

## PRIMARY DESIGNATED REALTOR® APPLICATION & APPROVAL PROCESS

The Grand Rapids Association of REALTORS® (GRAR) welcomes new Designated REALTOR® (DR) applicants who are licensed as brokers, associate brokers, licensed appraisers, and/or certified appraisers. The application and approval process include the following steps:

- 1. APPLICATION:** Please complete and return the REALTOR® Application Form to GRAR at the address or fax number listed above.
- 2. GRAR APPLICATION FEE:** Enclose the \$400 GRAR Application Fee with your application. This is a non-refundable fee that may be provided in the form of a check (made payable to GRAR), credit card, or cash.

Note: Provided continuous membership is maintained, the Application Fee is a one-time fee. Former REALTOR® members have the ability to reinstate membership within one year of the date of cancellation of membership by paying a Reinstatement Fee equal to ½ of the current Application Fee, as well as any outstanding amounts. In these cases, completion of the New Member Orientation Program may also be necessary.

- 3. MLS PARTICIPATION FEE:** Please also enclose the \$400 MLS Participation Fee if joining the Residential MLS.
- 4. LICENSES:** Attach a copy of each active broker, associate broker, and/or appraiser license (including branch offices, if applicable) to the application for membership.
- 5. AFFILIATED LICENSEES:** Also attach a copy of each active license and Social Security Number for any brokers, associate brokers, salespersons, and/or appraisers that are licensed or affiliated with you. Please note that the National Association of REALTORS® requires that DR's report all licensees to the Association, regardless of company affiliation, level of activity, or familial relationship to the DR.
- 6. ORGANIZATIONAL DOCUMENTS:** Provide copies of your Articles of Incorporation, Articles of Organization, Partnership Agreement, and/or Assumed Name Certificate (whichever may be applicable).
- 7. TRAINING:**
  - First, attend the classroom portion of the GRAR New Member Orientation Program, which is held approximately once per month at the GRAR office from 8:15 a.m. to 2:00 p.m. This session addresses industry issues and trends, MLS instruction and broker load, REALTOR safety, marketing tips and techniques, member benefits, and much more.
  - Second, complete the GRAR on-line Comprehension Exam with a passing grade of 80% or better. This is a user-friendly, open book course that is taken at your convenience on your own computer. The course curriculum focuses on the GRAR Bylaws, MLS Rules and Regulations, anti-trust issues, fair housing, agency, etc. Access to this exam will be provided upon completion of the aforementioned classroom session.
  - Next, complete the NAR on-line Code of Ethics training. This is an interactive, comprehensive review of the REALTOR® Code of Ethics. Access to this training will be provided upon completion of the aforementioned GRAR Comprehension Exam.

- d. Then, within ninety (90) days of approval of DR membership, complete the DR Orientation Program. This is a two-hour classroom session focused on shareholder eligibility, financial responsibilities, Professional Standards processes, risk reduction resources, leadership opportunities, and more.

**SPECIAL PERK - ATTEND A CORE KNOWLEDGE COURSE AND RECEIVE A REFUND:**

You are invited to complete one educational course focused on basic negotiation, selling, or appraisal skills (whichever is applicable based upon your license type). This course may be taken online or in person via GRAR or a GRAR-approved instructor/school. Upon submission of evidence of completion of the course, the Core Knowledge Refund Claim Form, and a copy of the receipt for the course, GRAR will refund the cost of the course (up to \$100) if it's taken within twelve (12) months of approval of your membership. If the course is not completed within the prescribed timeframe, you will not be eligible to claim a refund. This service is not offered by other Associations!

Note: In the event that you already hold REALTOR® membership in GRAR, items 2 and 7 (a), (b), and (c), above would not be applicable.

If you have any questions concerning the application and/or approval process, please don't hesitate to contact Cheryl Krause at [cherylk@grar.com](mailto:cherylk@grar.com) or 616-940-8218. Thank you for your interest in Designated REALTOR Membership in the Grand Rapids Association of REALTORS®. We look forward to working with you!



# APPLICATION FOR DESIGNATED REALTOR® MEMBERSHIP

For real estate professionals licensed as:

Brokers, Associate Brokers, Certified Appraisers, Licensed Appraisers

applying for membership in the Grand Rapids Association of REALTORS®

08/14

The term REALTOR® is the exclusive designation of the members of the National Association of REALTORS®, its local boards and state Associations. It is listed in the U.S. Patent Office as a registered collective membership mark and may be used only by real estate professionals who are members of the National Association of REALTORS® and subscribe to its strict code of ethics.

I hereby apply for REALTOR® membership in the Grand Rapids Association of REALTORS® and enclose non-refundable payment in the amount of \$400. In the event my application is approved, I agree to abide by the Code of Ethics of the NATIONAL ASSOCIATION OF REALTORS®, including the duty to arbitrate business disputes in accordance with the Code of Ethics, the Constitutions, Bylaws, and Rules and Regulations of the above-named Association, the State Association and the National Association. I further agree to satisfactorily complete a reasonable and non-discriminatory written examination covering such Code, Constitutions, Bylaws, Rules and Regulations, and duty to arbitrate. I further agree that my act of paying dues shall evidence my 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. Finally, I consent that and authorize the Association to invite and receive information and comment about me from any person, and I agree that any information and comment furnished to the Association by any person in response to any such invitation shall be conclusively deemed to be privileged and shall not form the basis of any action by me for slander, libel, or defamation of character.

Applicant acknowledges that if accepted as a Member and he/she subsequently resigns or is expelled from membership in the Association with an ethics complaint or arbitration request pending, the Board of Directors may condition renewal of membership upon the 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 previously been established as due and payable in relation thereto, provided that the award and such costs have not, in the interim, been otherwise satisfied; or if applicant resigns or otherwise causes membership to terminate, the duty to submit to arbitration continues in effect even after membership lapses or is terminated, provided the dispute arose while applicant was a REALTOR®. **I HEREBY SUBMIT THE FOLLOWING INFORMATION FOR CONSIDERATION (PLEASE TYPE OR PRINT):**

APPLICANT'S NAME (as it appears on license) \_\_\_\_\_

NICKNAME \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_  
Street City State Zip

**CONTACT INFORMATION:**

Primary Phone # \_\_\_\_\_

Office # \_\_\_\_\_

Cell # \_\_\_\_\_

Fax # \_\_\_\_\_

Home # \_\_\_\_\_

Email Address: \_\_\_\_\_

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

If you would like consumers to locate you on the GRAR website based upon languages in which you are fluent (other than English), please indicate those additional languages here: \_\_\_\_\_

REAL ESTATE OR APPRAISAL COMPANY NAME \_\_\_\_\_

COMPANY ADDRESS \_\_\_\_\_  
Street City State Zip

THE COMPANY ADDRESS ABOVE IS:  THE MAIN OFFICE or  A BRANCH OFFICE

DATE LICENSED RECEIVED: \_\_\_\_\_ DATE LICENSED WITH ABOVE COMPANY: \_\_\_\_\_

Check each type of your licenses *that are active with the State of Michigan* and **attach a copy of each license** to this application:  Individual broker  Associate broker  Salesperson  Certified General Appraiser  Certified Residential Appraiser  State Licensed Appraiser  Limited Appraiser

Date you first became licensed as a: Salesperson \_\_\_\_\_ Broker/Assoc Broker \_\_\_\_\_

Certified Appraiser \_\_\_\_\_ State Licensed Appraiser \_\_\_\_\_ Limited Appraiser \_\_\_\_\_

- 1) Please list the names of any real estate boards/associations that you currently hold membership in and the type of membership held: \_\_\_\_\_
- 2) Please list the names of any real estate boards/associations that currently provide you with MLS access and/or materials: \_\_\_\_\_
- 3) Please list the names of any real estate boards/associations that you were previously affiliated with either as a member and/or MLS user: \_\_\_\_\_
- 4) Have you ever been refused membership in any other real estate board/association?       YES       NO  
If Yes, state the basis for each refusal and detail the circumstances related thereto:  
\_\_\_\_\_
- 5) Are there now, or have there been within the past five years, any complaints against you or your firm with which you have been associated before any state real estate or appraisal regulatory agency, any other agency of government or any real estate board?       YES       NO  
If Yes, specify the substance of each complaint in such state, the agency or board before which the complaint was made, and the current status or resolution of such complaint:  
\_\_\_\_\_
- 6) Are there now or have there been within the past five years any lawsuits brought against the company which you have been associated with which involve claims for damages or alleged breach of contract in a real estate transaction or due to an appraisal performed?       YES       NO  
If Yes, specify the substance of such lawsuit, the court in which it was filed and the current status or resolution of suit.  
\_\_\_\_\_
- 7) Are you currently or have you in the past been a party to a lawsuit?       YES       NO  
If yes, please describe: \_\_\_\_\_
- 8) Are you now employed or engaged in any other business or profession?       YES       NO  
If Yes, please specify: \_\_\_\_\_
- 9) Is the firm address, as stated, your principal place of business?       YES       NO  
If No, or if you have any branch offices, please indicate and give addresses:  
\_\_\_\_\_
- 10) If you are actively engaged in the appraisal business, is the firm name and address provided the only entity for which you perform appraisals?       YES       NO      If No, please provide additional firm names and addresses:  
\_\_\_\_\_
- 11) Have you ever been charged with or convicted of a felony?       YES       NO      If Yes, please explain:  
\_\_\_\_\_

MLS Services Desired (check only one):       Residential MLS       I do not wish to participate in the MLS(s) at this time

Social Security Number (for use only with obtaining a credit report): \_\_\_\_\_

Total number of salesperson, broker/associate broker, certified appraiser, state licensed appraiser, and limited real estate appraiser licensees *affiliated with the DR applicant*, whether employees or independent contractors, at this or any other company, license or entity: \_\_\_\_\_ (Please attach copies of all licensees.)

**Note: DR's are required to report all licensees licensed/affiliated, regardless of how many licenses DR holds.**

The company is a (check one):       Sole proprietorship       Partnership       LLC       LLP       Corporation

Attach a copy of your assumed name certificate, if any. Copy attached?       YES       NO

State the name(s) of each other principal, partner, corporate officer, or trustee in your company and license status:  
\_\_\_\_\_  
\_\_\_\_\_

State the name(s) of all other officers and stockholders:  
\_\_\_\_\_  
\_\_\_\_\_

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. In addition, I understand that I must complete GRAR Orientation and Comprehension Test (which is a prerequisite for membership), provide a copy of my real estate and/or appraiser license(s), and submit the proper application fee(s), and any other required documentation requested by the Association, in order for my application to be processed and considered for approval. In the event I am a sole proprietor, principal, partner, LLC member, or corporate officer of the firm, I authorize the Association to obtain a credit report about me from any credit reporting agency. In addition to the provisions in the GRAR Bylaws pertaining to my credit history, if I have had a previous membership in GRAR or another REALTOR® organization, and I have documented history of financial delinquencies to GRAR or another REALTOR® organization, the GRAR Board of Directors may elect to approve my membership subject to the following terms: For a period of one year from the date of approval of membership, payment for all dues/fees must be made in the form of cash (no checks or credit cards permitted) at least one month in advance of the payment due date. I agree that, if accepted for membership in the Association, I shall pay the fees and dues as from time to time established by the Board of Directors, the MLS Rules and Regulations, and the Bylaws. I hereby authorize GRAR to forward any communications it deems appropriate to me via one or more of the following methods: direct mail, e-mail, facsimile, etc. I hereby authorize GRAR to perform a background check about me. Also, I understand that the term "REALTOR®" denotes a member of the Association (and does not denote a profession) and will not use the term to describe myself by any means until I have received notice of my approval as a REALTOR® member from the Association.

\_\_\_\_\_  
Date \_\_\_\_\_  
Applicant Signature

**As an individual granted access to the MLS, I accept and agree to all of the following:**

- 1) To keep confidential the password granted to me. I will not post, share, disseminate, or record the password in any way.
- 2) To accept responsibility for any action I take under my password.
- 3) To issue the appropriate sign-off command when leaving a computer terminal unattended, thus, preventing unauthorized use of my password.
- 4) To refrain from making the MLS information available to any person or entity except in connection with the regular conduct of my real estate or appraisal business, defined as a good faith effort to produce a sale, exchange, estimate of value, or lease of the property or properties involved. I will not sell or share copies of any MLS information, including connection software, to any non-participant of the MLS (including persons within my office). (Information and data compiled from the listings filed with the MLS shall be subject to the same rules and regulations as apply to copies of the listings themselves).
- 5) To not advertise or promote a listing without the prior consent of the listing broker.
- 6) To report to the CEO of GRAR any apparent breach of, threat to, or violation of MLS and/or computer system security, including breach of the user passwords.

I have read the above conditions, I understand these conditions, and agree to comply with them. Further, I understand that violation of this agreement may result in disciplinary action or prosecution, as defined by the MLS Exchange, Inc. policy that states: "ANY MLS USERS FOUND GUILTY OF SHARING THEIR MLS PASSWORD WILL BE SUBJECT TO A FINE OF NOT LESS THAN \$2,500.00 (WHICH DOES NOT INCLUDE POTENTIAL LIABILITY FOR DAMAGES) AND SUSPENSION FROM THE MLS FOR NOT LESS THAN THIRTY (30) DAYS."

\_\_\_\_\_  
Date \_\_\_\_\_  
Applicant/Designated REALTOR Signature

**REQUIRED ATTACHMENTS**

- Copy of all active individual license(s) – for the company listed on this application and all other active licenses
- Copy of company license—including branch office(s)
- Copy of any licensees affiliated with firm
- Copy of assumed name certificate (d/b/a) (if applicable)

**REALTOR® Application and MLS Participation Fees:**

- \$400 to "GRAR", paid by:  Check or  VISA, MasterCard, Discover or American Express (complete info below)
- \$400 to "MLS Exchange, Inc." paid by:  Check or  VISA, MasterCard, Discover or American Express (complete info below)

Card # \_\_\_\_\_ Name on Card \_\_\_\_\_

Expiration Date \_\_\_\_\_ Cardholder Signature \_\_\_\_\_

# GRAR MEMBERSHIP DUES & FEES SCHEDULE

2016

## APPLICATION FEES

The application fee is a non-refundable, one-time only fee, provided that membership is continuous. Submit fee (payable to GRAR) with proper application form. Refer to the GRAR Membership Application Instructions for further info about the application process.

REALTOR® Application Fee	\$400.00
Affiliate Application Fee	\$129.00

## REINSTATEMENT FEES

Former members may reinstate to any type of membership within one year of the date of termination by paying a reinstatement fee equal to one-half of the current application fee and all outstanding amounts, if any (Orientation may also be required). Please call 940-8218 with questions about reinstatement.

## MEMBERSHIP DUES

Please call 940-8209 with questions about Membership Dues.

All membership dues invoicing will be done online AND we are offering the ability for you to spread the payments out over time with installment options! Following is the timetable and your options:

**November 1** – The annual MAR and NAR dues for the ensuing year will be invoiced on this date since we do not have the option of paying these over time. Members will be given the option of paying the full year's GRAR local dues at this time as well. If you opt not to pay the local dues at this time, you will receive an invoice on February 1 – see next paragraph.

**February 1** – This invoice will give you the option of paying the full year GRAR local dues **OR** you may opt to pay the local dues in 3 installments (which will include a small processing fee for the cost of processing 3 times vs. 1 time) with the first installment due on February 1, the second on May 1, and the third on August 1.

**May 1** – This invoice will be your second installment if you opted to pay local dues in 3 installments.

**August 1** – This invoice will be your third installment if you opted to pay local dues in 3 installments

	<i>12 months</i> <b>LOCAL</b>	<i>12 months</i> <b>NAR</b>	<i>12 months</i> <b>MAR</b>
Primary Designated REALTOR® (PLUS amounts for non-members)	\$380	\$ 155	\$ 156
Primary Designated REALTOR®'s amount for each licensed non-member REALTOR®	\$380	\$ 155	\$ 156
GRAR Affiliate (member of GRAR only)	\$238	\$ 0	\$ 0
GRAR/MAR Affiliate (member of GRAR and MAR)	\$238	\$ 0	\$ 100
GRAR Life Member (former REALTOR® member)	\$ 0	\$ 0	\$ 0

## SPECIAL FEES FOR MICHIGAN ASSOCIATION OF REALTORS® BILLED ON GRAR DUES STATEMENT

MAR Processing Fee (New licensees and REALTOR® reinstatements; Billed on first dues statement)	\$ 36.00
MAR Processing Fee (New/reinstated Institute Affiliates and GRAR/MAR Affiliates; Billed on first dues statement)	\$ 20.00

# MLS FEES SCHEDULE for GRAR MLS Participants

2016

For a schedule of membership dues and fees, please refer to page 1 of this document

## MLS ENTRANCE FEE (for Primary or Branch Designated REALTOR® only)

The \$400 MLS Entrance Fee (for MLS Participation) is paid by an individual applying for GRAR Designated REALTOR® membership, or an individual who already holds Designated REALTOR® membership in Michigan, and wants to participate in GRAR's MLS, and should be submitted with proper application (payable to MLS Exchange, Inc.). The fee is a one-time, individual fee (not a company fee), provided that participation is continuous, and is not transferable to another person. Please call 940-8218 with questions about MLS Entrance Fees.

## MONTHLY USER FEES (MLS participating firms only)

Billed on monthly MLS Exchange statement. Please call 940-8209 with questions about your monthly MLS Exchange statement.

MLS User Fees (Designated REALTOR®/MLS Participant's monthly fee for each licensee/appraiser affiliated, whether or not a member) **\$62.00** per person

\*\*\$14.25 of the MLS fee is allocated for the electronic lockbox system.

## OTHER MEMBERSHIP FEES

Please call 940-8209 with questions about your monthly GRAR statement.

### FIRM/LOCATION FEES

Record Change Fee (Firm name/address changes) BILLED ON GRAR STATEMENT **\$ 10.00**

### INDIVIDUAL FEES

Record Change Fee (Transfer, Name change, Report change in license type) BILLED ON GRAR STATEMENT **\$ 10.00**