



APPLICATION FOR REALTOR® MEMBERSHIP



SANTA FE ASSOCIATION OF REALTORS®

NEW MLS OFFICE APPLICATION

To the Santa Fe Association of REALTORS®, I hereby apply for REALTOR® Membership in the above named Board and am enclosing my payment in the amount of \$ 265.37 for a one time new office fee and \$ \_\_\_\_\_ for my 2016 MLS Dues and fees payable to Santa Fe Association of REALTORS®. Dues and fees are nonrefundable. I will attend orientations within the requirement of the Association's confirmation of provisional membership. Failure to meet this requirement may result in having my membership terminated. I agree to abide by the Code of Ethics of the National Association of REALTORS®, which includes the duty to arbitrate, and the Constitution, Bylaws and Rules and Regulations of the above named Association, the State Association and the National Association, and if required, I further agree to satisfactorily complete a reasonable and non-discriminatory written examination on such Code, Constitutions, Bylaws and Rules and Regulations. I understand membership brings certain privileges and obligations that require compliance. Membership is final only upon approval by the Board of Directors and may be revoked should completion of requirements, such as Orientation, not be completed within timeframe established in the Association's Bylaws.

- Amount shown is prorated according to month joining. I hereby submit the following information for your consideration:

First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Last Name \_\_\_\_\_ Suffix (Jr, III, Sr, etc) \_\_\_\_\_

Nickname (DBA) \_\_\_\_\_

Office Name: \_\_\_\_\_

Office Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Office Phone: \_\_\_\_\_ Office extension: \_\_\_\_\_ Fax: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Home Address Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone: \_\_\_\_\_ on roster Yes or No Personal Fax: \_\_\_\_\_ on roster Y or N

Cell Phone: \_\_\_\_\_ Direct Phone: \_\_\_\_\_

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

Web Page Address: \_\_\_\_\_

Qualifying Broker Real Estate License #: \_\_\_\_\_

Licensed/certified appraiser:  Yes  No Appraisal License #: \_\_\_\_\_

If you are now or have ever been a REALTOR®, indicate your NAR membership (NRDS) #: \_\_\_\_\_ and last date (year) of completion of NAR's Code of Ethics training requirement: \_\_\_\_\_.

Please list any other licenses you may hold: \_\_\_\_\_

Have you been found in violation of the Code of Ethics or other membership duties in any Association of REALTORS® in the past three (3) years or are there any such complaints pending?  Yes  No  
(If yes, provide details as an attachment.)

Company information:  Sole Proprietor  Partnership  Corporation  LLC (Limited Liability Company)  Other, specify \_\_\_\_\_

Your position:  Principal  Partner  Corporate Officer  Majority Shareholder  
 Branch Office Manager  Non principal Licensee

Names of other Partners/Officers/ of your firm:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever been refused membership in any other Association of REALTORS®?  
 Yes  No

If yes, state the basis for each such refusal and detail the circumstances related thereto:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is the Office Address, as stated, your principal place of business?  Yes  No  
If not, or if you have any branch offices, please indicate and give address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you hold, or have you ever held, a real estate license in any other state?  Yes  No  
If so, where:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you or your firm been found in violation of state real estate licensing regulations or other laws prohibiting unprofessional conduct rendered by the courts or other lawful authorities within the last three years? If yes, provide details:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you or you firm been convicted of a felony or other crime. If yes, provide details:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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. I further agree that, if accepted for membership in the Board, I shall pay the fees and dues as from time to time established. **NOTE:** Payments to The Santa Fe Association of REALTORS® are not deductible as charitable contributions. Such payments may, however, be deductible as an ordinary and necessary business expense. No refunds.

How long with current real estate firm? \_\_\_\_\_

Previous real estate firm (if applicable): \_\_\_\_\_

Number of years engaged in the real estate business: \_\_\_\_\_

By signing below I consent that the REALTOR® Associations (local, state, national) and their subsidiaries, if any (e.g., MLS, Foundation) may contact me at the specified address, telephone numbers, fax numbers, email address or other means of communication available. This consent applies to changes in contact information that may be provided by me to the Association(s) in the future. This consent recognizes that certain state and federal laws may place limits on communications that I am waiving to receive all communications as part of my membership.

Dated: \_\_\_\_\_

Signature: \_\_\_\_\_

**Information to be supplied by Local Association:**

Join Date \_\_\_\_\_

Status: Active, Provisional

Primary Local Association NRDS ID \_\_\_\_\_

Primary State Association NRDS ID \_\_\_\_\_

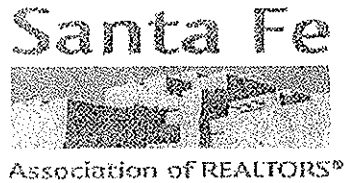
Office ID \_\_\_\_\_

Office Contact DR \_\_\_\_\_

Office Contact Manager \_\_\_\_\_

Number of Non-Member Licensees \_\_\_\_\_

# MLS Participation Agreement



## SANTA FE ASSOCIATION OF REALTORS®

Name of Participant: \_\_\_\_\_

Office Address: \_\_\_\_\_

Primary Board  
or Association: \_\_\_\_\_

I agree as a condition of participation in the MLS to abide by all relevant bylaws, rules and other obligations of participation including payment of fees. I confirm that I currently, and will on a continual and ongoing basis in the operation of my real estate business activities, actively endeavor to list real property of the type filed with the MLS and/or accept offers of cooperation and compensation made by other Participants through the MLS. I agree that I must continue to engage in such activities during my participation in the MLS. I acknowledge that failure to abide by these conditions of participation on an ongoing basis may result in potential suspension or termination of MLS participatory rights after a hearing in accordance with the MLS's established procedures.

Qualifying Broker Signature

\_\_\_\_\_

Date \_\_\_\_\_

**BROKER/RESPONSIBLE MEMBER CONSENT FOR LOCKBOX KEY**

I \_\_\_\_\_ will be held responsible for the  
(Designated REALTOR® or Responsible Member)

use of the lockbox key given to my Associate \_\_\_\_\_  
(New Member Applicant Name)

I understand that signature of this form allows my Associate to obtain a lockbox key prior to membership approval by the Board of Directors. Additionally, should my Associate not be approved by the Board of Directors, I will be responsible for the immediate return of their lockbox key.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Designated REALTOR® or Responsible Member)

# SANTA FE ASSOCIATION OF REALTORS

# 2016

## DUES & FEES PRORATION SCHEDULE

2016	LOCAL		STATE		NATIONAL		SFAR		SINGLE		NEW		STATE		VOLUNTARY CONTRIBUTIONS	
	DUES	MLS FEES	STATE DUES	NATIONAL DUES	NEW MEMBER	MAND ASSMT	APP FEE	APP FEE	MEMBER TOTAL	OFFICE	REINSTATE FEE	MLS ONLY	RPAC	HOUSING SERVICES	AFFORD COMMUNITY	
JAN	345.00	372.60	230.00	120.00	50.00	35.00	175.00	175.00	1,327.60	1,892.97	100.00	562.15	50.00	20.00	15.00	
FEB	316.25	341.59	210.83	110.00	50.00	35.00	175.00	175.00	1,238.67	1,804.04	100.00	531.14	50.00	20.00	15.00	
MAR	287.50	310.53	191.67	100.00	50.00	35.00	175.00	175.00	1,149.70	1,715.07	100.00	500.08	50.00	20.00	15.00	
APRIL	258.75	279.48	172.50	90.00	50.00	35.00	175.00	175.00	1,060.73	1,626.10	100.00	469.03	50.00	20.00	15.00	
MAY	230.00	248.43	153.33	80.00	50.00	35.00	175.00	175.00	971.76	1,537.13	100.00	437.98	50.00	20.00	15.00	
JUNE	201.25	217.37	134.17	70.00	50.00	35.00	175.00	175.00	882.79	1,448.16	100.00	406.92	50.00	20.00	15.00	
JULY	172.50	186.32	115.00	60.00	50.00	35.00	175.00	175.00	793.82	1,359.19	100.00	375.87	50.00	20.00	15.00	
AUG	143.75	155.27	95.83	50.00	50.00	35.00	175.00	175.00	704.85	1,270.22	100.00	344.82	50.00	20.00	15.00	
SEPT	115.00	124.21	76.67	40.00	50.00	35.00	175.00	175.00	615.88	1,181.25	100.00	313.76	50.00	20.00	15.00	
OCT	86.25	93.16	57.50	30.00	50.00	35.00	175.00	175.00	526.91	1,092.28	100.00	282.71	50.00	20.00	15.00	
NOV	57.50	62.11	38.33	20.00	50.00	35.00	175.00	175.00	437.94	1,003.31	100.00	251.66	50.00	20.00	15.00	
DEC	28.75	31.05	19.17	10.00	50.00	35.00	175.00	175.00	348.97	914.34	100.00	220.60	50.00	20.00	15.00	

<b>NEW OFFICE</b>	
SFAR	300.00
MLS	265.37
<b>TOTAL</b>	<b>565.37</b>

<b>MLS ONLY</b>	
MLS APP	189.55

<b>AFFILIATES</b>			
<b>2016</b>	<b>AFF</b>	<b>AFF</b>	<b>TOTAL</b>
JAN	DUES 175.00	APP 115.00	290.00
FEB	160.38	115.00	275.38
MAR	145.80	115.00	260.80
APRIL	131.22	115.00	246.22
MAY	116.64	115.00	231.64
JUNE	102.06	115.00	217.06
JULY	87.48	115.00	202.48
AUG	72.90	115.00	187.90
SEPT	58.32	115.00	173.32
OCT	43.74	115.00	158.74
NOV	29.16	115.00	144.16
DEC	14.58	115.00	129.58

# SANTA FE ASSOCIATION OF REALTORS®

Beginning March 1, 2006, any new members joining the Association and/or the MLS will be subject to mandatory MLS Rules and Regulations Training as well as MLS System training within **60 days** from their obtaining membership and access to the SFAR MLS. The National Association of Realtors has added the following **MANDATORY** language to the 2006 Handbook on Multiple Listing Policy:

***“Any applicant for MLS participation and any licensee (including licensed or certified appraisers) affiliated with an MLS participant who has access to and use of MLS-generated information shall complete an orientation program of no more than eight (8) classroom hours devoted to the MLS rules and regulations and computer training related to MLS information entry and retrieval and the operation of the MLS within sixty (60) days after access has been provided.”***

Beginning March 2006 SFAR will provide members with Paragon Training and MLS Rules and Regulations Training (per above). Classes will be scheduled the third Monday of the month from 1 – 4 pm. Any MLS participant, who does not attend within the required 60 days, will lose access to the MLS until the requirement is fulfilled. Note\* MLS Rules and Regulations and Computer training is in addition to New Member Orientation which is held in May and November.

I agree to attend the following Mandatory MLS/Computer Training on

January 18	March 21	May 16	July 18	September 19	November 21
3 <sup>rd</sup> Monday of the month		1-4 pm	Signature _____		
<b>In the SFAR Education Center</b>					<b>2016</b>



Santa Fe Association of REALTORS® Inc.  
Member REALTORS® Association of New Mexico &  
National Association of REALTORS®

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Dear Broker:

At the December 19, 2008 Santa Fe Association of REALTORS® Board of Directors meeting, the SFAR Board approved new rules regarding the Internet Database Exchange (IDX).

As of February 12, 2009, all SFAR MLS offices will be **opted-in** to the IDX. If you **do not** wish your brokerage's listings to be part of the IDX database, an **Opt-Out form** must be completed and returned to the SFAR office. The form is enclosed in this application

IDX agreements for brokerages and agents who display the IDX on their company or personal websites must be completed. If you wish to receive the IDX agreement, please email me at [cindy@sfar.com](mailto:cindy@sfar.com).

The choice of frame links, FTP and RETS feeds will be provided to offices and agents.

If you have any questions or need assistance, please feel free to contact me.

Sincerely,

*Cynthia L. Williams*

Cynthia L. Williams  
Professional Services Director



SANTA FE ASSOCIATION OF REALTORS® MLS  
**OPT OUT OF IDX FORM**

This form permits your brokerage to opt out of the Internet Data Exchange (IDX) program. This form *MUST* be filled out completely and signed by the Qualifying Broker for your office. Once you have completed and signed it, please return it to: Santa Fe Association of REALTORS® MLS at 510 North Guadalupe Street, Suite E, Santa Fe, NM 87501 FAX (505) 982-3764 or email [cindy@sfar.com](mailto:cindy@sfar.com)

Firm Name: \_\_\_\_\_

Firm MLS ID: \_\_\_\_\_

Qualifying Broker: \_\_\_\_\_

Qualifying Broker MLS ID: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Firms Street Address: \_\_\_\_\_

Firm City, State, Zip: \_\_\_\_\_

Firm Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Should this form apply to any other offices of your firm? If so, attach a separate page with a list of the offices to which this form should apply.

I do **NOT** want to become an IDX Subscriber. MY FIRM does NOT want to be an IDX Subscriber. I understand that this means that other IDX Subscribers will not be permitted to display my listings on their web sites. I further understand that my firm will receive no benefits under the IDX programs of SFAR MLS. My firm is not allowed to display the listings of other Brokers unless I receive permission from them individually to do so.

**QUALIFYING BROKER'S SIGNATURE:**

I am the Designated Broker for the MLS office whose ID number appears above. I represent that I have authority to execute this form on behalf of my own office and all other offices listed above (if any).

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Santa Fe Association of REALTORS® Inc.  
Member REALTORS® Association of New Mexico &  
National Association of REALTORS®

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Dear SFAR Member:

In order to conform to the current and future requirements of the New Mexico Unfair Practices Act, the Federal "Do-Not-Fax" rules, and the Federal CAN-SPAM Act of 2003 (Controlling the Assault of Non-Solicited Pornographic and Marketing Act of 2003), Santa Fe Association of REALTORS® would like to have on file your express written permission indicating that you are willing to have us continue to contact you by either fax or email, to provide the information and REALTOR®-specific education and marketing that we have provided in the past.

The information that we routinely provide our membership via email and/or facsimile includes but is not limited to:

- MLS Information such as Tours, Sold information, MLS forms
- Committee meeting notices and information
- Education Opportunities and Class Schedules
- Rental Information
- Rosters

Please assist us in this effort by completing the enclosed form and returning it to:

Santa Fe Association of REALTORS®  
510 North Guadalupe St. Suite E  
Santa Fe, NM 87501

Or fax to 982-3764

Please be sure to sign the form.

MARKETING CONSENT FORM

Return to: Santa Fe Association of REALTORS®  
510 North Guadalupe Suite E  
Santa Fe, NM 87501  
505-982-3764 fax

Name: \_\_\_\_\_

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

\_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone Numbers: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Fax Numbers: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Email Addresses: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I understand that by providing my mailing addresses, email addresses, telephone numbers and fax numbers – as I have provided in the spaces above – I consent to receive communications sent from the Santa Fe Association of REALTORS®, via U.S. Mail, email, telephone or facsimile at the numbers and locations indicated above.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# MEMBERSHIP APPROVAL PROCESS

1. Complete the Member Application Forms and return with your Application, along with a copy of your Real Estate License and Association and MLS Fees. Staff will review your completed form, and licenses, if applicable, will be verified. Staff will contact you if there are any problems with these forms.

Once all applications have been completed and returned to SFAR with the appropriate dues and fees, you may attend all SFAR meetings/functions. You will be notified by staff of your membership codes.

2. After the review process by the Membership Committee your application will be presented to the Board of Directors for approval. The Board of Directors meets the third Thursday of every month. The entire process of approval by membership and the Board usually takes no longer than 32 days.

3. Once your application is submitted, **MLS** Members will be required to attend a MLS COMPUTER CLASS. Class sessions are introductions to the MLS Rules and Regulations and computer software training. Classes are held every third Monday of the month from 1:00 pm to 4:15 pm. New MLS members are required to attend within 30 days of submitting application. Failure to do so will result in suspension of your MLS service and you will not be considered a member in good standing.

The Application Fee covers the cost of computer data entry, records processing, and the MLS/Computer Training class.

## DUES ARE NON REFUNDABLE.

ASSOCIATION AND MLS FEES ARE NON REFUNDABLE. MLS fees begin the month in which the licensee joins the Association. Your membership must then be approved by the Board of Directors.