

REALTOR® Membership Information

Applying for Membership

Applicants for membership in the Kerrville Board of REALTORS® must complete an application form, pay the required fees and dues, attend a new member orientation session, attend MLS training, and be approved by the Board of Directors. Brokers who wish to participate in the MLS must complete a separate MLS application and pay an MLS application fee.

Dues & Fees

Applicants must pay an application fee and annual membership dues. Annual dues include membership dues for the local, state, and national associations, and are prorated monthly according to when your broker sponsored you. If you are already a member of another Board, you will only pay the local portion of the dues, plus the application fee.

Application Fee: \$ 150.00 (one-time fee based on continuous membership)
Annual Membership Dues: \$ 417.00* (prorated monthly)

New Member Code of Ethics Training and Orientation

Each applicant must complete new member orientation and New Member Code of Ethics Training within 30 days of submitting an application for membership. New Member Code of Ethics Training must be taken on-line at www.realtor.org. You will need your National REALTOR® Database System # (NRDS). This number will be provided once your application is processed. Local orientation is held on the first Thursday each month, from **9:00 a.m. to noon at the Kerrville Board of REALTORS® Education Center located at 328 Jefferson St., Kerrville**. Please call to let us know you plan to attend.

MLS Training

Each applicant must complete Multiple Listing Service (MLS) Training within 30 days of submitting an application for membership. MLS Training is held on the **first Friday** of each month, from **8:30 a.m. to 12:00 noon at the Kerrville Board of REALTORS® Education Center located at 328 Jefferson St., Kerrville**. Please call to let us know you plan to attend.

MLS Participation

Brokers may subscribe to MLS services by completing an application and paying a one-time application fee with continuous service. They will then be assessed quarterly MLS fees for each licensee under their sponsorship. It is the broker's responsibility to collect the fees** and submit a single payment.

Application Fee (brokers only): \$300.00* (based on continuous membership)
Quarterly MLS Fee: \$ 97.50** per agent (prorated monthly)

Supra Display Key & Lockbox Participation (OPTIONAL)

Any MLS subscriber may lease a Supra ActiveKey. There is a one-time issuance fee and an annual lease fee, which is prorated quarterly. The billing year is November 12 to November 11. There is no charge for the lockboxes, as long as you return unused boxes to the Board office.

ActiveKey
Activation Fee: \$ 90.00 (One-time with continuous membership)
Annual Lease Fee: \$ 201.12 + tax-payable at activation (prorated @\$16.76+tax/ month)
Insurance (optional): \$ 25.00 (Billed annually)

eKey
Monthly Lease Fee: \$22.27 + tax (Billed to your credit card monthly)
Activation Fee: \$90.00 (One-time with continuous membership)

Kerrville Board of REALTORS®, 328 Jefferson St., Kerrville, TX 78028
Ph. 830-896-1255 / Fax 830-896-1271
Email: info@kerrvillerealtors.com / Website: www.kerrvillerealtors.com



APPLICATION FOR BOARD MEMBERSHIP

Applicant's Name: _____

I hereby apply for REALTOR® (primary, secondary, Designated) membership in the Kerrville Board of REALTORS® and enclose my check in the amount of \$ 150.00 **for a one time application fee and \$ _____ * for my _____ Dues**, which I understand will be returned to me in the event I am not accepted to membership. I agree as a condition to membership to complete the indoctrination course of the Kerrville Board of REALTORS® and otherwise on my own initiative to thoroughly familiarize myself with the Code of Ethics of the NATIONAL ASSOCIATION OF REALTORS®, including the duty to arbitrate contractual and specific non-contractual disputes in accordance with Article 17 of the Code of Ethics and the *Code of Ethics and Arbitration Manual* of the Board, and the Constitution, Bylaws, and Rules and Regulations of the Kerrville Board of Realtors®, the State Association and the National Association, and I further agree to complete satisfactorily a reasonable and nondiscriminatory written examination covering such Code, Constitutions, Bylaws, Rules and Regulations, and duty to arbitrate. I further agree that my act of paying dues shall evidence my initial and continuing commitment to abide by the aforementioned Code of Ethics, Constitutions, Bylaws, Rules and Regulations, and duty to arbitrate, all as from time to time amended. Finally, I consent and authorize the Board, through its Membership Committee or otherwise, to invite and receive information and comment about me from any Member or other person, and I agree that any information and comment furnished to the Board by any Member or other person in response to any such invitation shall be conclusively deemed to be privileged and not form the basis of any action by me for slander, libel, or defamation of character.

NOTE: Applicant acknowledges that the board will maintain a membership file of information which may be shared with other boards/associations where applicant subsequently seeks membership. This file shall include: previous applications for membership; all final findings of Code of Ethics violations and violations of other membership duties within the past three (3) years; pending complaints alleging violations of the Code of Ethics or alleging violations of other membership duties; incomplete or pending disciplinary measures; pending arbitration requests; and information related to unpaid arbitration awards or unpaid financial obligations to the board or its MLS.

NOTE: Applicant acknowledges that if accepted as a member and he/she subsequently resigns from the board or otherwise causes membership to terminate with an ethics complaint pending, the Board of Directors may condition renewal of membership upon applicant's certification that he/she will submit to the pending ethics proceeding and will abide by the decision of the hearing panel. If applicant resigns or otherwise causes membership to terminate the duty to submit to arbitration continues in effect even after membership lapses or is terminated, provided the dispute arose while applicant was a REALTOR®.

NOTE: *One time application fee is based on continuous membership. **Amount shown is prorated according to month joining. Dues payments to the board are not tax deductible as charitable contributions. Portions of such payments may be tax deductible as ordinary and necessary business expenses.

Section I.

Name as shown on license: _____

Name that you are known by: _____

License #: _____ Broker Salesperson Other: _____

Name of firm: _____

Is this office your principal place of business? Yes No

Position with firm: Principal Partner Corporate officer Branch office manager
 Independent contractor Employee Other: _____

Office street address: _____

Office mailing address: _____

(if different) _____

Office phone number w/area code: _____

Office fax number w/area code: _____

Office toll-free number: _____

Office web page: _____

Home street address: _____

Home mailing address: _____

(if different) _____

Home phone number w/area code: _____

Home fax number w/area code: _____

Pager number w/area code: _____

Cell/mobile number w/area code: _____

Email address: _____

Preferred mailing address: Home (street) Home (mailing) Office

Are you presently a member of any other Association of REALTORS®? Yes No

If yes, name of Association and type of membership held: _____

Have you previously held membership in any other Association of REALTORS®? Yes No

If yes, name of Association and type of membership held: _____

If you are now or have ever been a REALTOR®, indicate your NAR membership (NRDS) #: _____

and last date (year) of completion of NAR's Code of Ethics training requirement: _____

Are you a principal, partner, corporate officer or branch office manager? Yes No

List the names and titles of all other principals, partners, or corporate officers of your firm:

List the names and addresses of all branch offices or other real estate firms in which you are a principal, partner, or corporate officer:

Structure of firm: Sole proprietor DBA Partnership Corporation

Business and Credit References:

Name(s) of bank(s):

Are you, or is any real estate firm in which you are a sole proprietor, general partner or corporate officer, involved in any pending bankruptcy or insolvency proceeding or have you or any real estate firm in which you are a sole proprietor, general partner or corporate officer been adjudged bankrupt in the past three (3) years?

Yes No

If yes, specify the places(s) and date(s) of such action, and detail the circumstances relating thereto (attach a separate sheet if necessary):

NOTE: Applicant acknowledges that if the applicant – or any real estate firm of which the applicant is a sole proprietor, general partner, or corporate officer – is involved in any pending bankruptcy or insolvency proceedings or has been adjudged bankrupt in the past three (3) years, the board may require, as a condition of membership, that the applicant pay cash in advance for board and MLS fees for up to one (1) year from the date that membership is approved or from the date that the applicant is discharged from bankruptcy (whichever is later) or, in the event that bankruptcy proceedings are initiated subsequent to obtaining membership in the board, that the member may be placed on a “cash basis” from the date that bankruptcy is initiated until one (1) year from the date that the member has been discharged from bankruptcy.

Do you hold, or have you ever held, a real estate license in any other state? Yes No

If yes, please specify name of state and license number: _____

Has your real estate license, in this or any other state, been suspended or revoked? Yes No

If yes, specify the place(s) and date(s) of such action(s), and detail the circumstances relating thereto (attach a separate sheet if necessary):

Are there now any pending or unresolved complaints, or have there been within the past 3 years, against you or the firm with which you have been associated before any state real estate regulatory agency or any other agency of government? Yes No

If yes, specify the substance of each complaint in each state, the agency before which complaint was made, and the current status or resolution of the complaint (attach a separate sheet if necessary):

Have you ever been convicted of a felony? Yes No

If yes, give details including state and court of conviction (attach a separate sheet if necessary):

Are you a member of an Institute, Society or Council affiliated with the National Association of REALTORS®? Yes No

If yes, please indicate the name of the affiliated institute, society, and/or council:

Please attach a copy of your Real Estate License with your application.

Section II.

(Information supplied under section II will assist the board in establishing historical data regarding its members. Information furnished in section II will not be used in evaluating an applicant's qualifications for membership.)

Place of birth: _____

Date of birth: _____

Highest level of education completed: _____

Year first entered the real estate business: _____ at (location) _____

Have you been engaged continuously in the business since then? Yes No

If not, what years were you in the business? _____

How many years have you held a real estate license?

As a salesperson: _____ As a broker: _____

Other: _____ (specify what area): _____

First licensed in this state in _____, and continuously licensed since _____.

What professional designations, if any, do you hold? _____

Resident here since: _____ Previous residence: _____

In what other businesses have you been engaged?

_____ Years: _____ to _____

_____ Years: _____ to _____

Are you now employed by or engaged in any other business or profession? Yes No

If yes, give position and location: _____

All REALTOR® applicants are required to attend an orientation class within 30 days to complete the membership process.

I agree that, if accepted for membership in the Kerrville Board of Realtors®, I shall pay the fees and dues as from time to time established. I understand that by providing my mailing address, email address, telephone number, and fax number above, I consent to receive communications sent from the Kerrville Board of REALTORS®, Texas Association of REALTORS®, and the National Association of REALTORS® via U.S. mail, email, telephone, or facsimile at those numbers and locations.

I hereby certify that the foregoing information furnished by me is true and correct, and I agree that failure to provide complete and accurate information as requested, or any misstatement of fact, may be grounds for revocation of my membership, if granted.

Signed: _____

Dated: _____

Designated REALTOR® Certification Form

Name of Firm: _____

Is hereby named _____ License # _____

as the Designated REALTOR® of this firm. This Designated REALTOR® shall be responsible for all duties and obligations of membership, including the obligation to arbitrate pursuant to Article 17 of the Code of Ethics and the payment of Board dues as established in Article X of the Bylaws: The "Designated" REALTOR® must be a sole proprietor, partner, corporate officer or branch manager acting on behalf of the firm's principal(s) and must meet all other qualifications for REALTOR® membership established in Article V, Section 2 of the Bylaws."

Name of Principal: _____
(print name)

Signature: _____

Date: _____



APPLICATION FOR MEMBERSHIP IN MULTIPLE LISTING SERVICE

Participant Name: _____

Name of Firm: _____

Office Street Address: _____

Office Mailing Address: _____

Email Address: _____

Web page address: _____

Phone # w/area code: _____ Fax # w/area code: _____

Toll-free #: _____ Cell # w/area code: _____

Board/Association where primary membership is held: _____

****My application fee of \$300 and quarterly MLS Service Fee of \$97.50 is attached.**

I agree as a condition of participation in the MLS to abide by all relevant bylaws, rules and regulations and other obligations of participation, including payment of fees. I further agree to be bound by the Code of Ethics on the same terms and conditions as board/association members, as established in the *Code of Ethics and Arbitration Manual*, including the obligation to submit to ethics hearings and the duty to arbitrate contractual and specific non-contractual disputes with other REALTORS® in accordance with the established procedures of the board/association. I understand that a violation of the Code of Ethics may result in suspension or termination of MLS rights and privileges and that I may be assessed an administrative processing fee not to exceed \$500 which may be in addition to any discipline, including fines, that may be imposed. I understand that by providing the mailing address, fax number, and email address above, I am authorized and hereby consent for the company to receive faxes or emails sent by or on behalf of the Kerrville Board of REALTORS®.

Signature of Participant: _____

Date: _____ Real Estate License #: _____

KERRVILLE BOARD OF REALTORS® MLS ACCESS FOR BROKERS

Your Name: _____ License # _____

Office Name: _____

Select a Login/User name (case sensitive):

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You should preferably use your real estate license number;
If not, then select a user name that is at least 3 characters long.
If you use zero or the letter "o" please note which one it is.

Select a password (case sensitive):

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Your password must be at least 3 characters long; you can
use letters and/or numbers, but if you use zero or the letter "o"
please note which one it is.

The MLS system will show the office phone number for all agents. It can also display two other contact numbers for each agent. Which contact numbers would you want to have in the MLS system? Your name and primary phone number will be displayed at the bottom of your listings along with your e-mail address and website.

Primary phone #: _____ Secondary phone #: _____

Home Office Cell/Mobile Other Home Office Cell/Mobile Other

Email: _____ Website: _____

Each agent in the office, along with any staff people who will be entering and maintaining MLS listings, should also complete an MLS Access form.

Security Levels

The MLS System has 3 different security levels:

- 3 – Able to view listings, but not able to input/maintain any listings
- 4 – Able to view listings and input/maintain their own listings
- 5 – Able to view listings and input/maintain any of the offices listings

Brokers are automatically assigned a security level of 5. It is up to the broker to assign security levels for staff and agents. Please let us know what security levels you would like your agents and staff to have. If you want to assign different security levels to different agents, write their names and security levels below or on the back of this sheet.

Security level for agents: _____ Security level for staff: _____

KERRVILLE BOARD OF REALTORS® MLS ACCESS FOR AGENTS

Your Name: _____ License # _____

Office Name: _____

Select a Login/User name (case sensitive):

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You should preferably use your real estate license number;
If not, then select a user name that is at least 3 characters long.
If you use zero or the letter "o" please note which one it is.

Select a password (case sensitive):

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Your password must be at least 3 characters long; you can
use letters and/or numbers, but if you use zero or the letter "o"
please note which one it is.

The MLS system will show the office phone number for all agents. It can also display two other contact numbers for each agent. Which contact numbers would you want to have in the MLS system? Your name and primary phone number will be displayed at the bottom of your listings along with your e-mail address and website.

Primary phone #: _____ Secondary phone #: _____
 Home Office Cell/Mobile Other Home Office Cell/Mobile Other

Email: _____ Website: _____

Signature of Agent: _____ Date: _____

Signature of Broker: _____ Date: _____

KERRVILLE BOARD OF REALTORS® MLS ACCESS FOR STAFF

Your Name: _____

Office Name: _____

Select a Login/User name (case sensitive):

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You should preferably use your real estate license number;
If not, then select a user name that is at least 3 characters long.
If you use zero or the letter "o" please note which one it is.

Select a password (case sensitive):

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Your password must be at least 3 characters long; you can
use letters and/or numbers, but if you use zero or the letter "o"
please note which one it is.

The MLS system will show the office phone number for all agents. It can also display two other contact numbers for each agent. Which contact numbers would you want to have in the MLS system? Your name and primary phone number will be displayed at the bottom of your listings along with your e-mail address and website.

Primary phone #: _____ Secondary phone #: _____
 Home Office Cell/Mobile Other Home Office Cell/Mobile Other

Email: _____ Website: _____

Each agent in the office, along with any staff people who will be entering and maintaining MLS listings, should also complete an MLS Access form.

Office phone #: _____ Email: _____

Staff Signature: _____ Date: _____

Broker Signature: _____ Date: _____