



The Monterey County Association of REALTORS®

It is our desire to make your introduction to our Association as pleasant, convenient and efficient as possible. It is highly imperative that you schedule an appointment in advance to ensure you are processed in a timely manner.

Call 831-393-8660 | 831-422-9604 to schedule your appointment. (Your sign-up will take up to an hour.)

Please find the attached forms you will need for your appointment and the instructions for their completion.

Your membership will be CONDITIONAL upon completion of the “NEW MEMBER OBLIGATIONS” which consists of:

- **New Member Orientation (half day)**
- **On-line NAR Ethics course**
- **Contract Classes (full day)**

When you come to your appointment, please, be ready to schedule these obligations for a time you are guaranteed to attend.

- 1. Application for Membership**
 - Broker (DR/Designated REALTOR®) must sign the applications, next to the **X**.
 - REALTOR® applicant must sign.
- 2. Application for Membership to Multiple Listing Service (MLSListings)**
 - Broker (DR/Participant) must sign the applications, next to the **X**.
 - REALTOR® (Subscriber) to sign **YELLOW** highlighted area.
- 3. Key Lease Agreement/MLSListings, Inc. Key Usage Agreement**

Choose from the following types of Keys:

 - Broker (DR/Participant) must sign the application, next to the **X**.
 - SUPRA AKey
 - SUPRA Ekey (need to make an additional appointment to setup this type)
- 4. REALTOR® Term Agreement**
 - REALTOR® applicant to sign and date.
- 5. New Member Obligation Policy Agreement**
 - REALTOR® applicant to sign and date.
- 6. Payment of Fees**
 - Dues are payable by check, Visa or MasterCard.
If paying by check you will need to bring **TWO separate checks**.
One for MCAAR and the second for MLSListings, Inc. **Supra must be paid by credit card ONLY.**
- 7. Note:**

Processing time from your initial sign up is 48 hours or less for MLSListings, Inc., CAR and NAR. Please allow for processing time before installing any software programs.

 - **A copy of your real estate license and driver’s license is REQUIRED.**
Please bring a copy with you to avoid any delay in the processing of your paperwork.

201-A Calle Del Oaks, Del Rey Oaks, CA 93940 | Telephone: (831) 393-8660 or (831) 422-9604
Facsimile: (831) 393-8669 or (831) 422-9539 | www.mcar.com



REALTOR® is a registered mark which identifies a professional in real estate who subscribes to strict Code of Ethics as a member of the NATIONAL ASSOCIATION OF REALTORS®.





Application for Membership

I hereby apply for REALTOR® membership in the Monterey County Association of REALTORS®, California Association of REALTORS®, and National Association of REALTORS®. Persons other than principals, partners or corporate officers of real estate or appraisal firms must remain employed by or affiliated with a Designated REALTOR® to be eligible for REALTOR® membership.

Date: _____

Photo ID Verified

Male

Female

I hereby apply as a (check applicable box):

Broker of Record

Designated REALTOR®

REALTOR®

PERSONAL INFORMATION

Name (As shown on D.R.E. License): _____

DRE License #: _____

Exp. Date: _____

Salesperson

Broker

Home Address: _____

_____ CA _____
City State Zip

Home Phone: () _____

Home Fax: () _____

Cell Phone: () _____

Date of Birth: _____

Social Security #: _____ - _____ - _____

E-Mail Address: _____

Web-Site: _____

OFFICE INFORMATION

Office Name: _____

Office Address: _____

_____ CA _____
City State Zip

Office Phone: () _____

Office Fax: () _____

Direct Line: () _____

Extension: _____

Web-Site: _____

COMMUNICATION PREFERENCES

- Would you like MCAR Updates sent to you via Email? YES NO
- Which do you prefer as a mailing address? Office Home
- What phone number would you like displayed on Roster? Office Home Cell None
- Do we have permission to fax and or email you any MCAR information? YES NO

THE FOLLOWING QUESTIONS MUST BE ANSWERED:

- Have you ever been disciplined by any Boards/Association or MLS? YES NO
(If yes, attach copies of discipline.)
- Have you ever been disciplined by the Department of Real Estate? YES NO
(If yes, attach copies of discipline.)

List all Boards/Associations of REALTORS® to which you **NOW** belong to as a member:

1. _____
2. _____

List all Boards/Association of REALTORS® to which you have **PREVIOUSLY** belonged as a member:

1. _____
2. _____

FOR DESIGNATED REALTOR® APPLICANT ONLY:

1. Are you a principal, partner, corporate officer or branch office manager? YES NO
Which? _____
2. Company Information: Sole Proprietor Partnership Corporation LLC (Limited Liability Company)
If this is a Corporation please state name: _____

3. Please list ALL licensees (type of license/numbers under your license). Attach sheet if necessary.

Name	Broker or Salesperson	DRE# or Appraiser #
_____	_____	_____
_____	_____	_____
_____	_____	_____

4. Name of Broker of Record or Designated Officer: _____
- DRE #: _____

MEMBERSHIP POLICIES & AGREEMENTS

MISSION STATEMENT: The Monterey County Association of REALTORS® promotes professionalism, property rights and home ownership.

The Monterey County Association of REALTORS® upholds the following values High Ethical Standards.

- Professionalism
- Integrity
- Competency
- Industry Cooperation
- Community Focus

REFUND POLICY: I understand that my dues are non-refundable. In the event I fail to maintain eligibility for membership for any reason under the Bylaws, I understand I will not be entitled to a refund of my fees.

AUTHORIZATION TO RELEASE AND USE INFORMATION WAIVER: I authorize the Monterey County Association of REALTORS® or its representatives to verify any information provided in this application including contacting any Board/Association, the DRE, current or past broker or business associates. I further authorize any Board/Association in which I have been a member to release all membership and disciplinary records to the Monterey County Association of REALTORS® to use this information in determining future disciplining sanctions. I waive any cause of action including, but not limited to, slander, libel or defamation of character resulting from such verification, evaluation or other processing of this application or use of the information gathered by the Monterey County Association of REALTORS®, the California Association of REALTORS®, the National Association of REALTORS®, their agents, employees, committees or members.

➤ **Please Initial:** _____

ARBITRATION AGREEMENT: A condition of membership is the Monterey County Association of REALTORS® as a REALTOR® or REALTOR-Associate® is that you agree to binding arbitration of disputes. As a REALTOR® (including Designated REALTOR®) or REALTOR-ASSOCIATE® member, you agree for yourself and the corporation or firm for which you at as a partner, officer, principal or branch office manager to binding arbitration of disputes with (i) other REALTOR® or REALTOR-ASSOCIATE® members of Monterey County Association of REALTORS®; (ii) with any member of the California or National Association of REALTORS®. Any arbitration under this agreement shall be conducted using the Monterey County Association of REALTORS® facilities and in accordance with Monterey County Association of REALTORS® rules and procedures for arbitration.

➤ **Please Initial:** _____

REAL ESTATE SPECIALITIES: Residential Commercial Property Mgt Legal Lending
Business Opportunity New Construction Other

REALTOR® DESIGNATIONS: GRI CRS CBR SRES CCIM CPM CAM
CIPS ARM ABRM ABR ePRO Other_____

USE OF REALTOR® TRADEMARK:

I understand that the professional designations REALTOR® and REALTOR-ASSOCIATE® are federally registered trademarks of the National Association of REALTORS® ("N.A.R.") and use of these designations are subject to N.A.R. rules and regulations. I agree that I cannot use these professional designations until this application is approved, all my membership requirements are completed, and I am notified of membership approval in one of these designations. I further agree that should I cease to be a REALTOR® or REALTOR-ASSOCIATE®, I will discontinue use of the term REALTOR® in all certificates, signs, seals or any other medium.

➤ **Please Initial:** _____

ACKNOWLEDGEMENT OF BYLAWS, POLICY & PROCEDURES, CODE OF ETHICS:

By becoming and remaining a member, I agree to abide by the Policy, Bylaws, Code of Ethics, and any other rule as from time to time amended of the National Association of REALTORS®, California Association of REALTORS®, and the Monterey County Association of REALTORS®.

I ACKNOWLEDGE RECEIPT OF THE BYLAWS, POLICY & PROCEDURES, AND N.A.R. CODE OF ETHICS.

➤ **Please Initial:** _____

NEW MEMBER OBLIGATION POLICY AGREEMENT: (Effective January 1, 2001)

I clearly understand, that the National Association of REALTORS® and the Monterey County Association of REALTORS® have implemented mandatory New Member Orientation, effective January 2001.

Attendance of an eight hour Contract Writing and Comprehension Class

This requirement was implemented at the direction of the MCAR Board of Directors. Agents must complete the class within six months of joining the association.

This clearly states that I must complete the New Member Obligations at the Monterey County Association of REALTORS®

I am fully aware that as a new member, my membership is provisional. If I fail to satisfy the new member obligation requirements within the next available scheduled orientation date, then I will lose my provisional membership as well as the forfeiture of all fees that I have paid.

In the event that I am unable to attend any of the new member obligation classes or complete the online NAR ethics course, due to an illness or an emergency, I am entitled to submit a written request to the CEO for an extension of time to satisfy the orientation. The CEO must approve all requests for extension of time, and if an extension is granted my provisional membership will continue for the duration of the extension.

I acknowledge that I clearly and fully understand the New Member Obligation Policy

➤ **Please Initial:** _____

SIGNATURE OF APPLICANT AND DESIGNATED REALTOR®:

REALTOR® membership is open only to individuals. Therefore, all REALTORS® must, as a condition of membership, agree to be PERSONALLY LIABLE for timely payment of all M.C.A.R. charges. In addition, all Designated REALTORS® and Franchise Corporate Officer applicants, must, as a condition of membership, PERSONALLY GUARANTEE the timely payment of all M.C.A.R. charges to their firm. Association member dues and fees are non-refundable. **Payments may be deductible as ordinary and necessary business expenses. Please consult your tax professional.**

I certify the information given in this application is true and correct.

Applicant's Signature

X _____
Signature of Designated REALTOR®

Date

Date

*Contributions or gifts to the Monterey County Association of REALTORS®, the California Association of REALTORS®, the National Association of REALTORS®, IMPAC and CREPAC are not deductible as charitable contributions for federal income tax purposes. However, dues may be tax deductible as ordinary and necessary business expenses. REALTORS and REALTOR-ASSOCIATES may participate in Political Survival by including a voluntary donation on the same check as your dues payment. No contributor will be favored or disfavored by reasons of the amount of his/her contribution or his/her decision not to contribute. Failure to contribute will not affect an individual's membership status in C.A.R.