

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



**APPLICATION FOR REALTOR®
PROVISIONAL MEMBERSHIP**

MEMBER INFORMATION

Full Name as it appears on license: _____
Salutation: ☐ Ms. ☐ Mrs. ☐ Mr. ☐ Dr. Nickname: _____

AGENT CONTACT INFORMATION

Name for Roster: _____
Home Address: _____
Apt / Care of: _____
City: _____ State: _____ Zip: _____
Home Phone: _____
Mobile or Cell: _____
Preferred Phone ☐ Home ☐ Mobile - or - ☐ Office
E-Mail: _____
Website: _____

OFFICE CONTACT INFORMATION

Office: _____
Designated REALTOR: _____
Preferred Mailing Address: ☐ Home - or - ☐ Office

I, the undersigned Designated REALTOR® (DR) of the above named company, confirm that the licensed real estate agent listed here is affiliated with my real estate firm and I accept oversight responsibility for their actions in connection with all governing documents of the Berkshire County Board of Realtors and Multiple Listing Service. [DR to Signature Required, or from an email directly from the Designated REALTOR email]

X

*Alternatively, Broker can send
an email authorizing affiliation.*

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, states: _____
3. Has your real estate license, in this or any other state, been suspended or revoked? ☐ Yes ☐ No

If "yes", specify the place(s) and date(s) of such action, and detail the circumstances relating thereto on a separate sheet.

REALTOR® MEMBERSHIP INFORMATION

4. Birth Date: ____/____/____
5. Member Type: ☐ REALTOR® ☐ Designated REALTOR® (Broker/ Principal responsible for all office obligations)
6. Office Status: ☐ Principal/Partner ☐ Office Manager ☐ Employee ☐ Independent Contractor
7. REALTOR® Membership Type ☐ Primary Member ☐ Secondary* (must hold current membership elsewhere)

Secondary Membership: We honor existing REALTOR memberships held elsewhere with a letter in good standing from your primary board (where you pay NAR dues). Those who hold membership in a Board that is contiguous to Massachusetts has the option to join the MA state association as well. All others must join the MA board.

If Secondary: NRDS # _____

REALTOR® MEMBERSHIP INFORMATION CONTINUED...

8. Do you *currently* hold REALTOR® membership in any other Association? ☐ No ☐ Yes
If yes, please specify _____
9. Have you *ever* held REALTOR® membership in any Board in the past? ☐ No ☐ Yes
If yes, please specify _____
10. 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: _____

11. 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.

12. Professional Designation or Degrees held: _____
13. Year first entered Real Estate Business: _____ City / State: _____
14. 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.
15. Other Profession/ Business Experience: _____

16. Are you now engaged in any other business? ☐ No, not at this time ☐ Yes: (Position) _____
17. Resident here since _____ Previous residence: _____
18. Do you hold any governmental positions ☐ No, not at this time ☐ Yes: (Position) _____

19. Do you currently belong to any organizations? (i.e.: business, civic, charitable or other) _____

20. Do you hold any leadership roles in other organizations? _____
21. 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
☐ Technology ☐ Trends / Statistics ☐ Other: _____

22. Business Area: Check all that apply:

- | | | |
|---|--|--|
| <input type="checkbox"/> North Berkshire | <input type="checkbox"/> Central Berkshire | <input type="checkbox"/> South Berkshire |
| <input type="checkbox"/> New York / Connecticut / Vermont | <input type="checkbox"/> Pioneer Valley | <input type="checkbox"/> Other: |

23. Brokerage Type Offered:

- | | | |
|--|---|--|
| <input type="checkbox"/> Buyer and Seller Representation | <input type="checkbox"/> Exclusive Buyer Representation | <input type="checkbox"/> Exclusive Seller Representation |
| <input type="checkbox"/> Transactional Brokerage | <input type="checkbox"/> Limited Service | <input type="checkbox"/> Other: |

24. Professional Specialties: Select top three (3) real estate specialties

Residential

- ☐ General Residential Sales 100
- ☐ Buyer Brokerage 103
- ☐ Manufactured /Mobile Homes 104
- ☐ Land 105
- ☐ Resort Specialist 106
- ☐ Condominiums 107
- ☐ International 108
- ☐ Appraisal 109
- ☐ Second Homes 110
- ☐ Brokerage Management 120
- ☐ Office Administrative Support Staff (licensed) 125
- ☐ Multi-Family 131
- ☐ Condos; Resorts; Time Shares 132
- ☐ Builder/Developer - Residential 411
- ☐ Relocation 316

Commercial

- ☐ General Commercial Sales/Leasing 200
- ☐ Property Management 206
- ☐ Commercial Appraising 207
- ☐ Exchanges 209
- ☐ Tenant Representative 210
- ☐ Investment Sales 211
- ☐ Builder/Developer - Commercial 410

Other

- ☐ Young Professionals Network 303
- ☐ Economic Development 312
- ☐ Real Estate Law 314
- ☐ Redevelopment/Rehabilitation 315

25. Fluent Languages Spoken: _____

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

MEMBERSHIP AGREEMENT – ALL APPLICANTS MUST COMPLETE

Agreement to Pay Fees: I am including the application fee and prorated dues, which I understand will be returned to me in the event I am not accepted to membership. I agree that, if accepted for Membership in the Board, I shall continue to pay the fees and dues owed by me and my firm, as from time to time amended. Note: A portion of the dues payments are tax deductible as ordinary and necessary business expenses, in an amount established and noticed each year.

Attendance at Training: I agree as a condition to membership to complete an Orientation program offered by the Berkshire County Board of REALTORS®, within the next two offerings. I understand that provisional membership will be granted until such orientation program is completed in full. Membership classification shall 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.

Abide by Policies and Regulations in Governing Documents: 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: <http://berkshirerealtors.net/association-highlights/governance>. 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.

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Code of Ethics & Arbitration: 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. **NOTE:** Applicant acknowledges that if accepted as a Member and he/she 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 applicant’s verification that he/she 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.

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.

SIGNATURE: _____

DATE: ____/____/____

**PLEASE ATTACH A COPY OF CURRENT REAL
ESTATE OR APPRAISAL LICENSE HERE**

**Can also attach to email as a separate
document.**

PROCESS FOR BECOMING A BERKSHIRE REALTOR® MEMBER

- ♦ Submit your membership application, along with your application fee and prorated 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 is administratively approved.
- ♦ You will receive notification when your application has been administratively accepted, along with any appropriate membership identification information. If associated with an office participating in the Multiple Listing Service, your user abilities will be activated. (computer services, listing in roster, ability to submit listings etc...). This can take up to 4 business days, although we strive to process applications and begin services as quickly as possible.
- ♦ 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, if applicable, the Multiple Listing Service (MLS).
- ♦ Your name and office affiliation 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®.
- ♦ You will be provided two opportunities to attend an orientation program. 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 the event your provisional membership is terminated for failure to attend the Orientation, 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. **Note: Only those who have (1) already applied for membership and received an invitation to attend and (2) registered within 1 week of the program are eligible to attend an orientation. Seating / setup is limited – no exceptions.**
- ♦ Submit your application & payment to:

Mail 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)

E-mail: Support@BerkshireRealtors.org or **Web:** www.BerkshireRealtors.org

DUES FEES & PAYMENTS

The Berkshire County Board of REALTORS® and MLS Payment Total:

All current fees and dues (pro-rated and tax deductible) can be found at:
www.BerkshireRealtors.net/dues

A Primary REALTOR Application Fee, in the amount of \$ 175.00
 Prorated REALTOR Membership Dues in the amount of \$
 Monthly MLS Dues per Agent Affiliated with Firm For a Total of: Billed Monthly / Electronically
 Total Due and Owing with Application..... \$

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: _____

CVC#: _____ # Billing Zipcode: _____

Signature of Card Holder: _____

Application can be mailed or emailed to the addresses shown below. Please DO NOT email credit card information. You can mail, deliver in person or call in this information. This is for your own safety and security. Thank you.

Dues 2021	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Local: (Berkshire)	\$254.00	\$232.83	\$211.67	\$190.50	\$169.33	\$148.17	\$127.00	\$105.83	\$84.67	\$63.50	\$42.33	\$21.17
State (Mass.)*	\$161.00	\$148.42	\$135.83	\$123.25	\$110.67	\$98.08	\$85.50	\$72.92	\$60.33	\$47.76	\$35.17	\$22.58
National (NAR)*	\$185.00	\$172.50	\$160.00	\$147.50	\$135.00	\$122.50	\$110.00	\$97.50	\$85.00	\$72.50	\$60.00	\$47.50
Total Dues:	\$600.00	\$553.70	\$507.40	\$461.25	\$414.97	\$368.75	\$322.50	\$276.25	\$230.00	\$183.76	\$137.50	\$91.25
PAF (optional)	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00
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
New Applicants	\$800.00	\$753.70	\$707.40	\$661.25	\$614.97	\$568.75	\$522.50	\$476.25	\$430.00	\$383.76	\$337.50	\$291.25