

## REALTOR® Membership Information

The Kerrville Board of REALTORS® is an “all REALTOR®” Board meaning all applicants holding an active real estate license will be REALTOR® members when joining the Kerrville Board of REALTORS®.

### Applying for Membership

Applicants for membership must complete an application form, pay the required dues and fees, attend a 2 1/2-hour new member orientation session, attend a 3-hour MLS training and be approved by the Board of Directors.

### Dues & Fees

REALTOR® 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 the license. If you are an active REALTOR® member of another Board, you will only pay the local portion of these dues.

REALTOR® Application Fee: \$150.00 (one-time fee based on continuous membership, not pro-rated)  
Annual Membership Dues: \$503.00\* (prorated monthly)

### New Member Code of Ethics, Orientation, and MLS Training

Each applicant must complete new member orientation, New Member Code of Ethics Training and MLS Training within 30 days of submitting an application for membership.

New Member Code of Ethics Training must be taken on-line at <https://www.nar.realtor/about-nar/governing-documents/code-of-ethics/code-of-ethics-training-selection>. You will need your National M1 (Member 1<sup>st</sup>) number which will be provided once your application is processed.

Local orientation is held on the **first Thursday** each month, from **9:00-11:30 a.m. at the Kerrville Board of REALTORS® Education Center located at 328 Jefferson St., Kerrville**. You will receive an email a few days before to confirm your attendance.

Local MLS Training is held on the **first Thursday** of each month, from **1:30-4:30 p.m. at the Kerrville Board of REALTORS® Education Center located at 328 Jefferson St., Kerrville**. You will receive an email a few days before to confirm your attendance.

### MLS Participation

As a REALTOR® member you may subscribe to the MLS service under your broker by completing the MLS Agent Access Form and pay MLS fees for the current quarter. MLS fees are \$105 per quarter and will be prorated by the month if joining in the middle of a quarter. It is the broker's responsibility to pay all future MLS fees for you and it is your responsibility to get with your broker to reimburse him/her for these fees.

Quarterly MLS Fee KBOR members: \$105.00\*\* (prorated monthly)  
(Quarters are Jan 1-Mar 31; April 1-Jun 30; Jul 1-Sep 30; Oct 1-Dec 31)

### SentriLock Service (OPTIONAL)

Any MLS Participant or user may apply to participate in SentriLock. This is not a requirement from KBOR or the KBOR MLS. The billing year is August 1 through July 31. Lockboxes are provided to MLS agents with the understanding when they are done with a box on a listing it will be returned to the Board office for future assignment. SentriLock Guidelines will be provided at the New Member Orientation.

**SentriLock Fee** \$176.66 (prorated depending on month leased)

The lease contract and lease fee for the SentriLock service will be accepted at KBOR when making initial request. Payment must be by credit card, debit card or electronic check at the time of contract.

Kerrville Board of REALTORS®, 328 Jefferson St., Kerrville, TX 78028  
Ph. 830-896-1255 / Fax 830-896-1271 / Website: [www.kerrvillerealtors.com](http://www.kerrvillerealtors.com)  
Email: [office@kerrvillerealtors.com](mailto:office@kerrvillerealtors.com)

Save as a .pdf then email completed document to [application@kerrvillerealtors.com](mailto:application@kerrvillerealtors.com)  
KBOR Staff will contact you for your credit card information

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## 2024 REALTOR® Dues

Month in which your real estate license is sponsored by a member broker.  
*(Dues & fees are calculated from your sponsorship date, not the date when you apply for membership.)*

	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
Kerrville Board of REALTORS®	\$150.00	\$137.50	\$125.00	\$112.50	\$100.00	\$87.50	\$75.00	\$62.50	\$50.00	\$37.50	\$25.00	\$12.50
Texas REALTORS®	\$117.00	\$107.25	\$97.50	\$87.75	\$78.00	\$68.25	\$58.50	\$48.75	\$39.00	\$29.25	\$19.50	\$9.75
TR Issues Mobilization	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00
Legal Fund Assessment	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00
National Association of REALTORS®	\$156.00	\$143.00	\$130.00	\$117.00	\$104.00	\$91.00	\$78.00	\$65.00	\$52.00	\$39.00	\$26.00	\$13.00
NAR Public Awareness Campaign	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00

**Subtotal before TREPAC** \$503.00 \$467.75 \$432.50 \$397.25 \$362.00 \$326.75 \$291.50 \$256.25 \$221.00 \$185.75 \$150.50 \$115.25  
 Voluntary TREPAC Investment \$35.00 \$35.00 \$35.00 \$35.00 \$35.00 \$35.00 \$35.00 \$35.00 \$35.00 \$35.00 \$35.00 \$35.00

**Total annual dues:** \$538.00 \$502.75 \$467.50 \$432.25 \$397.00 \$361.75 \$326.50 \$291.25 \$256.00 \$220.75 \$185.50 \$150.25  
 One-time new member fee: \$150.00 \$150.00 \$150.00 \$150.00 \$150.00 \$150.00 \$150.00 \$150.00 \$150.00 \$150.00 \$150.00 \$150.00

**Total new member dues:** \$688.00 \$652.75 \$617.50 \$582.25 \$547.00 \$511.75 \$476.50 \$441.25 \$406.00 \$370.75 \$335.50 \$300.25

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\*One-time new member fee is based on continuous membership

### MLS Service Fees

When initially joining the Kerrville MLS the service fee for that quarter is collected with membership  
 MLS service fees are billed quarterly to the sponsoring broker after joining.

If an agent joins in the 2<sup>nd</sup> or 3<sup>rd</sup> month of the quarter the MLS service fee is pro-rated \$35.00 per month remaining in quarter.  
*(MLS service fees are not prorated by day in the month.)*

January 1 – March 31 \$105  
 April 1 – June 30 \$105

July 1 – September 30 \$105  
 October 1 – December 31 \$105



## ***Application Check-List***

- Application (completed including signature)
- ICE Form Completed
- If applicable, MLS Access Form (completed including signature of agent and broker)
- Attached/emailed a copy of TREC License (not TREC profile page with education)
- Email .jpg file of headshot photo of yourself to [application@kerrvillerealtors.com](mailto:application@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 20  Dues, which I understand will be returned to me in the event I am not accepted to membership. I agree as a condition of 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 of 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.

Save as a .pdf then email completed document to [application@kerrvillerealtors.com](mailto:application@kerrvillerealtors.com)  
 KBOR Staff will contact you for your credit card information



## Section I.

Name as shown on real estate license:

Nickname:

TREC 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:

City:  Zip Code:

Office mailing address:

*(if different)* City:  Zip Code:

Office phone number w/area code:

Office fax number w/area code:

Office toll-free number:

Office website:

Home street address:

City:  Zip Code:

Home mailing address:

*(if different)* City:  Zip Code:

Home phone number w/area code:

Home fax number w/area code:

Cell/mobile number w/area code:  Cell Provider:

Best business Email address:

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

Preferred contact phone:  Home  Office  Cell

Are you presently a member of another Association of REALTORS® in Texas?  Yes  No

If yes, what is the name of Association of REALTORS®:

Have you previously held REALTOR® membership in another state?  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 Member 1<sup>st</sup> (M1)

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

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 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:



## 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 (city):

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 (months or years)?

As a salesperson:  As a broker:

What professional designations, if any, do you hold?

In what other businesses have you been engaged?

Years:  to

Years:  to

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

If yes, give position and location:

Resident here since:  Previous residence:

**All REALTOR® applicants are required to attend an orientation class with 30 days to complete the membership process (see cover sheet).**

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

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

*Signature*

*Date*

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## In Case of Emergency

Please call the following person should an emergency happen to me while at a KBOR event or education class.

Your Name:

Name of Contact:

Relationship:

Phone # with area code:

This is their:

Cell

Work

Home



# KERRVILLE BOARD OF REALTORS® MLS ACCESS FOR AGENTS

Your Name:  License #

Office Name:

Office Address:

**\*\*If you have or previously had access to the NAVICA MLS system in a different location, you must use a different user name and password for the Kerrville MLS.**

Select a Login/User name (case sensitive)\*\*:

You may use your real estate license number:  
If not, then select a user name that is at least 4 characters long.  
If you use zero or the letter "o" please note which one it is.

Select a password (case sensitive):

Your password must be at least 4 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 like 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 and website address.

Primary phone # w/area code  
 Home  Office  Cell/Mobile  Other

Secondary phone # w/area code:  
 Home  Office  Cell/Mobile  Other

Cell Provider:

Email:

Website:

**Signature of Agent**

**Date**

**Signature of Broker**

**Date**

MLS Service fee is \$105 per quarter (Jan 1–Mar 31, April 1–Jun 30, Jul 1–Sep 30, Oct 1-Dec 31). This fee will be pro-rated at \$35 per month should agent join during the quarter.

Future quarterly MLS billings will be made to the broker who will pay this service fee for the agent. No refunds will be made should an agent cancel their KBOR MLS service during the quarter.

Save as a .pdf then email completed document to [application@kerrvillerealtors.com](mailto:application@kerrvillerealtors.com)

KBOR Staff will contact you for your credit card information

**Agent - Include a .jpg file of a headshot photo of yourself along with application**