

Henderson County Board of REALTORS®

Types of Memberships

REALTOR® - Either primary or secondary – individual who are engaged actively in the real estate profession, including buying, selling, exchanging, renting, or leasing, managing, appraising for others for compensation, counseling, building, developing, or subdividing real estate, and who maintain or are associated with an established real estate office located in the state of Texas or a state contiguous thereto. The individual must maintain a current, valid real estate broker's or salesperson's license or is licensed or certified by an appropriate state regulatory agency to engage in the appraisal of real property. REALTOR® means a member of the National Association of REALTORS®

APPLICATION TYPES UNDER REALTOR® MEMBERSHIP:

Designated REALTOR® - Designated Broker or Appraiser of the firm.

REALTOR®- Broker Associate, Salesperson or Appraiser affiliated with the firm.

Primary Member- Pays National, State and Local dues. Has voting rights and can hold leadership positions. (DR must be a member)

Secondary Member- Pays local dues only. Has voting rights.

Affiliate- Individuals who hold a professional designation awarded by a qualified Institute, Society or council affiliated with National Association of REALTOR® Any such individual with interest requiring information concerning real estate may elect to hold membership, subject to payment of applicable dues for such membership.

MLS Participation/Subscription- Individuals who are REALTOR® members in an association in Texas. May request a service they need from other associations. This includes MLS service. **In HCBOR, the Designated Broker of the firm must join as the Participant and any agent may then join as a Subscriber.** If the firm is an MLS participant in another association and some of the agents do not wish to join as a Subscriber, MLS waivers must be signed by the Broker and each agent which states that any agent who utilizes the MLS information will be charged MLS fees from the date of the waiver. If the firm is not a MLS participant in another association, the dues formula will be in force. (Broker's dues are based on his/her membership and any agents who are not members of the MLS.)

Initial Here: _____

Henderson County Board of REALTORS®
Recurring Dues and Fees Payment Schedule

ARTICLE X - DUES AND ASSESSMENTS

Section 2. Dues. The Annual dues of Members shall be as follows:

REALTOR® Members: the annual dues of each Designated REALTOR® member shall be in such amount as established annually by the board of directors, plus an additional amount to be established annually by the board of directors times the number of real estate salespersons and licensed or certified appraisers who (1) are employed by or affiliated as independent contractors, or who are otherwise directly or indirectly licensed with such REALTOR® member, and (2) are not REALTOR® members of any association in the state or a state contiguous thereto or Institute Affiliate members of the association.

Section 3. Dues Payable. Dues for all members shall be payable annually in advance on the first day of January. Dues for new members shall be computed from the first day of the month in which a member is notified of election and shall be prorated for the remainder of the year. (Amended 1/05) (a) In the event a sales licensee or licensed or certified appraiser who holds REALTOR® membership is dropped for nonpayment of Board dues, and the individual remains with the designated REALTOR® firm, the dues obligation of the “designated” REALTOR® (as set forth in Article X, Section 2(a)) will be increased to reflect the addition of a non-member licensee. Dues shall be calculated from the first day of the current fiscal year and are payable within thirty (30) days of the notice of termination.

| DESCRIPTION | AMOUNT | DUE DATE | FREQUENCY |
|---|----------|-----------|-----------|
| National (NAR) & State (TR) Dues Primary & Secondary | \$337.00 | January 1 | Annual |
| Local (HCBOR) Dues Primary & Secondary | \$175.00 | January 1 | Annual |
| MLS ONLY Application Fee One-time fee | \$500.00 | Join Date | NA |

*A late fee of \$25.00 is added on the 10th day after the due date. Upon Board of Director’s approval, suspension is done on the last day of the month due. Once inactivated for non-payment of dues an additional \$25.00 re-instatement fee will be added to the late fee and Dues amount.

MLS SERVICE CHARGES

| DESCRIPTION | PRIMARY/SECONDARY | MLS Only | DUE DATE | FREQUENCY |
|-----------------|-------------------|----------|-----------|-----------|
| MLS Service Fee | \$99.12 | \$115.20 | January 1 | Quarterly |
| MLS Service Fee | \$99.12 | \$115.20 | April 1 | Quarterly |
| MLS Service Fee | \$99.12 | \$115.20 | July 1 | Quarterly |
| MLS Service Fee | \$99.12 | \$115.20 | October1 | Quarterly |

*A late fee of \$25.00 is added on the 10th day after the due date. If not paid by the 20th day after the due date you will be deactivated, and a \$100.00 reactivation fee will be added.

NEW OFFICE FEE

| DESCRIPTION | AMOUNT |
|-------------------|----------|
| Primary/Secondary | \$325.00 |
| MLS Only | \$500.00 |

Initial Here: _____

Henderson County Board of REALTORS®

Primary or Secondary / Broker

Step 1 – SUBMISSION OF APPLICATION

- Return the following items to HCBOR via email, or in person (by appointment):
- Application for HCBOR membership
 - Class Registration Form (**class is required**)
 - MLS Login Registration Form
 - Letter of Good Standing from your current or most recent association (**if transferring Primary membership, adding Secondary membership, or reactivating membership**)

**Please allow 1-5 business days to process your request upon receipt of all required items.*

Step 2 – NOTIFICATION

When your application has been processed, you will receive an e-mail notification which will include:

- Login ID/password to access NAVICA MLS
- Link to login and pay your Annual/Local/TR/NAR dues
- Sent an email/text from Sentikey

Step 3- ATTEND THE MANDATORY ORIENTATION REQUIRED FOR MEMBERS- You must pre-register -NO WALK INS.

Henderson County Board of REALTORS®

534 US Highway 175

Eustace, TX 75124

903.425.6686

Hendersoncountyboard@gmail.com

Initial Here: _____



534 US HIGHWAY 175E, EUSTACE, TEXAS 75143

PHONE: 903.425.6686

HENDERSONCOUNTYBOARD@GMAIL.COM

*APPLICATION FORM IS BEING SUBMITTED TO THE HENDERSON COUNTY BOARD OF REALTORS®
FOR REVIEW AND APPROPRIATE ACTION*

Applicant's Name: _____

Company Name: _____

Sponsoring **Broker's** Signature

Date

Check All Applicable:

____ Broker

____ New Office

____ Previous Member

____ Primary Board

____ Secondary Board

____ MLS Only

BOARD OFFICE USE

1. Application Received by Board: _____ Date: _____

2. Dues Received by Board: _____ Date: _____

3. Comments: _____

Initial Here: _____



Henderson County Board of REALTORS®



Application for Primary or Secondary REALTORS® Membership

I hereby apply for ☐ **PRIMARY** OR ☐ **SECONDARY** ☐ **MLS ONLY REALTOR®** Membership in the above-named board and am enclosing my payment in the amount of \$_____ for my dues, payable to Henderson County 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. I also agree a condition of membership is to complete the orientation class of the above-named Board.

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®.

Full Name: _____ Email: _____

Real Estate License #: _____ NRDS #: _____

Home Address: _____

Cell: _____ DOB: _____

Office Name: _____ Email: _____

Office Address: _____

Office Phone: _____

Licensed Certified Appraiser: ☐ Yes ☐ No Appraisal License #: _____

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 with this Association of REALTORS®? ☐ Yes ☐ No

If yes, what year and type of membership held: _____

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

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 Henderson County 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.**

Applicant's Signature _____

Date: _____

Initial Here: _____

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

If yes, you must complete the remainder of this application.

If no, stop here.

SECTION B: FOR BROKERS/BRANCH MANAGERS:

Company Information: ☐ Sole Proprietor ☐ Partnership ☐ Corporation ☐ LLC

Your position: ☐ Principle ☐ Partner ☐ Corporate Officer ☐ Branch Office Manager

Names of other Partners/Officers of your firm if applicable: _____

Have you ever been refused membership in any other Association of REALTORS®? ☐ Yes ☐ No

If yes, please 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 no, or if you have any branch offices, please indicate, and provide address:

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

Have you or your firm been found in violation of state real estate licensing regulations within the last three years?

☐ Yes ☐ No

If yes, please provide details:

Have you or your firm been convicted, adjudged, or otherwise recorded as guilty by a final judgement of any court of competent **jurisdiction of a felony or other crime.** ☐ Yes ☐ No If yes, please 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.

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Applicant's Signature _____

Broker's Signature _____

Initial Here: _____

ARTICLE V – QUALIFICATION AND ELECTION

Section 3 Election (A) through (C) of the Bylaws:

- A. The membership committee shall determine whether the application is applying for the appropriate class of membership.
- B. The board of Directors shall review the qualifications of the applicant and the recommendations of the membership committee and then vote on the applicant's eligibility for the membership. If the applicant receives a majority vote of the Board of Directors, he/she shall be declared elected to membership and shall be advised by written notice.
- C. The Board of Directors may not reject an application without providing the applicant with advance notice of the findings, an opportunity to appear before the Board of Directors, to call witnesses on his/her behalf, to be represented by counsel, and to make such statements as he/she deems relevant. The Board of Directors may also have counsel present. The Board of Directors shall require that written minutes be made of any hearing before it may electronically or mechanically record the proceedings.

I have read the information above and understand completely,

Applicant's Signature

Date

Initial Here: _____



REALTOR® Internet Access Authorization Form

*** Return to Board Office ***

PLEASE PRINT LEGIBLY OR TYPE

Henderson County Board of Realtors

Office Name: _____ Office Phone: _____

Address: _____

User Full Name: _____ User Phone: _____

User Email Address: _____

Login Name: Temporary Will Be Assigned (Can be changed upon 1st login)

Preferred Password: _____ Preferred 4-Digit Pin: _____

SEI INTERNET SITE ACCEPTABLE USE POLICY

It is not practical for Systems Engineering, Inc. (SEI) to monitor the control information passing through its network. SEI exercises no control whatsoever over the content of any information passing through its network and is not responsible for damages customers may suffer for any reason. The persons or organizations, including SEI customers, who publish materials and information which are accessible through the SEI network are solely responsible for the content of such materials and information, and are solely responsible to know and to comply with all laws applicable to the publication of such materials and information. SEI will cooperate with legal authorities in the investigation of any suspected criminal or civil infringements.

SEI services are only to be used for lawful purposes. Customers may not transmit, retransmit, or store material in violation of any Federal or state laws or regulations, including but not limited to, obscenity, indecency, defamation or infringement of trademark or copyright. SEI customers may not, nor may they permit or assist others to, abuse or fraudulently use SEI products and services, including but not limited to the following activities:

- Pornography: It is illegal under Federal child exploitation statutes to possess, produce, receive, transport or distribute by any means, including computer, visual depictions of "sexual intercourse" and/or "sexually explicit conduct" involving children. SEI will not tolerate any use of its products and services surrounding these activities.
- Denial of Service: Knowingly engaging in any activities that will cause a denial-of-service (e.g. synchronized number sequence attacks) to any user, host or network is prohibited.
- Distribution of Viruses: Intentional distribution of software that attempts to and/or causes damage or annoyance to persons data and/or computer systems is prohibited.
- Email Message Forging: Forging any message header, in part or whole of any electronic transmission, originating or passing through SEI network is in violation of this ACP.
- Email Spamming or Mailbombing: Transmitting of unsolicited email to multiple recipients, sending large amounts of email repeatedly to a person to harass or threaten or attempting to use SEI services as mail drops or name services for spam will not be tolerated. Such offenses negatively impact system performance and are an abuse of internet resources. Each abuse will be billed at \$500 per message/recipient and may also result in suspension or termination of service.
- Fraudulent Activities: Fraud is an intentional misrepresentation or misleading statement, writing or activity made with the intent that the person receiving it will act upon it, or obtaining or attempting to obtain service by any means or deceive with intent to avoid payment.
- Hacking or "Spoofing": SEI will not tolerate any customer or end-user attempting to access any computer resource not belonging to that user, or attempting to penetrate security measures of other systems. Whether or not the intrusion results in corruption or loss of data.
- Network Sabotage: Any use of SEI products and services to interfere with the user or internet resources or the SEI network by other customers or end-users is prohibited.
- Pyramid Schemes: Posting of such scams may result in legal inquiries, Suspension and/or termination of service.
- Unlawful Acts: Any use of SEI products and services to violate the law or in aid of any unlawful act is strictly prohibited.
- Spamming: Posting of messages to groups that is irrelevant, blanket posting of messages to multiple news groups, and the posting of harassing and/or threatening messages will not be tolerated.

I acknowledge that the log on name and password that are assigned to me are unique and highly confidential. I agree that I will keep the log on 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 log on name and password. I acknowledge that, upon breach of this nondisclosure obligation, Systems Engineering, Inc. will have the right to terminate my MLS access/privileges.

Applicant's Signature

Date

Board Representative's Signature

Date

Initial Here: _____

Henderson County Board of REALTORS®

REGISTRATION FORM FOR MANDATORY CLASSES

BOARD ORIENTATION: All REALTOR® applicants will be required to attend the next available orientation as of your application date. MLS and/or Board serves are subject to the successful completion of this course.

BOARD ORIENTATION FEE: There will be a \$35.00 fee for the orientation class. **WE ONLY ACCEPT CASH OR CHECK** (make check out to Henderson County Board of Realtors)

NOTE: If you belong to another Association and MLS, that does not satisfy your requirement here.

BOARD ORIENTATION

10:30 AM – 1:30 PM

| |
|----------|
| 2/20/24 |
| 4/16/24 |
| 6/11/24 |
| 8/13/24 |
| 10/18/24 |
| |

REGISTRATION FORM

Application Date: _____

LAST NAME

FIRST NAME

COMPANY NAME

E-MAIL

I plan to attend Board Orientation Date: _____

Applicant Signature: _____

Initial Here: _____



MLS Standing Rules

Amended 06/05/23

Henderson County Board of REALTORS®
MLS Standing Rules

1. The MLS meeting will be on the 1st Wednesday of each month at 9:00 AM with the MLS Chairperson presiding with the committee named by the President.
2. Agents will not leave calling cards in any property not belonging to their client.
3. If a property is listed in more than one "Property Type", only one "Property Type", will be reported to the MLS as Sold. The other(s) should be reported to the Board Office to be deleted from the System.
4. If "Year Built" is not available, the placing of a "0" in the field is acceptable. Every effort should be made to determine the "Year Built."
5. If "Lot Size" cannot be determined or is too complex to fit the "Lot Size" field: the words "not available", "irregular", or the number "0" can be shown. Every effort should be made to determine the "Lot Size."
6. All Mandatory MLS input fields must be completed. If a listing is submitted with missing Mandatory Fields, the Executive Officer will contact the Broker to input the required field. If this condition is not rectified within 48 hours, the Executive Officer will delete the listing.
7. Agent cell phone numbers will not be included in the public "Remarks" field of the MLS listing. No Phone numbers of a non-member salesperson will be put into any remarks in the MLS.
8. No Sales Credit for annual Awards will be given to a Member Broker that inputs the Sold Field at anything other than the actual Sold Price (i.e., \$1).
9. All sales are to be reported to the Service within 3 days. Failure to report sales is a violation of the Rules and could result in a hearing before the MLS Committee to establish any penalty, if appropriate; and could include up to suspension from the MLS.
10. A new agent that is not able to attend the second opportunity for "Henderson County Board of Realtors® New Member Orientation" will be required to get specific approval to miss the Orientation opportunity from the Education Chairperson or the Agent's Membership in the HCBOR will be suspended until the agent successfully attends the next Orientation Session.
11. Any photograph that has been placed in HCBOR Navica MLS by "listing brokerage company" is not to be used by another "listing brokerage company" without specific authorization, in writing, by the origination "listing brokerage company".
12. It is mandatory that Agent call the Listing Office to make appointments prior to showing a listed property. If the Agent is unable, for any reason, to receive confirmation of an appointment to show a listed property, the property is not to be shown, unless instructions on MLS Profile sheet shows otherwise.
13. If the property has an electronic lock box and the owner opens the property for the Agent; the Agent is to open and close the key door using appropriate system application. This procedure activates the showing information in the lock box system records.

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14. When filling in "Owner" on the MLS profile sheet, if owner declines showing the actual and full name of the actual owner, the following is to be written in "Owner": "Seller declines to disclose name". If this is done, the Agent is to get the instruction from the Owner in writing and send a copy signed by the owner to the HCBOR office. Never put in "Owner of Record" or "See Agent". If more than one owner, choose one and add the other(s) to agent remarks or remarks field. If an Estate, use whoever is the Executor of Estate.
15. The Executive Officer, at the direction of the MLS Committee is the only party that can delete a listing. The only listings that are authorized to be deleted are errors or duplicates. Any other deletion requests will be reviewed by the MLS Committee for final action. * Waterfront Definitions - Property Profile Forms:
16. Platted WF/Ft = Length of the Platted Waterfront Survey of the Property. (Cedar Creek Lake is usually the 325' Line - a few Subdivisions are the 322' Line - Other lakes will have differing waterfront elevations as shown on the respective Plat). Wtrsd Bndry (Not Verfy) = Best Guess of the length of the retaining wall of the perceived waterfront.
17. Only the ACTUAL LISTING AGENT'S name is to be inserted into the field "Listing Agent." All agents underneath their broker's license must have an individual account with Henderson County Board to access and utilize the MLS. If the listing agreement or contract is listed and signed under the associate realtors name that listing agent must be a member for it to be advertised in our system. The broker cannot advertise a non-members listing in the MLS. Agents and office staff/personal assistants may not use brokers or any other agents Login. Violation of any of these will result in accordance with Standing Rule #23.
18. A main photo of the property is required to be uploaded before a listing can be submitted to the MLS system.
19. MLS Dues Billing will be submitted to the Broker quarterly; the invoices will go out on the 20th of the month before each new quarter. Dues billings will be delinquent if not paid by the 10th of the 1st month of the quarter and result in a \$25.00 late fee. Service will be deactivated on the 20th of that month for members who have not paid MLS dues. The Broker is responsible for submission of payment of Agent's dues under his/her license.

Example: 1st quarter billing is for January, February, & March. The invoice will go out December 20th, the invoice is due January 1st, a late fee will be applied January 10th and company will be deactivated on January 20th. An additional amendment to 19 was added at the MLS meeting on September 1, 2021 as follows: There will be a \$100.00 reactivation fee applied after the 20th when service is deactivated. The following additional amendment to 19 was added at the MLS meeting on December 6, 2023 as follows: There will be a \$100 reactivation fee applied after the 20th when service is deactivated up to 6 months. There will be a \$200 reactivation fee if inactive from 6 months to 1 year. After 1 year of inactivity a new application fee will be applied for reactivation.
20. Clarification of qualification to hold office as President, Vice President, Treasurer, TAR Director and Director:
Each of these offices require that the person taking these offices have held other specific offices prior to holding these offices. The objective is to provide the person with prior experience to aid them in performing their duties in the new office. Persons currently holding the required experiential office can be elected and assume the new office if that person completes the current office satisfactorily.
21. Any transfer of listing(s) must be approved in writing by the Broker of the listing office.
22. The TAX GEO number on all properties shall be included in all HCBOR MLS listings as presented by the county appraisal district with all spaces, periods and fields. It is recommended that the TAX GEO number be highlighted and copied from the appraisal district site, and then pasted into the TAX GEO box on the listing form. If the property has more than one TAX GEO number, it is recommended that the additional TAX GEO number(s) be added in the section titled 'Agent Remarks.'
23. The HCBOR will be charging agents for not following the MLS Standing Rules. First a warning will be sent to the agent and their broker via email, stating you have 48 hours to correct the issue. If not corrected a second email stating, they have 24 hour to have it corrected or a fine will be sent to the broker. This will be in the amount of \$200.00 for the first offense. If not corrected within 24 hours, the fine will increase to \$300.00, if not paid, the office will be deactivated immediately. The membership will

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be terminated, and the member/broker must reapply as a new member/broker/office to regain membership in the HCBOR MLS system with application fees applying.

24. In keeping with National MLS Policies 7.42 and 7.43, HCBOR MLS will only charge MLS brokers and licensees who choose to subscribe to HCBOR MLS as secondary members. The Secondary MLS brokers and licensee subscribers will not allow a non-member to use their log in to access the HCBOR MLS. Allowing a non-member to use the member's log in could result in suspension from the Navica system for the member in violation.
25. A property designated as 'Sold' may be added to the HCBOR MLS only if the property is in the HCBOR territory or was uploaded to the MLS prior to sale.
26. After an agreement has been reached between the buyer and seller, a change will be added to the MLS within 24 hours or next business day. That change will be either a "P" (Pending); or "U" (Under Contract), which means the contract is contingent on sale of other property or in the option period.
27. To be designated 'Waterfront' the lot on which the property sits must adjoin the waterfront at the frontage line as defined by the local governing authority. For Condominium complexes, the unit(s) must also face the lake.
28. NAR REQUIRED: Policy requires that the property address for all residential listings filed with the MLS be disclosed and available to MLS participants and subscribers at the time the listing is submitted to the MLS. Where an address does not exist, a parcel identification number or legal description of the property's location must be filed with the MLS. The change doesn't preclude sellers who need privacy from keeping their address (or entire listing) off of publicly accessible displays of their property.

I have read the MLS Standing Rules above and understand completely,

Applicant's Signature_____

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