

Application Rec'd ____/____/____ Provisional Accepted ____/____/____ Orientation Attendance ____/____/____
NRDS # _____ MLS User Name: _____ Assigned Password: _____

BERKSHIRE COUNTY BOARD OF REALTORS® , INC.
APPLICATION FOR DESIGNATED REALTOR® & MLS PARTICIPATION

MEMBERSHIP INFORMATION

Full Name as it appears on license: _____

Salutation: Ms. Mrs. Mr. Dr. Nickname: _____

APPLICANT INFORMATION

Name for Roster: _____
Home Address: _____
Apt / Care of: _____
City: _____ State: _____ Zip: _____
Home Phone: _____ () - _____
Personal Fax: _____ () - _____
Mobile or Cell: _____ () - _____
E-Mail: _____
Website: _____

OFFICE INFORMATION

Office: _____
Address: _____
Care of: _____
City: _____ State: _____ Zip: _____
Office Phone: _____ () - _____
Office Fax: _____ () - _____
Additional Line: _____ () - _____
Office Website: _____

Preferred Mailing Address: Home - or - Office
Preferred Phone #'s Home Mobile - or - Office

Add'l Phone #'s to appear on roster Home Mobile

REAL ESTATE LICENSE HISTORY

1. License # _____ Exp Date _____ Type: Broker Sales Appraisal
2. Do you hold, or have you ever held, a real estate license in any other state? If yes, please specify: _____
3. Has your real estate license, in this or any other state, been suspended or revoked? Yes No
4. If "yes", specify the place(s) and date(s) of such action, and detail the circumstances relating thereto: _____

REALTOR® MEMBERSHIP INFORMATION

5. Birth Date: ____/____/____
6. Member Type: REALTOR® Designated REALTOR® (*Principal responsible for all office obligations*)
7. Office Status: Principal/Partner Office Manager Employee Independent Contractor
8. REALTOR® Membership Type Primary Member Secondary* (*must hold current membership elsewhere*)
9. Do you *currently* hold REALTOR® membership in any other Association? No Yes
If yes, please specify _____
10. Have you *ever* held REALTOR® membership in any other Board in the past? No Yes
If yes, please specify _____

REALTOR® MEMBERSHIP INFORMATION CONTINUED...

11. Have there been any complaints/cases against you before any real estate association, state real estate regulatory agency or any other agency of government within the last three years? No Yes – 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 such complaint: _____

12. Have you ever been convicted of a felony? No Yes - If yes, please give details including state and court of conviction: _____

PROFESSIONAL INFORMATION:

Note: This information is not used to assess your membership qualifications. It is simply to allow the Board of REALTORS® to tailor our services and promotional efforts for your specialties. You can change or update this information at any time by contacting the Board office. You do not need to complete this section for membership consideration.

13. Professional Designation or Degrees held: _____

14. Year first entered Real Estate Business: _____ City / State: _____

15. Have you been engaged continuously in the business since then? Yes, at least part-time since licensed No, stopped or never actively practiced real estate – or - Occasionally engaged in real estate when circumstances permitted.

16. Other Profession/ Business Experience: _____

17. Are you now engaged in any other business? No, not at this time Yes: (Position) _____

18. Resident here since _____ Previous residence: _____

19. What Professional Designations or educational degrees do you hold, if any? _____

20. Do you hold any governmental positions No, not at this time Yes: (Position) _____

21. Do you currently belong to any organizations? (ie: business, civic, charitable or other) _____

22. Do you hold any leadership roles in other organizations? No, not at this time Yes: (Position) _____

23. Would you like more information on the benefits of serving in volunteer leadership? If yes, your interests:

Education Housing Opportunities Government Affairs Professional Standards Community Service

24. Business Area: Check all that apply:

North Berkshire Central Berkshire South Berkshire
 New York / Connecticut / Vermont Pioneer Valley Other:

25. Professional Specialties: Check all that apply

Residential Sales Residential Rental Condominiums
 Land / lots Commercial Other:

26. Brokerage Type Offered:

Buyer and Seller Representation Exclusive Buyer Representation Exclusive Seller Representation
 Transactional Brokerage Limited Service Other:

27. Are there any other interests, accomplishments or skills you possess that you would like to share with us? _____

**PRINCIPAL, PARTNER, OFFICER, MANAGER OR DESIGNATED REALTOR®
MLS OFFICE INFORMATION**

This section must be completed by applicants for REALTOR® Membership, whether primary or secondary or “designated,” who are principals, partners, corporate officers, or individuals in positions of management control on behalf of individuals who are not physically present and engaged in the real estate profession in connection with the firm’s office located within the jurisdiction of the Board (e.g. branch office managers).

28. Office Tax I. D. Number _____

29. Office Status: Sole Proprietor Partnership Corporation Other

30. State the names and titles of all other principals, partners, or corporate officers of your firm.

Name _____ Title: _____

Name _____ Title: _____

Name _____ Title: _____

Name _____ Title: _____

31. List the names and addresses of all branch offices or other real estate firms in which you are a principal, partner, or corporate officer within the jurisdiction of the Board:

Name _____ Address: _____

Name _____ Address: _____

32. Bank References: Indicate Bank / Financial Institution Name

General Acct: _____ Escrow Account: _____

33. Business References: Indicate Company, Title and/or Person(s) Name Phone Number

34. Are you or is any real estate firm in which you are a sole proprietor, general partner or corporate officer involved in any pending bankruptcy or insolvency proceeding or have you or any real estate firm in which you are a sole proprietor, general partner or corporate officer been adjudged bankrupt in the past three (3) years? Yes* No

If yes, specify the place(s) and date(s) of such action, and detail the circumstances relating thereto:

** The Board may require as a condition of membership that the bankrupt applicant pay cash in advance for Board and MLS fees for up to one (1) year from the date that membership is approved or from the date that the applicant is discharged from bankruptcy (whichever is later) or, in the event that bankruptcy proceedings are initiated subsequent to obtaining membership in the Board, that the member may be placed on a “cash basis” from the date that bankruptcy is initiated until one (1) year from the date that the member has been discharged from bankruptcy.*

35. Have there been any complaints/cases against you before any real estate association, state real estate regulatory agency or any other agency of government within the last three years? No Yes – 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 such complaint: _____

36. Have you ever been convicted of a felony? No Yes - If yes, please give details including state and court of conviction: _____

AGENT CERTIFICATION:

The annual dues of each Designated REALTOR® Member shall be in such amount as established annually by the Board of Directors, (see matrix on last page of this application) plus an additional amount to be established annually by the Board of Directors times the number of real estate salespersons and licensed or certified appraisers who are not REALTOR® members in Massachusetts or a state contiguous thereto.

You must submit the names of every real estate salesperson, broker and licensed or certified appraiser who is employed by or affiliated as independent contractors, or who is otherwise directly or indirectly affiliated with your firm.

_____ total # of Real Estate/Appraisal Licensees Affiliated with your Firm

1. **AGENT NAME** _____ Home Phone # _____
License #(s) _____ exp. _____ License Type: Broker Salesperson Appraiser
Primary Board _____ Secondary (if any) _____
2. **AGENT NAME** _____ Home Phone # _____
License #(s) _____ exp. _____ License Type: Broker Salesperson Appraiser
Primary Board _____ Secondary (if any) _____
3. **AGENT NAME** _____ Home Phone # _____
License #(s) _____ exp. _____ License Type: Broker Salesperson Appraiser
Primary Board _____ Secondary (if any) _____
4. **AGENT NAME** _____ Home Phone # _____
License #(s) _____ exp. _____ License Type: Broker Salesperson Appraiser
Primary Board _____ Secondary (if any) _____
5. **AGENT NAME** _____ Home Phone # _____
License #(s) _____ exp. _____ License Type: Broker Salesperson Appraiser
Primary Board _____ Secondary (if any) _____
6. **AGENT NAME** _____ Home Phone # _____
License #(s) _____ exp. _____ License Type: Broker Salesperson Appraiser
Primary Board _____ Secondary (if any) _____
7. **AGENT NAME** _____ Home Phone # _____
License #(s) _____ exp. _____ License Type: Broker Salesperson Appraiser
Primary Board _____ Secondary (if any) _____

Please Check Here if An Additional Agent Certification Pages Are Attached.

MEMBERSHIP AGREEMENT

I am the REALTOR® Principal / Manager of the _____ firm, partnership, or corporation and hereby apply for Participation in the Multiple Listing Service (MLS) for myself, and user access for the agents of my office. I understand that, if accepted, I shall be designated the "Participant" in the Service and shall have all rights, benefits, and privileges of the Service, and shall accept all obligations of the Service for the Participant's firm, partnership, or corporation.

I also hereby apply for Realtor® membership in the Berkshire County Board of REALTORS®, and understand that, if accepted, I shall be designated the "designated REALTOR®" and shall accept responsibility for the real estate and appraisal licensees affiliated with my office.

MLS PARTICIPATION - \$ 500.00 APPLICATION FEE (ALL OTHER FEES TO BE BILLED AS DESCRIBED IN THE REGS.)
REALTOR® MEMBERSHIP - \$ 175.00 APPLICATION FEE AND \$ _____ PRO-RATED DUES = \$ _____ TOTAL PAID

...which I understand will be returned to me in the event I am not accepted to membership. In the event my application is approved, I agree as a condition to membership to complete one of the next two Orientation programs offered by the Berkshire County Board of REALTORS®. I agree to, upon my own initiative, thoroughly familiarize myself with the Code of Ethics of the National Association of REALTORS® and with the governing documents of the Board of REALTORS®, which is continually available on the Board's website www.BerkshireRealtors.com. 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 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. 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 or 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.

Current Educational Requirements for Members: One Time New REALTOR® Orientation Program, One Time New Designated REALTOR® (6) hour legal liability training mandate, Quadrennial Ethics Training of (2 ½) hours.

I further agree to be bound by the Code of Ethics including the obligation to submit to ethics hearing and the duty to arbitrate contractual disputes with other REALTORS® in accordance with the established procedures of the board. I understand that a violation of the Code of Ethics may result in termination of any MLS or REALTOR® 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. This includes compliance with the Bylaws and Rules and Regulations of the Service by all persons affiliated with me.

I acknowledge that if accepted as a Member and subsequently resigns or is expelled from membership in the Board with an ethics complaint or arbitration request pending, the Board of Directors may condition renewal of membership upon verification that I will submit to the pending ethics or arbitration proceeding and will abide by the decision of the Hearing Panel; or if applicant resigns or is expelled from membership without having complied with an award in arbitration, the Board of Directors may condition renewal of membership upon his/her payment of the award, plus any costs that have been established previously as due and payable in relation thereto, provided that the award and such costs have not, in the interim, been otherwise satisfied.

Dues payments are not tax deductible as charitable contributions. Portions of such payments may be tax deductible as ordinary and necessary business expenses. Dues will be pro-rated according to each Association's bylaws. Further, I agree that, if accepted for Membership in the Board, I shall pay the fees and dues as from time to time established.

Applicant acknowledges that this application must be administratively approved before Provisional Membership is activated. Applicant further understands that they will receive two opportunities to attend a mandatory, full-day orientation program. Provisional membership will either be amended to "Full REALTOR®" status upon completion of the program or be terminated for non-attendance. In the event provisional membership is terminated, no refunds will be provided. Additionally, submission of a new application and application fee will be required to reapply for provisional membership and current year dues, if not already remitted, will be due and payable.

SERVICES:

- Full on-line Computer Access to Listing Information
- IDX information for Display of listings on the web

“Services”, for the purpose of this section, allow the staff to activate desired selections. You can modify the type of service you receive at any time, by notifying the Board Office in writing. All changes are made on a month to month basis, and your billing will reflect such charges.

I understand that this application must be administratively approved and I must be pre-registered in order to attend a scheduled new member Orientation program required for full REALTOR® membership and full MLS Participation. I acknowledge that my failure to attend a program after two invitations will immediately result in termination of provisional membership to the Board of REALTORS® and the termination of any service provided by the MLS.

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, may be grounds for revocation of my membership if granted.

X Signature: _____ **Date:** ____/____/____

**PLEASE ATTACH A COPY OF CURRENT
REAL ESTATE OR APPRAISAL LICENSE
HERE
*REQUIRED FOR ACCEPTANCE
OF APPLICATION***

PROCESS FOR BECOMING A BOTH A REALTOR® & MLS

- ◆ Submit your membership application, along with your application fees and prorated Association dues. (see chart to calculate correct payment) The Board office staff will review this information, and will (1) accept the application administratively if all information is complete and appropriate payments are made, or will (2) notify you that membership will be delayed until the problem is resolved. In this instance, the application will not be processed, nor will services of the Board or MLS begin until REALTOR® Provisional Membership and MLS Provisional membership is administratively approved. If your application requires amending, or cannot be processed because it has not been completed in it’s entirety, the dues owed will be based on the application date, without refund or adjustment.
- ◆ You will receive notification when your application has been administratively accepted, along with any appropriate membership identification information.

- ◆ Upon administrative approval, your membership information will be added master database for immediate access to services provided by the Berkshire County Board of REALTORS® (BCBR), the Massachusetts Association of REALTORS® (MAR), the National Association of REALTORS® (NAR) and the Multiple Listing Service (MLS).
- ◆ You will be provided with two opportunities to attend an orientation program before your provisional membership is revoked. The Orientation is a **one day program (9:00 a.m. – 4:00 p.m.) which covers the Association structure and benefits, environmental issues, MLS issues, contract completion, professional standards, fair housing, anti-trust**, and more. In addition, you are required to schedule a convenient meeting time with the Board Office staff, to review your specific duties as the Participant of the MLS. This informal session allows you to ask questions related directly to your company structure, and provide valuable information for operating within the MLS parameters. Only approved provisional members will be invited to attend an orientation program – Only those who have (1) received an invitation to attend and (2) register within 1 week of the program are eligible to attend the scheduled orientations. Seating and setup is limited – no exceptions.
- ◆ Within six (6) months of the date of membership approval, each new Designated REALTOR® shall be required to demonstrate that they have **completed six (6) hours of instruction geared exclusively to Brokerage ownership and management issues** related to risk reduction and any policies or laws that might result in a significant legal vulnerability or liability to the organization and its members.
- ◆ Your name and office will be announced to the membership as an applicant on file with provisional membership status. All inquires to the Board will be informed of your active status with the Board of REALTORS®.

2015 BERKSHIRE REALTOR® PRO-RATED DUES

Dues 2015:	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Local: (Berkshire)	\$219.00	\$219.00	\$219.00	\$219.00	\$219.00	\$219.00	\$219.00	\$219.00	\$219.00	\$219.00	\$219.00	\$219.00
State (Mass.)*	\$151.00	\$138.42	\$125.83	\$113.25	\$100.67	\$88.08	\$75.50	\$62.92	\$50.33	\$37.76	\$25.17	\$12.58
National (NAR)*	\$155.00	\$145.00	\$135.00	\$125.00	\$115.00	\$105.00	\$95.00	\$85.00	\$75.00	\$65.00	\$55.00	\$45.00
Total 2015 Dues:	\$525.00	\$502.42	\$479.83	\$457.25	\$434.67	\$412.08	\$389.50	\$366.92	\$344.33	\$321.76	\$299.17	\$276.58
Application Fee	\$175.00	\$175.00	\$175.00	\$175.00	\$175.00	\$175.00	\$175.00	\$175.00	\$175.00	\$175.00	\$175.00	\$175.00
Total Due with App.	\$700.00	\$677.42	\$654.83	\$632.25	\$609.67	\$587.08	\$564.50	\$541.92	\$519.33	\$496.76	\$474.17	\$451.58

2015 MLS DUES

MLS Application Fee (one time) \$500.00

Monthly Fees:

Per licensed agent in the office \$30.00

** Note: Secondary REALTOR® members need only pay local dues and application fee, with proof (letter in good standing) of membership with another local association in Massachusetts or with a local and state association contiguous to Mass.*

REALTOR® dues for new members are prorated on a monthly basis. The payments indicated above refer to the time frame that the application is received and processed by the Berkshire County Board of REALTORS®.

DUES PAYMENT / APPLICATION FEE PAYMENT

The Berkshire County Board of REALTORS® Payment Total:

A REALTOR Application Fee, in the amount of \$175.00
 An MLS Application Fee, in the amount of \$500.00
 Prorated Membership Dues in the amount of \$ _____ * see below for matrix
 For a Total of: \$ _____

Payment Method:

Check Cash Credit Card (complete the form below)

CREDIT CARD AUTHORIZATION:

Please charge the above amount to my credit card, as shown below:

Credit Card: Discover American Express Master Card Visa

Credit Card # _____ / _____ / _____ / _____ Exp: _____ / _____

Name as it appears on Card: _____

Billing Address: _____

Signature of Card Holder: _____

2015 BERKSHIRE REALTOR® PRO-RATED DUES

Dues 2015:	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Local: (Berkshire)	\$219.00	\$219.00	\$219.00	\$219.00	\$219.00	\$219.00	\$219.00	\$219.00	\$219.00	\$219.00	\$219.00	\$219.00
State (Mass.)*	\$151.00	\$138.42	\$125.83	\$113.25	\$100.67	\$88.08	\$75.50	\$62.92	\$50.33	\$37.76	\$25.17	\$12.58
National (NAR)*	\$155.00	\$145.00	\$135.00	\$125.00	\$115.00	\$105.00	\$95.00	\$85.00	\$75.00	\$65.00	\$55.00	\$45.00
Total 2015 Dues:	\$525.00	\$502.42	\$479.83	\$457.25	\$434.67	\$412.08	\$389.50	\$366.92	\$344.33	\$321.76	\$299.17	\$276.58
Application Fee	\$175.00	\$175.00	\$175.00	\$175.00	\$175.00	\$175.00	\$175.00	\$175.00	\$175.00	\$175.00	\$175.00	\$175.00
Total Due with App.	\$700.00	\$677.42	\$654.83	\$632.25	\$609.67	\$587.08	\$564.50	\$541.92	\$519.33	\$496.76	\$474.17	\$451.58

- ♦ Note: Dues for new members are prorated on a monthly basis. The payments indicated above refer to the time frame that the application is received and processed by the Berkshire County Board of REALTORS®. Provisional Members will receive service and support immediately upon receipt of a fully completed application, appropriate dues payment and application fee. If your application requires amending, or cannot be processed because it has not been completed in its entirety, the dues owed will be based on the application date, without refund or adjustment.
- ♦ Note: Secondary REALTOR® members need only pay local dues and application fee, with proof (letter in good standing) of membership with another local association in Massachusetts or with a local and state association contiguous to Mass.
- ♦ Submit your application & payment to: Berkshire County Board of REALTORS®, Inc., 99 West Street, Suite 200, Pittsfield, MA 01201, **Phone:** (413) 442-8049 (Note: we cannot accept phone applications) **Fax:** (413) 448-2852 (Credit card payments only)