

Grand Rapids Association of REALTORS®
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Grand Rapids, MI 49546-2331
940-8200/Fax 940-8216

NEW
LICENSEE
INFORMATION
PACK

The following forms and information sheets are included:

- Application Instructions
- Application for REALTOR® Membership
- 2016 Dues and Fees Schedule

2016

REALTOR APPLICATION & APPROVAL PROCESS

The Grand Rapids Association of REALTORS® (GRAR) welcomes new REALTOR® member applicants who are licensed as associate brokers, salespersons, limited real estate appraisers, licensed appraisers, and/or certified appraisers, and who are affiliated with a Primary Designated REALTOR® (DR) member. The application and approval process includes the following steps:

- 1. APPLICATION:** Please complete and return the REALTOR® Application Form to GRAR at the address or fax number listed above. As a reminder, your Designated REALTOR® or Branch Designated REALTOR® will need to sign the application before it is submitted to GRAR.
- 2. FEE:** Enclose the \$400 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. LICENSE:** Attach a copy of your real estate license to the application.
- 4. SUPRA KEY:** Once an application, application fee, and license are on file at GRAR, you may obtain an e-key that will be active for 45 days pending membership approval. If you have an iphone, there is a fee of \$50.95 + tax for an adapter. You may schedule an appointment to obtain your e-key by contacting Erin at erinh@grar.com or 616/940-8225. The REALTOR Store (lower level of GRAR) is open between 8:00 a.m. and 4:00 p.m., Monday through Friday. **If membership is not approved within 45 days (i.e. completion of the training below) the ekey will be made inactive until the training is complete.**

5. 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, 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.

5. 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!

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



APPLICATION FOR REALTOR® MEMBERSHIP

For real estate professionals licensed as:

Brokers, Associate Brokers, Salesperson, Certified Appraisers, Licensed Appraisers, Limited Real Estate Appraiser

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:

(continue to page 3)

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 Signature

PLEASE BE ADVISED THAT I HAVE REVIEWED THE COMPLETED APPLICATION OF THE APPLICANT AND AGREE THAT I WILL BE RESPONSIBLE FOR THE SUPERVISION OF THE APPLICANT.

_____ Date

_____ Designated REALTOR® Signature

REQUIRED ATTACHMENTS

- Copy of all active individual license(s) – for the company listed on this application and all other active licenses

REALTOR® Application Fee (check one)

- \$400 check made payable to "GRAR"

- \$400 charged to VISA, Master Card, Discover, or American Express:

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> LOCAL	<i>12 months</i> NAR	<i>12 months</i> MAR
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**



Grand Rapids Association of REALTORS®

660 Kenmoor Ave. SE

Grand Rapids, MI 49546

616-940-8200, 616-940-8216 (Fax), www.grar.com

The many benefits of your GRAR MEMBERSHIP!

Education/Events:

- Annual Brokers Meeting
- Candidate School (Public Affairs/Advocacy)
- Code of Ethics Training
- Continuing Education Courses
- Designation Programs
- Fair Housing & Diversity Training
- Installation & Awards Breakfast
- Legal Updates
- Lunch-n-Learn Topical Seminars
- Marketing Tips & Techniques
- New D.R. Orientation
- New REALTOR® Member Orientation
- RE BarCamp
- Risk Reduction Resources
- Social Media & Blogging Seminars
- SWMRIC (MLS) Training

Member Services:

- zipLogix E-forms
- REALTOR® Store (onsite and online)
- Supra Electronic Lockbox System
- E-mail Accounts
- Non-MLS Tech Support (phones, printers, laptops, and other devices)
- Facebook Groups
- Online Voting Programs
- Online Membership Roster
- Meeting Space Rental
- Comprehensive Document Library
- Marketplace (GRAR's mini Craigslist)
- REALTOR® Logos
- Awards Program (REALTOR®-of-the-Year, Good Neighbor, Young Professional, Most Congenial, Committee/Task Force Appreciation, etc.)
- Promotion of State & National Association Benefits Packages
- Call Support by Professional Staff

Multiple Listing Service:

- SWMRIC MLS Database (22 counties wide)
- Residential Rental Listing Section (RRLS)
- The MLS Exchange Inc. (An MLS Cooperative for Designated REALTORS®)
- Tax, CMA, and Other Data Software
- Open House Search
- Data Verification & Quality Assurance
- Comparable & Statistical Data
- Calculators (Balloon, Mortgage, Seller's Net Sheet)
- Data Feeds to Third Party Aggregators

Publications & Subscriptions:

- *Grand Rapids REALTOR®* (monthly)
- Professional Standards Bulletin (quarterly)
- *REALTOR® Report* (weekly news)
- Statistical Reports (monthly)
- *Welcome Home West Michigan* (quarterly)
- Annual *Real Trends* Subscription (Provided to all broker members - a \$350 value!)

Public Website (www.grar.com):

- Over 78,000 Unique Visitors (monthly)
- Property Search
- Find a REALTOR®
- Open House Search
- Neighborhoods
- Schools
- Economic Development Resources
- Buying & Selling Tips
- Foreclosure Resources
- Helpful Links

Dispute Resolution Services:

- Professional Standards Program for Resolution of Business Disputes &/or Ethics Complaints
- Enforcement of the REALTOR® Code of Ethics
- Mediation Program
- Legal Action Fund
- Professional Expectations Program/Pledge
- Report Suspicions of Mortgage Fraud Tool

Public Affairs/Advocacy:

- Protection of Private Property Rights
- Communication with Elected Officials
- Identification of Candidates that Support REALTOR® Issues
- Monitoring of Ballot Initiatives
- RPAC
- Promotion of Affordable Housing Initiatives

Volunteer & Leadership Opportunities:

- Committees, Task Forces, & Focus Groups
- Board of Directors
- Key Person Assignments to Local Municipalities
- Community Liaison Assignments