

Central Arizona Association of REALTORS®

600 E. State Hwy. 260, Suite 12, Payson, AZ 85541

Phone: 928-474-1944

www.caaraz.com

CHECKLIST FOR NEW MEMBERS

Please fill out all required forms, optional forms may be returned at your convenience. Forms may be hand delivered or emailed. Please allow 3-4 business days for processing.

REQUIRED FORMS:

- APPLICATION FOR REALTOR® (Pages 1-2 for Agent, Pages 1-3 for Broker)
- RIM COUNTRY MLS PARTICIPATION AGREEMENT
- LETTER OF GOOD STANDING (for Secondary Members, from your Primary Board, if applicable)
- COPY OF REALTORS LICENSE

OPTIONAL FORMS:

- Internet Data eXchange Agreement for Broker/Agent Website Use of MLS listing Data
- IDX/RETS FEED ADDENDUM: *MLS AUTHORIZATION FOR FBS TO PROVIDE DATA VIA RETS*
Select one option at the top and fill out the middle right section, including the URL for your website, your Third-Party IDX Vendor or Website Developer completes one of the boxes at the bottom. When completed, return the form to CAAR for approval.

Complete these forms only if you will be borrowing Lockboxes from CAAR:

- BROKER-AGENT / ADDENDUM KEY SAFE AGREEMENT
Please read and have **your Broker sign** and return this form, which permits agents to check-out Lockboxes at no cost on behalf of the Broker.
OR if we already have the Key Safe Agreement with your Broker's signature on file:
- Signature on File – Addendum Key Safe Agreement
When checking out a Lockbox, we will record the serial number and shackle code, and fax this form to your Broker for their records.

Please email or drop-off your membership paperwork to lisa@caaraz.com and allow 3-4 days for processing. We are unable to process your application “while you wait.” You will be emailed a link to pay online, through NAR e-commerce, with a credit card, or pay by check at CAAR, as we do not take credit cards. Your membership will be finalized once payment is received.

To purchase a Supra eKey to open Lockboxes, please make an appointment to come into the office. For agents who already have a Supra Key, we can “co-op” your Key at no cost. Please call ahead.

Please let us know if you have any questions. We are open Monday–Friday 8 am to 5 pm (closed Noon to 1 pm for lunch.)

Welcome to CAAR!

Nancy and Lisa

nancy@caaraz.com and lisa@caaraz.com

Please add our emails to your email address book.