



Henderson County Board of REALTORS®
Application & Agreement for REALTOR® MEMBERSHIP
For use by broker, broker associates

Step 1 – SUBMISSION OF APPLICATION

➤ Return the following items to HCBOR via email

hendersoncountyboard@gmail.com, or **in person (by appointment):**

- Application for HCBOR membership
- Copy of your ACTIVE Texas Real Estate License from **TREC** (broker or Salesperson)
- 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 (TR/NAR if Primary)
- The brokerage will receive Quarterly MLS Dues
- Sent an email/text from SentiKey

Step 3 – ATTEND THE MANDATORY NEW MEMBER ORIENTATION REQUIRED FOR MEMBERSHIP- You must pre-register (in your NAVICA calendar)- **Absolutely, NO WALK-INS.**



TYPES OF MEMBERSHIPS

REALTOR® - Either primary or secondary – an individual who is 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

REALTOR®- Broker, Broker Associate

- **Primary Member**- Pays National, State, and Local dues & MLS Dues. Has voting rights and can hold leadership positions.
- **Secondary Member**- Pays local dues only & MLS Dues. Has voting rights and can be a committee member.

MLS ONLY 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 an 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.)

- **MLS Only**- Pays a one-time Board fee & MLS Dues. MLS is not a part of the Board.

**ANNUAL DUES (NATIONAL, STATE & HCBOR LOCAL) ARE BILLED TO THE AGENT.
QUARTERLY MLS DUES (MLS ACCESS) ARE BILLED TO THE BROKER.**



Henderson County Board of REALTORS®



Application & Agreement for REALTOR® MEMBERSHIP

I hereby apply for REALTOR® Membership in the above-named board and 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 & 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 the 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 that the 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®.

Your Information

<input type="radio"/> PRIMARY MEMBERSHIP		<input type="radio"/> SECONDARY MEMBERSHIP		<input type="radio"/> MLS ONLY MEMBERSHIP	
First		Last		Nickname for MLS	
Residence Address					
City		State		Zip	
Date of Birth		E-Mail			
Mobile Number			NRDS Number		
Texas Real Estate License Number			Texas Real Estate License Expiration Date		

Broker/Firm Information

Sponsoring Broker Name		Firm Name			
Firm Address					
Firm City		Firm State		Firm Zip	
Office Phone		Office E-Mail			
Firm NRDS Number					

<p>Will Henderson County Board of REALTORS® be your Primary Board/Association? <input type="radio"/> Yes <input type="radio"/> No</p> <p>If No, List Primary Board/Association Name:</p>
<p>Have you paid the current year NAR and TAR dues to another Association? <input type="radio"/> Yes <input type="radio"/> No</p> <p>If No, List Primary Board/Association Name:</p>
<p>Have previously held membership with Henderson County Board of REALTORS® <input type="radio"/> Yes <input type="radio"/> No</p> <p>If Yes, What year and type of membership:</p>
<p>Have you been found in violation of the Code of Ethics or other membership <input type="radio"/> Yes <input type="radio"/> No Duties in any Association of REALTORS® in the past three years or are any such complaints pending?</p> <p>If yes, Provide details as an attachment.</p>

<p>Company information: <input type="radio"/> Sole Proprietor Partnership <input type="radio"/> Corporation <input type="radio"/> LLC</p>
<p>Your position: <input type="radio"/> Designated Broker <input type="radio"/> Partner <input type="radio"/> Corporate Officer <input type="radio"/> Branch Office Manager</p>
<p>Names of other Partners/Officers/of your firm:</p>
<p>Have you ever been refused membership in any other Association of REALTORS®? <input type="radio"/> Yes <input type="radio"/> No</p> <p>If yes, please state the basis for each such refusal and detail the circumstances related thereto:</p>
<p>Is the office address, as stated, your principal place of business? <input type="radio"/> Yes <input type="radio"/> No</p> <p>Have any branch offices, Please indicate, and provide address:</p>
<p>Have you or your firm been found in violation of state real estate licensing <input type="radio"/> yes <input type="radio"/> no regulations within the last three years?</p> <p>If yes, Please provide details:</p>
<p>Have you or your firm been convicted, adjudged, or otherwise recorded <input type="radio"/> yes <input type="radio"/> no as guilty by a final judgment of any court of competent jurisdiction of a felony or other crime? If yes, Please provide details:</p>

<input type="radio"/> Broker: <ul style="list-style-type: none"> • Full access including Searching, Prospecting and CMAs • Maintenance of Firm's Inventory • Reports on Individual Agents' and Firm's stats 	<input type="radio"/> Broker With PA: <ul style="list-style-type: none"> • Broker with Personal Assistant • Full access including Searching, Prospecting, and CMAs • Maintenance of Firm's Inventory • Reports on Individual Agents' and Firm's stats
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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.

APPLICATION FOR REALTORS® MEMBERSHIP: FOR DESIGNATED BROKER/BRANCH MANAGERS

Company information: Sole Proprietor Partnership Corporation LLC

Your position: Designated Broker Partner Corporate Officer Branch Office Manager

Names of other Partners/Offices/ of your firm:

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 hereto:

Is the office address, as stated, your principal place of business? Yes No
Have any branch offices, please indicate, and provide address:

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:

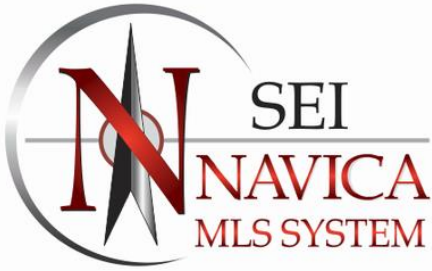
Have you or your firm been convicted, adjudged, or otherwise recorded as guilty by a final judgment of any court of competent jurisdiction of a felony or other crime? yes no
If yes, please provide details:

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.

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.

Broker Signature



REALTOR® Internet Access
Authorization Form
Henderson County Board of REALTOR®



Applicant Name:
Applicant E-Mail:
Office Name:
Office Phone:

NAVICA MLS (mls.navicamls.net)

Login Name: Temporary Assigned (Change upon 1st login)
Password:

I acknowledge that the login name and password that are assigned to me are unique and highly confidential. I agree that I will keep the login 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 login 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.

Broker's Signature

Date

_____ Board Representative's Signature	_____ Date
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Henderson County Board of REALTORS®

New Member Orientation

BOARD ORIENTATION: All REALTOR® and MLS applicants are required to attend the next available orientation as of your application date. Staff will enroll you in the next available in-person class. MLS services are considered provisional subject to the successful completion of this course, and you will be inactivated if not met.

➤ **NOTE: Subscribing to another MLS does not satisfy this training requirement.**

BOARD ORIENTATION FEE: There will be a **\$50.00 fee** for the orientation class. This cost is not included in your application fees.

BOARD ORIENTATION

9:00 AM – 12:00 PM

2/25/25
4/15/25
6/17/25
8/26/25
10/14/25
12/16/25

MLS STANDING RULE # 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.



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.

MLS Only Member	AMOUNT	DUE DATE	FREQUENCY
National (NAR) & State (TR) Dues Primary & Secondary	NA	NA	NA
MLS Quarterly Dues	\$186.38	Starting January 1st	Quarterly
Application Fee	\$200.00	Upon Joining	One Time

Primary Member	AMOUNT	DUE DATE	FREQUENCY
National (NAR) & State (TR) Dues Primary & Secondary	\$388.00	January 1	Annual
Local (HCBOR) Dues Primary & Secondary	\$175.00	January 1	Annual
MLS Quarterly Dues	\$163.85	Starting January 1st	Quarterly
Application Fee	\$200.00	Upon Joining	One Time

Secondary Member	AMOUNT	DUE DATE	FREQUENCY
National (NAR) & State (TR) Dues Primary & Secondary	NA	NA	NA
Local (HCBOR) Dues Primary & Secondary	\$175.00	January 1	Annual
MLS Quarterly Dues	\$163.85	Starting January 1st	Quarterly
Application Fee	\$200.00	Upon Joining	One Time

New Office Fee	AMOUNT	DUE DATE	FREQUENCY
Primary/Secondary	\$375.00	UPON JOIN	ONE-TIME
MLS Only	\$500.00	UPON JOIN	ONE-TIME