



## Application Procedures

Dear Real Estate Professional:

Thank you for inquiring about becoming a member of the Madison County Board of Realtors.

Application procedures are outlined below.

The following items **MUST BE RECEIVED** in order to process your application:

- Your Application must be fully completed in order to be processed.
- \*For Real Estate Agents: You **must** be listed on the Kentucky real estate license (BREP) website ([www.krec.ky.gov](http://www.krec.ky.gov)) to be eligible for membership with the Madison County Board of Realtors.  
\*Your broker must have authorized your listing participation.
- Payment
- Optional - Recurring Payment Authorization Form:  
50% down payment required.  
Service charges in the amount of \$5 will be applied to each payment.

You may

- Email to [admin@MCBRhomes.com](mailto:admin@MCBRhomes.com)
- Mail or hand-carry it to MCBR at the address shown below.  
(There is a mail slot for after hours.)
  
- An appointment to submit your application is referred but not required.
- Applications are processed Monday through Thursday, from 9 am - 3 pm, or by appointment.