



# APPLICATION FOR REALTOR® MEMBERSHIP

I hereby apply for REALTOR® Membership in the     **Brownsville/SPI**     Board of REALTORS® (“the Association”)

**Application Fees and Dues:** Enclosed is payment in the amount of \$\_\_\_\_\_ for my one time application fee and \$\_\_\_\_\_ for my prorated membership dues payable directly to the Association of REALTORS®. I understand that my dues will be returned to me in the event I am refused membership and that the application fee is nonrefundable.

**Qualifications for Membership.** I understand that membership brings certain privileges and obligations that require compliance, including the following:

- I will attend orientation within     **60**     days of the Association confirming my membership. Failure to meet this requirement may result in having my membership terminated.
- Membership in the Association necessarily means that I am also a member of the State Association and National Association of REALTORS® and I agree to abide by the Code of Ethics of the National Association, which includes the duty to arbitrate (or to mediate if required by the association), as well as the Constitution, Bylaws and Rules and Regulations of the Association, the State Association and the National Association. Further, if required, I agree to satisfactorily complete the periodic Code of Ethics training and a reasonable and non-discriminatory written examination on such Code, Constitutions, Bylaws and Rules and Regulations.
- I acknowledge that as a member of the Association, I will be licensed to use the REALTOR® trademarks to indicate such membership, and I agree to abide by the rules governing use of those trademarks. I understand that REALTOR® is a federally registered trademark of the National Association and use of this designation is subject to rules promulgated by the National Association. Upon termination of my membership in the Association for any reason, my license to use the term REALTOR® is automatically revoked and I will immediately discontinue use of the term REALTOR® and all REALTOR® trademarks.
- Membership is final only upon approval by the Board of Directors and may be revoked should completion of any membership requirement, such as orientation, not be completed within the timeframe established in the Association’s bylaws.

**NOTE:** *The duty to submit to an ethics complaint continues in effect even after membership lapses or is terminated. Any ensuing discipline will be held in abeyance until such time as the respondent rejoins an association of REALTORS® (see Code of Ethics and Arbitration Manual, Section 20(e)). The duty to submit to arbitration continues in effect even after membership lapses or is terminated, provided the dispute arose while the former member was a REALTOR®.*

CONTACT INFORMATION:			
First Name		Middle Name	
Last Name		Suffix <input type="checkbox"/> Jr, <input type="checkbox"/> III, <input type="checkbox"/> Sr, <input type="checkbox"/> Etc.	
Nickname (DBA):			
Home Address:			

City:		State:		Zip:	
Home Phone:		Cell Phone:			
Fax:					
Primary E-mail:		Secondary E-mail:			
May the Association, as well as the State and the National Associations, communicate with you via text message?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
Service Provider:					
Date of Birth:					
<b>LICENSE INFORMATION:</b>					
Broker or Salesperson's License #					
Drivers License:		Appraisal License #			
Do you hold, or have you ever held, a real estate license in any other state? <input type="checkbox"/> Yes <input type="checkbox"/> No					
If so, where:					

**COMPANY INFORMATION:**

Office Name:					
Office Address:					
Office Phone:		Fax:			
Company Type: <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> LLC (Limited Liability Company) <input type="checkbox"/> Other, specify					
Your position: <input type="checkbox"/> Principal <input type="checkbox"/> Partner <input type="checkbox"/> Corporate Officer <input type="checkbox"/> Majority Shareholder					
<input type="checkbox"/> Branch Office Manager <input type="checkbox"/> Non-principal Licensee <input type="checkbox"/> Other					
Names of other Partners/Officers of your firm:					
Is the office address provided above your principal place of business? <input type="checkbox"/> Yes <input type="checkbox"/> No					
If not, or if you have a branch office, please provide that address:					
Address:					
City:		State:		Zip:	

**PREFERRED MAILING/CONTACT INFORMATION:**

Preferred Phone:	<input type="checkbox"/> Home	<input type="checkbox"/> Office	<input type="checkbox"/> Cell		
Preferred E-mail:	<input type="checkbox"/> Primary E-mail	<input type="checkbox"/> Secondary E-mail			
Preferred Mailing:	<input type="checkbox"/> Home	<input type="checkbox"/> Office	<input type="checkbox"/> Office Mail Alternate	<input type="checkbox"/> Member Mail Alternate	
Mail Publications to:	<input type="checkbox"/> Home	<input type="checkbox"/> Office	<input type="checkbox"/> Office Mail Alternate	<input type="checkbox"/> Member Mail Alternate	
<b>Office Mailing Alternate:</b>					

Address:					
City:		State:		Zip:	
<b>Member Mailing Alternate:</b>					
Address:					
City:		State:		Zip:	

**APPLICANT INFORMATION:**

Do you acknowledge that your use of the REALTOR® trademarks must comply with the National Association’s trademark rules?<sup>1</sup>  Yes  No

Are you currently a member of any other Association of REALTORS®?  Yes  No

If yes, name of Association

Type of membership held:

Have you previously held membership in any other Association of REALTORS®?  Yes  No

If yes, name of Association

Type of membership held:

Do you have any unsatisfied discipline pending for violation of the Code of Ethics ?<sup>2</sup>  Yes  No

If yes, provide details.

If you are now or have been a REALTOR® member before, please provide the information below.

Previous NAR membership (NRDS) #

Last date (year) of completion of NAR’s Code of Ethics training requirement:

<sup>1</sup> The term REALTOR® is a federally registered collective membership mark which identifies a real estate professional who is a member of the National Association and subscribes to its strict Code of Ethics. The National Association’s Trademark Rules are set forth in the Membership Marks Manual, available at: [www.realtor.org/mmm](http://www.realtor.org/mmm).

<sup>2</sup> Article IV, Section 2, of the NAR *Bylaws* prohibits Member Boards from knowingly granting REALTOR® or REALTOR-ASSOCIATE® membership to any applicant who has an unfulfilled sanction pending which was imposed by another association of REALTORS® for violation of the Code of Ethics. (Adopted 1/01)

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:

Have you been found in violation of state real estate licensing regulations, civil rights laws or other laws prohibiting unprofessional conduct rendered by the courts or other lawful authorities within the last three (3) years?  Yes  No

If yes,  
provide  
details:

Within the last ten years, have you been: 1) convicted of a crime punishable by death or imprisonment in excess of one year or 2) been released from confinement imposed for that conviction?  Yes  No

If yes,  
provide  
details:

**Additional Optional Applicant Information to be completed and considered only if the Association has adopted Section 2(c) from Article V of the NAR Model Bylaws.**

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?  Yes  No

If yes, provide details.

Are there pending ethics complaints against you?  Yes  No

If yes, provide details.

Do you have any unsatisfied discipline pending ?  Yes  No

If yes, provide details.

Are you a party to pending arbitration request?  Yes  No

If yes, provide details.

Do you have any unpaid arbitration awards or unpaid financial obligations to another association of REALTORS® or an Association MLS?  Yes  No

If yes, provide details.

What Committee/s would you like to be involved and serve under? Please check:

- Membership/Affiliate
- Budget & Finance
- Bylaws
- Education
- Events/Fundraising
- Legislative/Government  
al & Political Affairs
- Realtor/ Affiliate of the  
Year
- T.R.E.P.A.C.
- Technology

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 Association, I shall pay the fees and dues as from time to time established. **NOTE:** Payments to the Association 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: \_\_\_\_\_

**APPLICABLE FEES**

**BBOR Fees**

**Application Fee (Non- Designated Realtor, Agent Only)** \$100.00: \_\_\_\_\_

**BBOR New Office Fee or Designated Realtor** \$250.00: \_\_\_\_\_

**Annual Local Dues** \$170

**Annual State Dues** (If Applicable) \$152

**Annual National Dues** (If Applicable) \$155

**OPTIONAL INFORMATION**

How long with current real estate firm?	
Previous real estate firm (if applicable):	
Number of years engaged in the real estate business:	
Field of Business (Specialties)?	
Languages Spoken?	

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**INFORMATION TO BE SUPPLIED BY LOCAL ASSOCIATION**

Join Date:	
Status: <input type="checkbox"/> Active <input type="checkbox"/> Provisional	
Primary Local Association NRDS ID #	
Primary State Association NRDS ID #	
Office ID:	
(If broker)	
Office Contact (Designated REALTOR®)	
Office Contact Manager:	
Number of Non-Member Licensees:	

## REALTOR® Membership

Thank you for your request for information regarding membership with the Brownsville/SPI Board of REALTORS®. Please allow us to take this opportunity to familiarize you with the different types of membership available with our association.

If you are interested in joining the association as a Designated REALTOR® (Broker), any licensed real estate sales person, licensed or certified appraiser sponsored by or affiliated with you would become eligible for Non-Designated REALTOR® or Institute Affiliate membership. If any licensed real estate salesperson, licensed or certified appraiser sponsored by or affiliated with, you, chooses NOT to become a member of the association, your membership dues will be increased to reflect the addition of each such non-member licensee. Should your agents choose not to join our association, they cannot receive services from our association or training programs at member prices. If they do choose to join the association, they would do so under your sponsorship and you would be responsible for any unpaid fees these individuals incur. This includes, but not solely restricted to, participation in the Multiple Listing System and lockbox usage.

If you are a Broker Associated with a Designated REALTOR® or a licensed salesperson, we welcome you. The procedure will be the same as a Designated REALTOR® outlined below.

If you are interested in joining the association as a Principal Affiliate we can offer you online “Comp” service, which provides you with comparable (sold) data and tax information. All persons in your office would not be required to join the association under this type of membership. However, should they choose not to join our association as Additional Affiliates they cannot receive any services from our association, attend MLS meetings or training programs at member prices. Any additional Affiliates, who join, would do so under your sponsorship and you would be responsible for any unpaid fees these individuals incur.

Please contact our office for the appropriate application and dues. You are not required to attend an Orientation course.

If you are joining the association as a State Certified or Licensed Appraiser you must join as a Designated REALTOR®, and the Designated REALTOR® Dues Formula (outlined in step 2) applies to any certified appraisers, licensed appraisers and trainees who are associated with the Designated REALTOR®.

### QUALIFICATIONS

Principal Broker: Active Texas Real Estate Broker license or Texas State Certified Appraiser Certificate, no record of current or pending bankruptcy.

The following apply to a broker, associate broker, agent and appraiser wishing to join the board.

The application is reviewed by the Membership Committee and referred on the Board of Directors for final approval. Full membership is bestowed upon completion of the following steps and board approval.

Step 1 – Submission of Application IMPORTANT: Submission of application does not activate all services. If appropriate, the applicant must apply to the MLS system on separately.

Fully complete application and return to Brownsville/SPI Board of REALTORS® with the following:

1. Application fee \$100.00. Application fee must be attached for consideration and is non-refundable.
2. Photocopy of TX drivers license or other government issued picture id.
3. Applicable membership dues. These are non-refundable.
4. Applicable office fees of \$250 if designated Broker/ Office .

## DESIGNATED REALTOR® DUES FORMULA

The annual dues apply to each Designated REALTOR® member, plus additional real estate salespersons, non-principle brokers, and licensed or TX state certified appraisers who are:

1. employed by or affiliated as independent contractors, or who are directly or indirectly licensed with such Designated REALTOR® Member and,
2. Are not REALTOR® Members or Institute Affiliate Members of any local board or association in the State of Texas.

Yearly dues are pro-rated monthly during the year. Please contact the Board Office for applicable rates.

## ENFORCEMENT OF THE D.R. DUES FORMULA

Designated REALTORS® - DR's – have 15 days to report any new individuals licensed with their firm either directly or indirectly. (Indirectly means through another broker in the firm or a corporation in which the DR has an ownership interest or management position.)

Any licensee not reported to the Brownsville/SPI Board of REALTORS® after the 15 day period will show up in the data that comes from TAR quarterly.

The DR of these unreported individuals listed in the TAR report is then billed directly by the Brownsville/SPI Board of REALTORS® for sponsorship dues. If the DR does not pay the invoice within 30 days – or the licensee to fulfill membership criteria – the DR will be subject to suspension and ultimately termination of membership. There is NO opportunity to return licenses to TREC once the sponsorship dues are billed.

To avoid future liability concerning sponsorship dues, the DR should return the license(s) to TREC and maintain a copy in their files.

## NON-MEMBER SALESPERSONS

What is a non-member sales person? It is a licensed real estate agent whose license sites with a broker who is a REALTOR® member of the association. If allowed by the local's bylaws, this agent elects not to join the local association. In that case, the broker is liable for dues (National, state, and local). The non-member is not billed directly as they are not a member nor are they liable for the dues payment. This is an assessment to the broker.

Each year, per NAR bylaws, the local associations must report the Number of non-member salesperson. When NAR calculates the dues owed by an association, it looks in the Office record for the Office Contact Manager to see what their Primary local association is. In the office record, any number in the Non-Member Salesperson field is multiplied by \$64 (NAR dues) and that amount is assessed to the Primary association of that Office Contact Manager.

A non-member salesperson does not have REALTOR® privileges (use of Zip Forms, TAR agreements or contracts, use of REALTOR logo or name, etc.), nor do they have MLS privileges.



## THE DUES FORMULA: History and Rationale

The delegates to the 1972 Convention of the National Association of REALTORS®, meeting in Honolulu, Hawaii, overwhelmingly approved a new dues formula for computing the dues of REALTOR® members. This formula called for assessment of REALTOR® dues computed on the basis of the size of the REALTOR's organization, i.e., on the number of individuals licensed with the REALTOR®.

This was selected as the most accurate and equitable method for assessing dues proportional to the membership benefits and services accruing to the REALTORS® and through the REALTORS® to all individuals licensed with him or her. Other possible methods of computing the dues that were considered included the sales volume of the firm, the number of offices, and other such measures. However, after extensive and careful deliberation, it was determined that the number of individuals licensed with the REALTORS® was the fairest measure of benefits accruing to the REALTOR® from his membership, and this was selected as the foundation for membership dues in NAR.

At the same time, two contingent provisions were adapted and approved as a part of the dues formula.

First, it was recognized that if some or all of the individuals licensed with the REALTOR® also held REALTOR® or REALTOR®-Associate membership, and paid dues for such membership, it would not be equitable to also charge the REALTOR® in respect to such persons; so a credit set off against the REALTORS® dues obligation was provided for each individual licensed with the REALTOR® who voluntarily held REALTOR® or REALTOR®-Associate membership as a matter of personal option and election.

Secondly, in respect to any given firm comprised of more than one REALTOR® principal, only one of the principals designated by the firm would be charged on the basis of the size formula. Furthermore, it was specified that all other principals of the firm would be charged only a base amount of dues as determined and not charged any dues in respect to the number of individuals licensed with the firm. Thus, in the final analysis, the Designated REALTOR® pays dues (his own personal dues) for membership benefits and services received which are proportional to the number of such persons affiliated with the REALTOR® who benefit from his REALTOR® membership and its benefits and services, but do not personally hold membership and pay no dues.

It must be clearly understood that the Designated REALTOR® is not paying dues for individuals affiliated with him who elect not to be board members. They are not Board members and therefore have no dues payable to the Board. Any benefits or Board services that such licensees realize accrue to them solely through their relationship with the Designated REALTOR® and not provided to them directly by the Board. Rather, the REALTOR® pays his dues (his own and not the dues paid for others) as computed on the number of individuals licensed with him, but who are not members of the Board.

-From NAR's "the Executive Officer, " June 1981, written by William D. North, current Executive V. P. of the Association.

### STEP 3

#### APPLICATION

The application must be completed and submitted to the association. The board of directors will consider the application for membership at their next regularly scheduled meeting. The applicant is not required to be present at the meeting of the board of directors. All Board dues are due with the application.