ _____

Authorization

I authorize the Southwest Riverside County AOR to charge my Credit/ATM card as indicated above.

Signature: _____ Date: _____