

PRIMARY DESIGNATED REALTOR® APPLICATION & APPROVAL PROCESS

The Greater Regional Alliance 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 above or email to danat@grar.com.
- 2. MLS PARTICIPATION FEE:** Please include the \$400 MLS Participation Fee if joining the Residential MLS.
- 3. GRAR APPLICATION FEE:** Once we receive your application and MLS Participation fee, you will be provided with a link to pay your \$400 application fee and pro-rated membership dues online. These are non-refundable fees.

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.

- 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 email address 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 2:30 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 Dana Tosh at danat@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!