

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



**APPLICATION FOR DESIGNATED  
REALTOR® & MLS PARTICIPATION**

Full Name as it appears on license: \_\_\_\_\_

Salutation:  Ms.  Mrs.  Mr.  Dr. Nickname (if any): \_\_\_\_\_

**APPLICANT INFORMATION**

Name for Roster: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Apt / Care of: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Office: \_\_\_\_\_ - \_\_\_\_\_

Mobile or Cell: \_\_\_\_\_ - \_\_\_\_\_

E-Mail: \_\_\_\_\_

Preferred Mailing Address:  Home - or -  Office

**OFFICE INFORMATION**

Office: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Care of: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Office Phone: \_\_\_\_\_ - \_\_\_\_\_

Additional Line: \_\_\_\_\_ - \_\_\_\_\_

Office Website: \_\_\_\_\_

Preferred Phone #'s  Home  Mobile  Office

By including the above, you give us permission to email you at the above address as part of your membership benefits. Additionally, is the Berkshire Board of REALTORS/MLS authorized to text the mobile number for urgent (and infrequent) notices. Note: you may stop receiving texts at any time:  allow texts  prohibit texts

**REAL ESTATE LICENSE HISTORY**

1. License # \_\_\_\_\_ Exp Date \_\_\_\_\_ Type:  Broker  Appraiser
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. Membership Type:  Primary Member  Secondary\* (local only)  Secondary\* (plus MA Membership)

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...**

- 7. Office Status:  Principal/Partner  Office Manager  Employee  Independent Contractor
- 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 other 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: \_\_\_\_\_

**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).

- 12. Office Tax I. D. Number \_\_\_\_\_
- 13. Office Status:  Sole Proprietor  Partnership  Corporation  Other
- 14. State the names and titles of all other principals, partners, or corporate officers of your firm.  
Name \_\_\_\_\_ Title: \_\_\_\_\_  
Name \_\_\_\_\_ Title: \_\_\_\_\_  
Name \_\_\_\_\_ Title: \_\_\_\_\_  
Name \_\_\_\_\_ Title: \_\_\_\_\_
- 15. 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: \_\_\_\_\_
- 16. Bank References: Indicate Bank / Financial Institution Name  
General Acct: \_\_\_\_\_ Escrow Account: \_\_\_\_\_

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

18. 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.*

19. 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: \_\_\_\_\_

20. 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.

21. Professional Designation or Degrees held: \_\_\_\_\_

22. Year first entered Real Estate Business: \_\_\_\_\_ City / State: \_\_\_\_\_

23. 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.

24. Other Profession/ Business Experience: \_\_\_\_\_

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

26. Resident here since \_\_\_\_\_ Previous residence: \_\_\_\_\_

27. What Professional Designations or educational degrees do you hold, if any? \_\_\_\_\_

28. Do you hold any governmental positions  No, not at this time  Yes: (Position) \_\_\_\_\_
29. Do you currently belong to any organizations? (ie: business, civic, charitable or other) \_\_\_\_\_
30. Do you hold any leadership roles in other organizations?  No, not at this time  Yes: (Position) \_\_\_\_\_
31. 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
32. Business Area: Check all that apply:  
 North Berkshire  Central Berkshire  South Berkshire  
 New York / Connecticut / Vermont  Pioneer Valley   
 Other: \_\_\_\_\_
33. Brokerage Type Offered:  
 Buyer and Seller Representation  Exclusive Buyer Representation  
 Transactional Brokerage  Exclusive Seller Representation  Other: \_\_\_\_\_  
 Limited Service
34. 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 Admin 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
35. Are there any other interests, accomplishments or skills you possess that you would like to share with us?

## MLS / REALTOR CERTIFICATION:

List below every real estate salesperson, broker and licensed or certified appraiser who is employed by or affiliated as an independent contractor or who is otherwise directly or indirectly affiliated with your firm. Also include any administrative or clerical (licensed or unlicensed) staff. If waiving access, the MLS Subscriber Fee Waiver application must be completed and returned with this application.

\_\_\_\_\_ total # of Real Estate/Appraisal Licensees Affiliated with your Firm (not including yourself)

1. **AGENT NAME** \_\_\_\_\_ Preferred Phone # \_\_\_\_\_  
License #(s) \_\_\_\_\_ exp. \_\_\_\_\_ License Type:  Broker  Salesperson  Appraiser  
Agent is:  Current BCBR Member  Applicant  Letter of Good Standing  Fee Waiver
2. **AGENT NAME** \_\_\_\_\_ Home Phone # \_\_\_\_\_  
License #(s) \_\_\_\_\_ exp. \_\_\_\_\_ License Type:  Broker  Salesperson  Appraiser  
Agent is:  Current BCBR Member  Applicant  Letter of Good Standing  Fee Waiver
3. **AGENT NAME** \_\_\_\_\_ Home Phone # \_\_\_\_\_  
License #(s) \_\_\_\_\_ exp. \_\_\_\_\_ License Type:  Broker  Salesperson  Appraiser  
Agent is:  Current BCBR Member  Applicant  Letter of Good Standing  Fee Waiver
4. **AGENT NAME** \_\_\_\_\_ Home Phone # \_\_\_\_\_  
License #(s) \_\_\_\_\_ exp. \_\_\_\_\_ License Type:  Broker  Salesperson  Appraiser  
Agent is:  Current BCBR Member  Applicant  Letter of Good Standing  Fee Waiver
5. **AGENT NAME** \_\_\_\_\_ Home Phone # \_\_\_\_\_  
License #(s) \_\_\_\_\_ exp. \_\_\_\_\_ License Type:  Broker  Salesperson  Appraiser  
Agent is:  Current BCBR Member  Applicant  Letter of Good Standing  Fee Waiver
6. **AGENT NAME** \_\_\_\_\_ Home Phone # \_\_\_\_\_  
License #(s) \_\_\_\_\_ exp. \_\_\_\_\_ License Type:  Broker  Salesperson  Appraiser  
Agent is:  Current BCBR Member  Applicant  Letter of Good Standing  Fee Waiver
7. **AGENT NAME** \_\_\_\_\_ Home Phone # \_\_\_\_\_  
License #(s) \_\_\_\_\_ exp. \_\_\_\_\_ License Type:  Broker  Salesperson  Appraiser  
Agent is:  Current BCBR Member  Applicant  Letter of Good Standing  Fee Waiver

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

## REALTOR 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 MLS 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.

**Office Responsibility:** I also hereby apply for Realtor® membership in the Berkshire County Board of REALTORS®, and understand that, if accepted, I shall be designed the “Designated REALTOR®” and shall accept responsibility for the real estate and appraisal licensees affiliated with my office.

**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 Polices 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.

**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.

## MLS PARTICIPATION: ENGAGEMENT REQUIREMENT

**Firm Must Actively Endeavor to List/Sell/Appraise Real Estate in the Berkshires or contiguous areas to the MLS.**

Please note, the MLS Bylaws confirm that mere possession of a broker's license is not sufficient to qualify for MLS participation. Rather, the requirement that an individual or firm 'offers or accepts cooperation and compensation' means that the Participant actively endeavors during the operation of its real estate business to list real property of the type listed on the MLS and/or to accept offers of cooperation and compensation made by listing brokers or agents in the MLS. “Actively” means on a continual and on-going basis during the operation of the Participant's

real estate business. The “actively” requirement is not intended to preclude MLS participation by a Participant or potential Participant that operates a real estate business on a part time, seasonal, or similarly time-limited basis or that has its business interrupted by periods of relative inactivity occasioned by market conditions. Similarly, the requirement is not intended to deny MLS participation to a Participant or potential Participant who has not achieved a minimum number of transactions despite good faith efforts. Nor is it intended to permit an MLS to deny participation based on the level of service provided by the Participant or potential Participant as long as the level of service satisfies state law.

The key is that the Participant or potential Participant actively endeavors to make or accept offers of cooperation and compensation with respect to properties of the type that are listed on the MLS in which participation is sought. This requirement does not permit an MLS to deny participation to a Participant or potential Participant that operates a Virtual Office Website (“VOW”) (including a VOW that the Participant uses to refer customers to other Participants) if the Participant or potential Participant actively endeavors to make or accept offers of cooperation and compensation. An MLS may evaluate whether a Participant or potential Participant “actively endeavors during the operation of its real estate business” to “offer or accept cooperation and compensation” only if the MLS has a reasonable basis to believe that the Participant or potential Participant is in fact not doing so. The membership requirement shall be applied on a nondiscriminatory manner to all Participants and potential Participants.

A preliminary staff investigation shall only be undertaken if there is a reasonable basis to believe that a Participant is not actively working in the market place. If there an allegation that a Participant office is not actively engaged in the real estate business in Berkshire County on a continual and ongoing basis as required for MLS membership according to the Bylaws, Article 4 – Section 1 Participation Defined, staff shall request evidence of any:

1. All Berkshire County properties listed with firm and/or,
2. All showings with buyers on Berkshire County properties and/or,
3. Any other transactional details that show active real estate work in the marketplace with offers of cooperation and compensation offered or accepted with other Berkshire MLS members.

According to the National Association of REALTORS, actively engaged in the market place refers to listings taken in Berkshire County or buyers worked with on listings in Berkshire County. A referral business does not qualify as actively engaged in real estate sales. There is no standard to the number of listings or buyers or success rate in closing a deal.

Should an Applicant/Participant fail to show any of the above minimums upon request and with advanced notice, they shall be given an opportunity to appear before the MLS Board for a hearing according to Section 9 of the Rules and Regulations. (Amended 6/13)

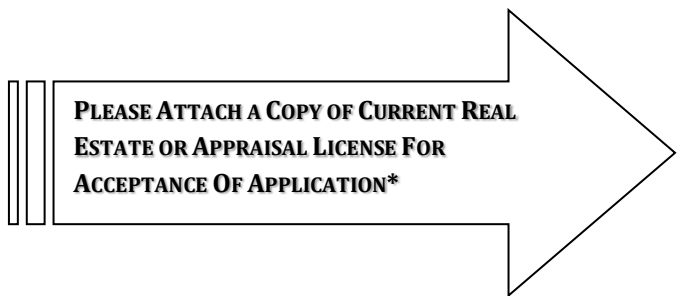
## **SERVICES PROVIDED:**

- ✓ MLS Database Use
- ✓ Technical and Business Support
- ✓ Regional Contracts and Forms
- ✓ IDX / RETS Feeds (fees may apply)
- ✓ Syndication of Listings
- ✓ Weekly Friday Recap eNews
- ✓ Open House / Broker Tour Opportunities
- ✓ Internal Member-to-Member Email System
- ✓ Client Portals

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: \_\_\_\_/\_\_\_\_/\_\_\_\_



Can also attach to email as a separate document

## 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 its entirety, the dues owed will be based on the application date, without refund or adjustment.
- ◆ Upon provisional approval, you will receive access codes for the MLS and 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).
- ◆ Education: You will be provided with two opportunities to attend an orientation program before your provisional membership is terminated. 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. 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.



# 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](http://www.BerkshireRealtors.net/dues)

A REALTOR Application Fee, in the amount of ..... \$ 175.00 \_\_\_\_\_  
 An MLS Application Fee, in the amount of..... \$ 500.00 \_\_\_\_\_  
 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:

Keep your Data Safe! Call with credit card info rather than emailing!! 413-442-8049

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 Zip: \_\_\_\_\_

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
<b>Total Dues:</b>	<b>\$600.00</b>	<b>\$553.70</b>	<b>\$507.40</b>	<b>\$461.25</b>	<b>\$414.97</b>	<b>\$368.75</b>	<b>\$322.50</b>	<b>\$276.25</b>	<b>\$230.00</b>	<b>\$183.76</b>	<b>\$137.50</b>	<b>\$91.25</b>
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
<b>New Applicants</b>	<b>\$800.00</b>	<b>\$753.70</b>	<b>\$707.40</b>	<b>\$661.25</b>	<b>\$614.97</b>	<b>\$568.75</b>	<b>\$522.50</b>	<b>\$476.25</b>	<b>\$430.00</b>	<b>\$383.76</b>	<b>\$337.50</b>	<b>\$291.25</b>