



And Multiple Listing Service, Inc.

APPLICATION FOR REALTOR® PROVISIONAL MEMBERSHIP

MEMBER INFORMATION

- 1. I AM NOT a REALTOR anywhere else (Primary) I AM a REALTOR somewhere else (Secondary Membership)
If you are a member elsewhere, NRDS # _____ and attached a letter in good standing from that Board.
2. REALTOR® (I work for a Broker) Designated REALTOR® (I am the Broker/ Principal responsible for my office)
3. Salutation: Ms. Mrs. Mr. Dr. Nickname: _____
4. Full Name as it appears on license: _____
5. Name for Roster: _____
6. Gender: Male (he/him) Female (she/her) Prefer not to identify (they/their)
7. Office Name: _____ Broker of Record: _____
Note: This application will not be processed until we receive confirmation from the broker of record for your office that you now hang your license with the firm, via email to Support@BerkshireRealtors.org
8. Preferred Mailing Address: Home - or - Office Home Address: _____
9. City: _____ State: _____ Zip: _____
10. Home Phone: _____ Cellphone: _____ Preferred Phone Home Mobile Office
11. E-Mail: _____
12. License Number: _____ State: _____ Exp Date _____ Type: Broker Sales Appraisal
13. Birth Date: ____/____/____ Fluent Languages Spoken: _____
14. Professional Specialties: Residential Sales Commercial Sales/Leasing (further options can be added in hub)
Applicant Initial _____ I consent to receive communication emails, text messages, weekly REcap email update, and mailings from the Berkshire County Board of REALTORS and MLS in accordance with membership activities.

REAL ESTATE LICENSE AND MEMBERSHIP HISTORY

- 15. Have you ever held a real estate license in any other state? If yes, states: _____
16. 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.
17. Do you currently hold REALTOR® membership in any other Association? No Yes
If yes, please specify _____
18. Have you ever held REALTOR® membership in any Board of REALTORS in the past? No Yes
If yes, please specify _____

For any issues with membership, licensure or past convictions, please attach additional details to describe the issue(s) and resolution(s) if any. If yes, specify the place(s) and date(s) of such action, the substance of each complaint and the current status or resolution of such complaint on a separate sheet.

19. Have there been any complaints/cases against you before any real estate board / association, state real estate license regulatory agency / commission or any other agency of government within the last three years? No Yes
20. Have you ever been convicted of a felony? No Yes - If yes, please give details including state and court of conviction: Note: Include a separate page with these details.
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REQUIREMENTS OF MEMBERSHIP

- ▶ **Applicant Initial**_____ **Agreement to Pay Fees:** I agree that the credit card provided by me to may be used pay the initial application fee, and prorated dues outlined in this application for local, state and national association dues. I understand dues will be returned to me in the event I am not accepted to membership. I further authorize use of this credit card for reoccurring monthly MLS fees, and 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. Note: Changes to reoccurring charged can be made by calling the Board Office. Please allow 15 days before scheduled charge for notice.
- ▶ **Applicant Initial**_____ **Attendance at Training:** I agree as a condition to membership to complete a two-part Orientation program offered by the Berkshire County Board of REALTORS®, within the next two offerings. I understand that provisional membership will be granted until both sections of the orientation program is completed in full. Membership classification shall be amended to “Full REALTOR®” status upon completion of the programs 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.
- ▶ **Applicant Initial**_____ **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.
- ▶ **Applicant Initial**_____ **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.

MEMBERSHIP AGREEMENT

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: ____/____/____

PROCESS FOR BECOMING A BERKSHIRE REALTOR® MEMBER

Submit your application & payment to: **E-mail:** Support@BerkshireRealtors.org

Remember to include

- Copy of your valid real estate license
- Email or letter from your Broker of Record Authorizing us to add you to their office
- Monthly MLS Fees to be paid by Broker (must receive written authorization from broker) Self
- Letter in Good Standing if a member of another Board

WE WILL: Within two (2) business days of receipt, the Board office staff will;

1. Review the completeness of the application information,
2. Verify license in good standing with the licensing authority
3. Verify email approval by the Designated REALTOR for affiliation with this office named here.
4. Create preliminary access to the membership systems, hubs and databases.

YOU WILL, when the above is complete, you will receive an email to access your membership hub where you can:

1. Pay the application fee
2. Pay prorated dues online
3. Update your bio and headshot, as desired.

When all steps above are complete, services of the Board or MLS will begin.

Note: This step can take up to 4 business days, although we strive to process applications and begin services as quickly as possible.

- ◆ You will receive notification when your application has been administratively accepted
- ◆ You will receive a lengthy and IMPORTANT email that contains all of the information, user names and passwords needed to activate your membership and begin taking advantage of all of the benefits of membership: Discount programs, free CE, Recap news, MLS services, listing in rosters, ability to submit listings / open houses etc...)
- ◆ Your broker will be notified of the status of your application.

DUES/FEES	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Local: (Berkshire)	\$270.00	\$247.50	\$225.00	\$202.50	\$180.00	\$157.50	\$135.00	\$112.50	\$90.00	\$67.50	\$45.00	\$22.50
State (Mass.)*	\$181.00	\$166.75	\$152.50	\$138.25	\$124.00	\$109.75	\$95.50	\$81.25	\$67.00	\$52.75	\$38.50	\$24.25
National (NAR)*	\$201.00	\$188.00	\$175.00	\$162.00	\$149.00	\$136.00	\$123.00	\$110.00	\$97.00	\$84.00	\$71.00	\$58.00
Total Dues:	\$652.00	\$602.25	\$552.50	\$502.75	\$453.00	\$403.25	\$353.50	\$303.75	\$254.00	\$204.25	\$154.50	\$104.75
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
MRECA (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
REALTOR Initial	\$852.00	\$802.25	\$752.50	\$702.75	\$653.00	\$603.25	\$553.50	\$503.75	\$454.00	\$404.25	\$354.50	\$304.75
MLS Monthly	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00