



APPLICATION FOR REALTOR® MEMBERSHIP

To the Harlingen Board of REALTORS®,

I hereby apply for REALTOR® Membership in the above named Board and am enclosing my check in the amount of \$ _____, payable to the Harlingen Board of REALTORS®. My application fee and dues will be returned to me in the event of non-election. In the event of my election, I agree to abide by the Code of Ethics of the National Association of REALTORS®, which includes the duty to arbitrate, and the Constitution, Bylaws and Rules and Regulations of the above named Board, the State Association and the National Association, and if required, I further agree to satisfactorily complete a reasonable and non-discriminatory written examination on such Code, Constitutions, Bylaws and Rules and Regulations. I understand membership brings certain privileges and obligations that require compliance. Membership is final only upon approval by the Board of Directors and may be revoked should completion of requirements, such as orientation, not be completed within timeframe established in the association's bylaws. I understand that I will be required to complete periodic Code of Ethics training as specified in the association's bylaws as a continued condition of membership.

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®.

* Amount shown is prorated according to month joining. I hereby submit the following information for your consideration:

Name: _____

Real Estate License #: _____ Appraisal License #: _____

Office Name: _____

Office Address: _____

Phone: _____ Fax: _____ E-Mail: _____

Residence Address: _____

Phone: _____ Fax: _____ E-Mail: _____

Cell Phone: _____ Preferred Mailing: [] Home [] Office

Preferred Phone: [] Home [] Office

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

(Name Board)

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

(Name Board)

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

Last date (year) of completion of NAR's Code of Ethics training requirement: _____.

Have you been found in violation of the Code of Ethics or other membership duties in any Association of REALTORS® in the past three (3) years or are there any such complaints pending? [] Yes [] No (If yes, provide details as an attachment.)

Have you been convicted, adjudged, or otherwise recorded as guilty by a final judgment of any court of competent jurisdiction of a felony or other crime. If yes, provide details:

Are you a principal, partner, corporate officer or branch office manager? [] Yes [] No **If yes, you must also complete 2nd page of this application.**

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, shall be grounds for revocation of my membership if granted. I further agree that, if accepted for membership in the Board, I shall pay the fees and dues as from time to time established. **NOTE:** Payments to the Harlingen Board of REALTORS® are not deductible as charitable contributions. Such payments may, however, be deductible as an ordinary and necessary business expense. No refunds.

By signing below I consent that the REALTOR® Associations (local, state, national) and their subsidiaries, if any (e.g., MLS, Foundation) may contact me at the specified address, telephone numbers, fax numbers, email address or other means of communication available. This consent applies to changes in contact information that may be provided by me to the Association(s) in the future. This consent recognizes that certain state and federal laws may place limits on communications that I am waiving to receive all communications as part of my membership.

Dated: _____ Signature: _____

(Optional Information): Date of Birth: _____

Specialty: [] Residential [] Commercial [] Resort [] International [] Other:

How long with current real estate firm? _____ Previous real estate firm (if applicable):

Number of years engaged in the real estate business: _____

What talents do you bring to the Harlingen Board of REALTORS®? Comment:

What Committee/s would you like to be involved and serve under? Please check:

Affiliate Relations	Bylaws	Education	Membership/Orientation
Program	TREPAC/Governmental & Political Affairs	MLS	
Building/Grounds	Hospitality		

APPLICATION FOR REALTOR® MEMBERSHIP: PAGE 3 FOR DESIGNATED BROKERS/BRANCH MANAGERS

Company information: Sole Proprietor Partnership Corporation LLC(Limited Liability Company) Other, specify _____

Your position: Principal Partner Corporate Officer Majority Shareholder Branch Office Manager

Names of other Partners/Officers/ of your firm:

Have you ever been refused membership in any other Association of REALTORS®? [] Yes [] No
If yes, state the basis for each such refusal and detail the circumstances related thereto:

Is the Office Address, as stated, your principal place of business? [] Yes [] No
If not, or if you have any branch offices, please indicate and give address:

Do you hold, or have you ever held, a real estate license in any other state? [] Yes [] No
If so, where:

Have you or your firm been found in violation of state real estate licensing regulations within the last three years? If yes, provide details:

Have you or you firm been convicted, adjudged, or otherwise recorded as guilty by a final judgment of any court of competent jurisdiction of a felony or other crime. If yes, provide details:

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, shall be grounds for revocation of my membership if granted. I further agree that, if accepted for membership in the Board, I shall pay the fees and dues as from time to time established. **NOTE:** Payments to the Harlingen Board of REALTORS® are not deductible as charitable contributions. Such payments may, however, be deductible as an ordinary and necessary business expense. No refunds.

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Dated: _____

Signature: _____

REALTOR® Membership

Thank you for your request for information regarding membership with the Harlingen Board of REALTORS®. Please allow us to take this opportunity to familiarize you with the different types of membership available with our association.

If you are interested in joining the association as a **Designated REALTOR® (Broker)**, any licensed real estate sales person, licensed or certified appraiser sponsored by or affiliated with you would become eligible for Non-Designated REALTOR® or Institute Affiliate membership. If any licensed real estate salesperson, licensed or certified appraiser sponsored by or affiliated with, you, chooses NOT to become a member of the association, your membership dues will be increased to reflect the addition of each such non-member licensee. Should your agents choose not to join our association, they cannot receive services from our association or training programs at member prices. If they do choose to join the association, they would do so under your sponsorship and you would be responsible for any unpaid fees these individuals incur. This includes, but not solely restricted to, participation in the Multiple Listing System and lockbox usage.

If you are a **Broker Associated with a Designated REALTOR® or a licensed salesperson**, we welcome you. The procedure will be the same as a Designated REALTOR® outlined below.

If you are interested in joining the association as a **Principal Affiliate** we can offer you online “Comp” service, which provides you with comparable (sold) data and tax information. All persons in your office would not be required to join the association under this type of membership. However, should they choose not to join our association as **Additional Affiliates** they cannot receive any services from our association, attend MLS meetings or training programs at member prices. Any additional Affiliates, who join, would do so under your sponsorship and you would be responsible for any unpaid fees these individuals incur. Please contact our office for the appropriate application and dues. You are not required to attend an Orientation course.

If you are joining the association as a **State Certified or Licensed Appraiser** you must join as a **Designated REALTOR®**, and the Designated REALTOR® Dues Formula (outlined in step 2) applies to any certified appraisers, licensed appraisers and trainees who are associated with the Designated REALTOR®.

QUALIFICATIONS

Principal Broker: Active Texas Real Estate Broker license or Texas State Certified Appraiser Certificate, no record of current or pending bankruptcy.

The following apply to a broker, associate broker, agent and appraiser wishing to join the board.

The application is reviewed by the Membership Committee and referred on the Board of Directors for final approval. Full membership is bestowed upon completion of the following steps and board approval.

Step 1 – Submission of Application **IMPORTANT:** Submission of application does not activate all services. If appropriate, the applicant is activated in the MLS system on a probationary status until full membership is achieved.

Fully complete application and return to Harlingen Board of REALTORS® with the following:

1. Application fee \$100.00. Application fee must be attached for consideration and is non-refundable.
2. Photocopy of TX broker's license, or TX salesperson license, or TX State Certified Appraisal Certificate.
3. Applicable membership dues. These are not refundable after Orientation course.
4. Applicable office fees.

STEP 2

DESIGNATED REALTOR® DUES FORMULA

The annual dues for each Designated REALTOR® member shall be \$330/year for the DR's individual license, plus an additional \$330/year for each of the real estate salespersons, non-principle brokers, and licensed or TX state certified appraisers who are:

1. employed by or affiliated as independent contractors, or who are directly or indirectly licensed with such Designated REALTOR® Member and,
2. are not REALTOR® Members or Institute Affiliate Members of any local board or association in the State of Texas.

Yearly dues are pro-rated monthly during the year. Please contact the Board Office for applicable rates.

ENFORCEMENT OF THE D.R. DUES FORMULA

Designated REALTORS® - DR's – have 15 days to report any new individuals licensed with their firm either directly or indirectly. (Indirectly means through another broker in the firm or a corporation in which the DR has an ownership interest or management position.)

Any licensee not reported to the Harlingen Board of REALTORS® after the 15 day period will show up in the data that comes from TAR quarterly.

The DR of these unreported individuals listed in the TAR report are then billed directly by the Harlingen Board of REALTORS® for sponsorship dues. If the DR does not pay the invoice within 30 days – or the licensee to fulfill membership criteria – the DR will be subject to suspension and ultimately termination of membership. There is NO opportunity to return licenses to TREC once the sponsorship dues are billed.

To avoid future liability concerning sponsorship dues, the DR should return the license(s) to TREC and maintain a copy in their files.

NON-MEMBER SALESPERSONS

What is a non-member sales person? It is a licensed real estate agent whose license sites with a broker who is a REALTOR® member of the association. If allowed by the local's bylaws, this agent elects not to join the local association. In that case, the broker is liable for dues (National, state, and local). The non-member is not billed directly as they are not a member nor are they liable for the dues payment. This is an assessment to the broker.

Each year, per NAR bylaws, the local associations must report the Number of non-member salesperson. When NAR calculates the dues owed by an association, it looks in the Office record for the Office Contact Manager to see what their Primary local association is. In the office record, any number in the Non-Member Salesperson field is multiplied by \$64 (NAR dues) and that amount is assessed to the Primary association of that Office Contact Manager.

A non-member salesperson does not have REALTOR® privileges (use of ZipForms, TAR agreements or contracts, use of REALTOR logo or name, etc.), nor do they have MLS privileges.

THE DUES FORMULA: History and Rationale

The delegates to the 1972 Convention of the National Association of REALTORS®, meeting in Honolulu, Hawaii, overwhelmingly approved a new dues formula for computing the dues of REALTOR® members. This formula called for assessment of REALTOR® dues computed on the basis of the size of the REALTOR's organization, i.e., on the number of individuals licensed with the REALTOR®.

This was selected as the most accurate and equitable method for assessing dues proportional to the membership benefits and services accruing to the REALTORS® and through the REALTORS® to all individuals licensed with him or her. Other possible methods of computing the dues that were considered included the sales volume of the firm, the number of offices, and other such measures. However, after extensive and careful deliberation, it was determined that the number of individuals licensed with the REALTORS® was the fairest measure of benefits accruing to the REALTOR® from his membership, and this was selected as the foundation for membership dues in NAR.

At the same time, two contingent provisions were adapted and approved as a part of the dues formula.

First, it was recognized that if some or all of the individuals licensed with the REALTOR® also held REALTOR® or REALTOR®-Associate membership, and paid dues for such membership, it would not be equitable to also charge the REALTOR® in respect to such persons; so a credit set off against the REALTORS® dues obligation was provided for each individual licensed with the REALTOR® who voluntarily held REALTOR® or REALTOR®-Associate membership as a matter of personal option and election.

Secondly, in respect to any given firm comprised of more than one REALTOR® principal, only one of the principals designated by the firm would be charged on the basis of the size formula. Furthermore, it was specified that all other principals of the firm would be charged only a base amount of dues as determined and not charged any dues in respect to the number of individuals licensed with the firm. Thus, in the final analysis, the Designated REALTOR® pays dues (his own personal dues) for membership benefits and services received which are proportional to the number of such persons affiliated with the REALTOR® who benefit from his REALTOR® membership and its benefits and services, but do not personally hold membership and pay no dues.

It must be clearly understood that the Designated REALTOR® is not paying dues for individuals affiliated with him who elect not to be board members. They are not Board members and therefore have no dues payable to the Board. Any benefits or Board services that such licensees realize accrue to them solely through their relationship with the Designated REALTOR® and not provided to them directly by the Board. Rather, the REALTOR® pays his dues (his own and not the dues paid for others) as computed on the number of individuals licensed with him, but who are not members of the Board.

-From NAR's "the Executive Officer, " June 1981, written by William D. North, current Executive V. P. of the Association.

STEP 3

APPLICATION

The application must be completed and submitted to the association. The board of directors will consider the application for membership at their next regularly scheduled meeting. The applicant is not required to be present at the meeting of the board of directors. All monies are due with the application.

STEP 4

MANDATORY ORIENTATION

All REALTOR® applicants will be required to attend an orientation within two offering dates of the application date, after which, privileges can be removed at the digression of the Board of Directors. The cost of the course is included in your application fee.

It is an all day affair. The morning is devoted to the MLS System Training and the afternoon is devoted to the Ethics, Bylaws and policies of the national, state, and local association. Both must be attended in full.

Date of next orientation: _____ Time: _____

Location: Board office, 417 South Third St.

A reservation is REQUIRED AT LEAST TWO DAYS prior to the course. If you have made a reservation and find you are unable to attend, contact the association to cancel. If you have made a reservation and do not attend or cancel your reservation, a cancellation fee may be charged.

Applicant's Signature

Date

APPLICABLE FEES FOR THE MONTH OF:

HBR Dues/Fees

Application Fee \$100.00: _____

HBR Dues (see schedule): _____

TAR Dues (see schedule): _____

NAR Dues (see schedule): _____

HBR New Office Fee \$250.00: _____

Total Fee/Dues: _____

MLS Fees

Supra Key Deposit \$50.00: _____

Annual Supra Key Insurance \$25.00: _____
(Prorated bi-annually)

Quarterly Key Charge \$44.25: _____
(Prorated quarterly only)

Quarterly MLS Charge \$134.22: _____
(\$44.74 per month)

MLS New Setup Fee \$450.00: _____
(Application fee included)

Application Fee, HBR New Office Fee, and MLS New Setup Fee are one time, non-refundable dues/fee(s).
TAR/NAR and Annual Supra Key Insurance are annual dues/fees that are non-refundable.
HBR dues, Quarterly Key Charge, and Quarterly MLS Charge are prorated refundable dues/fees.

Annual Dues Schedule

	<u>ACTIVE REALTOR MEMBERSHIP</u>					<u>AFFILIATE MEMBERSHIP</u>			
	HBR	TAR	NAR	TREPAC	TOTAL	HBR	TAR	TREPAC	TOTAL
JAN	129.00	107.00	115.00	35.00	386.00	129.00	92.00	35.00	256.00
FEB	129.00	98.91	108.33	35.00	371.24	129.00	84.33	35.00	248.33
MAR	129.00	90.82	101.67	35.00	356.49	129.00	76.66	35.00	240.66
APR	104.00	82.73	95.00	35.00	316.73	104.00	68.99	35.00	207.99
MAY	104.00	74.64	88.33	35.00	301.97	104.00	61.32	35.00	192.65
JUNE	104.00	66.55	81.67	35.00	287.22	104.00	53.65	35.00	192.65
JULY	79.00	58.46	75.00	35.00	247.46	79.00	45.98	35.00	159.98
AUG	79.00	50.37	68.33	35.00	232.70	79.00	38.31	35.00	152.31
SEPT	79.00	42.28	61.67	35.00	217.95	79.00	30.64	35.00	144.64
OCT	54.00	34.19	55.00	35.00	178.19	54.00	22.97	35.00	111.97
NOV	54.00	26.10	48.33	35.00	163.4	54.00	15.30	35.00	104.30
DEC	54.00	18.01	41.67	35.00	148.68	54.00	7.63	35.00	96.63

Adopted 2010

MLS Participation Agreement

Harlingen Board of REALTORS®

Name: _____

Office Name/Address:

Primary Board

or Association:

I agree as a condition of participation in the MLS to abide by all relevant Bylaws, Rules 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 including the obligation to submit to ethics hearings and the duty to arbitrate 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 my MLS rights and privileges and that I may be assessed an administrative processing fee which may be in addition to any discipline, including fines that may be imposed.

I acknowledge that the Logon Name and Password the are assigned to me are unique an highly confidential, I agree that I will keep the Logon Name and Password confidential and that I will not share them with, or otherwise disclose them to any other person (including another Broker with my firm), nor will I allow another person to access the MLS using my Logon Name and Password. I acknowledge that, upon breach of this nondisclosure obligation, Systems Engineering, Inc. and/or the Harlingen Board of REALTORS® will have the right to terminate my MLS access/privileges.

Signature _____

Date _____

NOTE: If the Board intends to discipline MLS Users and/or Subscribers directly, each User and/or Subscriber must sign this form in the space provided. Please refer to the section of the Handbook on Multiple Listing Policy (Residential) entitled *Applicability of Rules to Users and/or Subscribers* for information on establishing authority to impose discipline on non-principal "users" or "subscribers" affiliated with MLS "Members" or "Participants."