



2111 Padre Blvd. Suite 5 SPI, TX 78597  
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(956) 772-1940 Fax (844) 273-8307  
[Lindsey@spirealtors.com](mailto:Lindsey@spirealtors.com)  
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## **REALTOR® Membership Application Packet**

This packet contains the application forms to apply for REALTOR® membership with the South Padre Island Board of REALTORS®. Email your completed forms to [Lindsey@spirealtors.com](mailto:Lindsey@spirealtors.com) and include payment of appropriate fees. All forms marked with \* must be filled out and returned with your application. For any questions regarding this MLS-Only Agent Membership Packet or the process of joining, contact the Board Office at (956) 772-1940

### **Page 2 --- Membership Application Checklist**

*Use this sheet as a reference of all important documents needed to become a member.*

### **Page 3 --- Welcome and New Agent Orientation Agreement Letter \***

### **Page 4 ---MLS Agent Membership Application \***

*Fill out and sign*

### **Page 5 --- MLS Participation Agreement \***

*Fill out this form with all appropriate personal and company information*

### **Page 6 --- South Padre Island Board of REALTORS® MLS Price Sheet**

*Use this sheet to calculate what fees will be due when applying for membership.*

### **Page 7 --- Credit Card Authorization Form**

*Fill out this form if paying fees with a credit card*



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### **Membership Application Checklist**

#### **Documents needed to join the South Padre Island Board of REALTORS® & Multiple Listing Service:**

- A copy of your real estate or appraisers license. Must be licensed in Texas.
- A copy of valid identification
- Membership Transmittal Form, Membership Agreement, Agent- MLS Participation Agreement
- Payment for all applicable fees and dues (see price sheet).

#### **Documents needed to join as a MLS-Only Member:**

*(Board of Choice Membership can occur when a REALTOR® Member with another Association in Texas wants to join the South Padre Island MLS)*

- A letter of good standing from your primary REALTOR® Association
- MLS Agent Membership Application & Agreement signed by your Designated Broker, Agent - MLS Participation Agreement and MLS Agent Education Letter
- A copy of your real estate or appraisers license. Must be licensed in Texas.
- A copy of valid identification
- Payment for all applicable fees (see price sheet)



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To: Prospective MLS Agent

From: Lindsey Martinez, Association Executive

Re: New Member Orientation

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Welcome to the South Padre Island Board of REALTORS® Multiple Listing Service. If you have questions as you review the enclosed materials, contact the Board Office for assistance. As an agent with the MLS, you are entitled to a variety of services, including:

- Access to the Multiple Listing Service
- Technical support
- Regularly scheduled computer training

Please be aware of the preliminary requirement you must fulfill to receive uninterrupted Multiple Listing Service. The New Member Education program provides information vital to your MLS participation. The class consists of training on the MLS Rules and Regulations, Code of Conduct and the MLS system. Each new agent must attend within 45 days of applying for MLS membership. Failure to attend New Member Education within the allotted time frame will result in full suspension of all MLS services.

New Member Orientation is offered by appointment only. Please call the Board Office at (956) 772-1940 to schedule your appointment. Training is held at the South Padre Island Board of REALTORS®, 2111 Padre Blvd. Suite 5.

I understand that I must attend the New Member Orientation within 45 days of applying for MLS services. I understand that my MLS services will be suspended if I do not fulfill this requirement as outlined in the MLS Rules and Regulations.

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Application Date**

**South Padre Island Board of REALTORS® , Inc.**  
**REALTOR® Membership Application**

I hereby apply for REALTOR® Membership in the above named Board and am enclosing my new agent fee in the amount of **\$100.00 as well as the pro-rated annual dues in the amount of \$\_\_\_\_\_** . I will attend orientation within [45] days of Association's confirmation of provisional membership. Failure to meet this requirement may result in having my membership terminated. 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®.*

First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Last Name \_\_\_\_\_ Suffix (Jr, III, Sr, etc)

Nickname (DBA) \_\_\_\_\_

Email Address: \_\_\_\_\_

Website: \_\_\_\_\_

Real Estate License #: \_\_\_\_\_

Licensed/certified appraiser: [  ] Yes [  ] No Appraisal License #: \_\_\_\_\_

Office Name: \_\_\_\_\_

Office Address: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Home Address Street: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Mailing Address: : \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Preferred Mailing:  Home  Office Street  Member Mail Alternate

Preferred Publication:  Home  Office Street  Member Mail Alternate

Preferred Phone:  Home  Office  Cell

Initial Password for Association Site: \_\_\_\_\_

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:

\_\_\_\_\_  
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.)

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: \_\_\_\_\_.

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

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

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:

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Have you or your firm been found in violation of state real estate licensing regulations or other laws prohibiting unprofessional conduct rendered by the courts or other lawful authorities within the last three years? If yes, provide details:

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Have you or you firm been convicted of a felony or other crime. If yes, provide details:

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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 [Name] 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: \_\_\_\_\_

## MLS Participation Agreement

South Padre Island Board of REALTORS®  
...serving the Laguna Madre Area

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 that are assigned to me are unique and 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 South Padre Island Board of REALTORS® will have the right to terminate my MLS access/privileges.

I am aware that my listing agreement must include a provision expressly granting the listing broker authority to file the listing with the MLS, to provide timely notice of status change of the listing to the MLS and provide sales information including the **actual** sales price, unless the seller has opted out of MLS participation via the listing agreement.

Agent 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.



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**Association Fees**

**New Office Board Application Fee:** \$435 (for new offices only)

**REALTOR® Member Application Fee:** \$100

**Primary Membership:** National, State and Local Annual Dues

**Secondary Member Application Fee:** Pro-rated SPIBOR Annual Dues and Letter of Good Standing\*

*\*Letter of Good Standing includes confirmation that state and national dues have been paid and the Code of Ethics requirement has been satisfied.*

**Multiple Listing Service Fees**

**New Office Application Fee:** \$750 (for new offices only)

**REALTOR® Member Application Fee:** \$100

**Monthly MLS Dues:** \$45 + tax

**Dues 2015**

**\$427 (Annual)**

<u>Month</u>	<u>NAR</u>	<u>TAR</u>	<u>SPIBOR</u>	<u>Total</u>
January	\$155	\$127	\$145	\$427
February	\$145	\$117.25	\$132.92	\$395.17
March	\$135	\$107.50	\$120.84	\$363.34
April	\$125	\$97.75	\$108.76	\$331.51
May	\$115	\$88.00	\$96.68	\$299.68
June	\$105	\$78.25	\$84.60	\$267.85
July	\$95	\$68.50	\$72.52	\$236.02
August	\$85	\$58.75	\$60.44	\$204.19
September	\$75	\$49	\$48.36	\$172.36
October	\$65	\$39.25	\$36.28	\$140.53
November	\$55	\$29.50	\$24.20	\$108.70
December	\$45	\$19.75	\$12.12	\$76.87

**Non-Member Assessment:** \$382.00 (There is no proration for Non-Member dues)



## CREDIT CARD AUTHORIZATION FORM

PLEASE PRINT OUT AND COMPLETE THIS AUTHORIZATION AND RETURN IT TO  
OUR OFFICE BY FAX: (844) 273-8307 OR BY REGULAR MAIL PO Box 2566 SPI, TX 78597  
DELIVER IN PERSON TO 2111 PADRE BLVD. SUITE #5 SPI, TX 78597

Company Name : \_\_\_\_\_

Cardholder Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Credit Card Type:  
\_\_\_\_\_ VISA \_\_\_\_\_ MASTERCARD \_\_\_\_\_ DISCOVER \_\_\_\_\_ AMERICAN EXPRESS

Credit Card Number:

Expiration Date: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
\_\_\_\_\_ / \_\_\_\_\_

Billing Zip Code: \_\_\_\_\_

Card Identification Number (last 3 digits located on the back of the credit card): \_\_\_\_\_



Amount to be Charged: \$ \_\_\_\_\_ (USD)