

Greater Regional Alliance of REALTORS®  
660 Kenmoor Ave SE  
Grand Rapids, MI 49546-2331  
940-8200/Fax 940-8216

**NEW**

# **LICENSEE INFORMATION PACK**

The following forms and information sheets are included:

- Application Instructions
- Step-by-Step Process
- Sample Application for REALTOR® Membership
- Benefits of Membership
- Prorated Membership Dues Schedule

## REALTOR APPLICATION & APPROVAL PROCESS

The Greater Regional Alliance 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 the online REALTOR® Application Form at <https://www.grar.com/licensing-membership-info/>. Once you have filled out the online application, you will need to print or PDF it and obtain your Designated REALTOR® or Branch Designated REALTOR®'s signature prior to submitting it to GRAR.
- 2. FEES:** Upon completion of the online application, you will receive an email message with instructions on how to pay the \$400 Application Fee and your pro-rated membership dues for the remaining calendar year. These fees are non-refundable once paid and may be paid online at the link provided in the email message.

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:** You will need your license number to complete the application process.
- 4. ELECTRONIC KEY:** Once the completed application is on file at GRAR and the app fee and prorated dues have been paid, you may obtain an e-key that will be active for 45 days pending membership approval. You may schedule an appointment to obtain your e-key by contacting Krissie at [kris@grar.com](mailto:kris@grar.com) or 616/940-8225. The REALTOR Store is open between 8:30 a.m. and 5:00 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:**
  - 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.
  - 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 once you pay your application fee and membership dues.
  - Complete the Fairhaven Fair Housing Simulation program. This is an interactive simulation program offered through NAR. Access to this training will be provided once you pay your application fee and membership dues.
  - After completion of New Member Orientation, 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.

### **6. 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 Dana Tosh at [danat@grar.com](mailto:danat@grar.com) or 616-940-8218. Thank you for your interest in REALTOR membership in the Greater Regional Alliance of REALTORS®. We look forward to partnering with you!

# GRAR NEW MEMBER PROCESS CHECKLIST

## Step 1 - Complete Online Application

- Go to [www.grar.com](http://www.grar.com), GRAR Resources, Membership, Licensing & Membership.
- Fill out the app and then save as a PDF or print and obtain broker signature.
- Email fully executed application to [application@grar.com](mailto:application@grar.com).
- You will receive an email confirmation with your user ID & password.

## Step 2 - Pay \$400 app fee & pro-rated membership dues

- Go to [www.grar.com](http://www.grar.com), Member Login (top right)
- Using your user ID and password, sign in.
- Click on My Account, then Pay Membership Dues where you will pay both your prorated membership dues AND application fee.
- You will receive an email confirmation with next step instructions.

## Step 3 - Obtain E-Key (optional)

- Once you have completed Steps 1 and 2, you are eligible to receive a temporary e-key for accessing electronic lockboxes on listings. The email confirmation referenced in Step 2 will include instructions for access. This code will be set to expire after 45 days unless all remaining steps are completed within that timeframe.

## Step 4 - Register & Attend New Member Orientation

- Your confirmation email from Step 2 will include a link where you can sign in (using your user ID and password) and select the preferred date for completing the in-person portion of the New Member Orientation class.
- The class is held at the GRAR office at 660 Kenmoor SE, Grand Rapids, MI.

## Step 5 - Complete Online Course Requirements

- Your confirmation email from Step 2 will include a link and instructions for completing the NAR New Member Code of Ethics online.
- Your confirmation email from Step 2 will also include a link and instructions for completing the NAR Fair Housing Training entitled: Fairhaven: A Fair Housing Simulation. Although GRAR receives auto-notification of completion of the Code of Ethics course in the previous box, it does not receive this same auto-notification of completion of the Fair Haven training which means you will need to notify us of completion by sending an email message to [application@grar.com](mailto:application@grar.com).
- Either or both of the above courses may be taken prior to Step 4, if desired.

## Step 6 - Complete Online Comprehension Test

- Once you have completed Step 4 (attendance at New Member Orientation), you will receive an email message with a link with instructions for completing the GRAR online comprehension test. It can be taken at your convenience, but we can only approve membership once this final step is complete.

### **Congratulations!**

Once all 6 steps have been completed, you will receive a confirmation email that your membership has been approved!



# 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 Greater Regional Alliance of REALTORS®

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.

01/19

I hereby apply for REALTOR® membership in the Greater Regional Alliance of REALTORS® (GRAR/Association) and agree to pay the non-refundable application fee in the amount of **\$400, together with pro-rated membership dues for the remaining calendar year.**

I understand that membership brings certain privileges and obligations that require compliance, including the following:

- I will attend orientation within sixty (60) days of the Association's receipt of my application for membership.
- Membership in the Association necessarily means that I am also a member of Michigan REALTORS® and the National Association of REALTORS® and I agree to abide by the Code of Ethics of the National Association, which includes the duty to arbitrate (or to mediate if required by the Association), as well as the Constitution, Bylaws and Rules and Regulations of the Association, Michigan REALTORS® and the National Association of REALTORS®, all as from time to time amended. Further, I agree to satisfactorily complete the periodic Code of Ethics training and a reasonable and non-discriminatory written examination on such Code, Constitutions, Bylaws and Rules and Regulations.
- I acknowledge that as a member of the Association, I will be licensed to use the REALTOR® trademarks to indicate such membership, and I agree to abide by the rules governing use of those trademarks. I understand that REALTOR® is a federally registered trademark of the National Association and use of this designation is subject to rules promulgated by the National Association. Upon termination of my membership in the Association for any reason, my license to use the term REALTOR® is automatically revoked and I will immediately discontinue use of the term REALTOR® and all REALTOR® trademarks.

I consent 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.

I acknowledge that if accepted as a member and I subsequently resign or am expelled from membership in the Association with an ethics complaint or arbitration request pending, the Board of Directors may condition renewal of membership upon verification that I will submit to the pending ethics or arbitration proceeding and will abide by the decision of the Hearing Panel; or if I resign or am expelled from membership without having complied with an award in arbitration, the Board of Directors may condition renewal of membership upon my 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 I resign or otherwise cause membership to terminate, the duty to submit to arbitration continues in effect even after membership lapses or is terminated, provided the dispute arose while I was a REALTOR®.

### I HEREBY SUBMIT THE FOLLOWING INFORMATION FOR CONSIDERATION:

FIRST NAME \_\_\_\_\_ MIDDLE INITIAL \_\_\_\_\_ LAST NAME \_\_\_\_\_  
 NICKNAME \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_  
 HOME ADDRESS \_\_\_\_\_  
Street City State Zip

<b>CONTACT INFORMATION:</b>		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*:

- 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:  
\_\_\_\_\_

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



# the many benefits of membership

## MEMBER SERVICES

- Real Estate Forms (hardcopy & electronic)
- REALTOR® Store
- SentiLock Electronic Keybox System (subscription-based service)
- E-mail Accounts
- The Tech Doctor
- Facebook Groups
- ForeWarn App
- WearSafe Device
- Online Voting Programs
- Online Membership Roster
- Meeting Space Rental
- Comprehensive Document Library
- REALTOR® Logos
- Awards Program
- Promotion of State & National Association Benefits Packages
- Call Support by Professional Staff

## DISPUTE RESOLUTION SERVICES

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

## EDUCATION & EVENTS

- Class & Event Schedules
- Annual Brokers Meeting
- Code of Ethics Training
- Continuing Education Courses
- Core Knowledge Reimbursement for New Members
- Designation Programs
- Emerge
- Master of Brokerage Principles Certification
- Fair Housing & Diversity Training
- Hackathon
- International Real Estate Practitioner Certification
- Installation & Awards Breakfast
- Legal Updates
- Lunch-n-Learn Seminars
- Marketing Tips & Techniques
- New DR Orientation
- New REALTOR® Member Orientation
- REBarCamp
- Risk Reduction Resources
- MICHRIC Training
- "Young Professionals" Networking Events

## PUBLICATIONS & SUBSCRIPTIONS

- Press Releases
- Weekly Newsletter
- Monthly Statistical Report
- Shareable Blogs
- Annual Real Trends Subscription (provided to all broker members - a \$350 value!)

## PUBLIC AFFAIRS & ADVOCACY

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

## PUBLIC WEBSITE

- 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

## SALES & LISTING TOOLS

- MLS: MICHRIC Database (22 counties wide)
- Residential Rental Listing Section ( RRLS)
- The MLS Exchange Inc. (An MLS Cooperative for Designated REALTOR®)
- Tax, CMA, and Other Data Software
- Open House Search
- Data Verification & Quality Insurance
- Comparable & Statistical Data
- Calculators (Balloon, Mortgage, Seller's Net Sheet)
- ShowingTime
- DotLoop
- Zipforms
- MarketStats & FastStats
- Data Feeds Third Party Aggregators

## VOLUNTEER & LEADERSHIP OPPORTUNITIES

- Committees, Task Forces & Focus Groups
- Board of Directors
- GRAR Leadership Academy (GRARLA)
- Key Person Assignments to Local Municipalities
- Community Outreach Programs

Greater Regional Alliance of REALTORS®

**2025 NEW MEMBER PRORATED MEMBERSHIP DUES SCHEDULE**

*NOTE: Amounts invoiced are determined based on date of licensure, not date of application.*

	MR (State)	NAR (National)	GRAR (Local)	TOTAL DUE
<b>Annual 2025 Renewals</b> <small>(not incl voluntary \$25 RPAC contr)</small>	\$229.00	\$201.00	\$380.00	\$810.00

**NEW APPLICANTS/LICENSEES:**

MONTH	MR (State)	NAR (National)	GRAR (Local)	TOTAL DUE
<b>January 2025</b>	\$259.00	\$201.00	\$380.00	\$840.00
<b>February 2025</b>	\$243.50	\$188.00	\$348.00	\$779.50
<b>March 2025</b>	\$228.00	\$175.00	\$316.00	\$719.00
<b>April 2025</b>	\$212.50	\$162.00	\$284.00	\$658.50
<b>May 2025</b>	\$197.00	\$149.00	\$252.00	\$598.00
<b>June 2025</b>	\$181.50	\$136.00	\$220.00	\$537.50
<b>July 2025</b>	\$166.00	\$123.00	\$188.00	\$477.00
<b>August 2025</b>	\$150.50	\$110.00	\$156.00	\$416.50
<b>September 2025</b>	\$135.00	\$97.00	\$124.00	\$356.00
<b>October 2025</b>	\$119.50+	\$84.00+	\$92.00+	\$295.50+
<b>November 2025</b>	\$104.00+	\$71.00+	\$60.00+	\$235.00+
<b>December 2025</b>	\$88.50+	\$58.00+	\$28.00+	\$174.50+

+ Since membership dues for the ensuing calendar year are invoiced on October 1, new applicants from October through December will be assessed the pro-rated dues for the remaining calendar year PLUS the annual dues for the following calendar year.