

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 the required forms. Optional forms may be returned at your convenience. Forms may be hand delivered or emailed. Please allow 3-5 business days for processing. Applications may be expedited in 24 hours for \$150.

PLEASE NOTE: If your broker does not hold a membership with CAAR, your application will be rejected. **All new members must join under a CAAR member broker.** In addition, all new members are **required to attend In-Person New Member Orientation within 90 days** of joining. No exceptions.

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)
- COPY OF REALTORS LICENSE
- COMMUNICATION PARTICIPATION FORM

OPTIONAL FORMS:

- SUPRA eKEY® CO-OP (\$50 for Secondary Members)
- 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 return the completed form to CAAR for approval.

BROKERS:

- BROKER-AGENT / ADDENDUM KEY SAFE AGREEMENT
Authorizes Agents to check-out Lockboxes at no cost on behalf of the Broker.

Please email or drop-off your membership paperwork to shauna@caaraz.com and brandy@caaraz.com and allow 3-5 days for processing. We are unable to process your application while you wait. You will be emailed a link to pay online with a credit card, or with a check payable to CAAR. Your membership will be finalized and you will receive MLS access once payment is received.

Please let us know if you have any questions. We are open Monday - Friday, 8:00 AM to 5:00 PM, closed for lunch from 12:00 PM – 1:00 PM.

Welcome to CAAR!

Nancy Lerma, Shauna Boyd & Brandy Schulteis

nancy@caaraz.com, shauna@caaraz.com & brandy@caaraz.com

Please add our emails to your email address book.



**Application for REALTOR® Membership for
CENTRAL ARIZONA ASSOCIATION OF REALTORS®**

I hereby apply for REALTOR® Membership in the Central Arizona Association of REALTORS®, Inc. My payment for application fees, CAAR dues, and MLS fees, will be made promptly after receiving my invoice. My application fee and dues will be returned to me in the event of non-election. In the event of my election, 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.

PLEASE READ AND INITIAL BEFORE COMPLETING THE APPLICATION

I understand that Membership is final only upon approval by the Board of Directors and may be revoked if the following requirements are not adhered to:

I agree to attend an **In-Person New Member Orientation** at the CAAR office within 90 days of my application date. Failure to attend will result in the severance of my membership according to Page 5 of the Association's bylaws.

I understand and agree that I will be required to complete periodic **Code of Ethics** training as specified on Page 6 in the Association's bylaws as a continued condition of membership.

Note: Dues are prorated based on month joining. If a Primary Membership, State and National dues will be added, if not previously paid within the calendar year. MLS Membership fees are additional.

I hereby submit the following information for your consideration:

Name: _____ NRDS# _____

Real Estate License #: _____ (Please include a copy of your license)

Licensed/certified appraiser: Yes No Appraisal License #: _____

Office Name: _____

Office Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ E-Mail: _____

Residence Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Fax: _____ E-Mail: _____

Mailing address if different: _____

City: _____ State: _____ Zip: _____

Cell Phone: _____ Preferred Mailing: Home Office

Preferred Phone: Home Cell Office Preferred Fax: Home Office

Are you presently a member of any other Association of REALTORS®? Yes No

If yes, name of Association and type of membership held: _____ (Provide a letter of good standing)

Have you previously held membership in any other Association of REALTORS®? Yes No

If yes, name of Association and type of membership held: _____

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 Do you have a record of a recent or pending bankruptcy? Yes No (If yes, attach details.)

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

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 established. **NOTE:** Payments to the Central Arizona Association of REALTORS®, Inc. are not deductible as charitable contributions. Such payments may, however, be deductible as an ordinary and necessary business expense. No refunds.

By signing below I consent that the REALTOR® Associations (local, state and 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: _____

Optional Information: _____ Date of Birth: _____

Specialty: Residential Commercial Resort International Other: _____

How long with current real estate firm? _____ Previous real estate firm (if applicable): _____

Number of years engaged in the real estate or your specific area of business: _____

Why did you choose real estate (or appraising) for your profession? _____

What factors led you to the decision to join the Central Arizona Association of REALTORS®, Inc. _____

Tell us a couple things you would like the Board to know about you. _____

Are you involved in the community in any way – service clubs, committee participation, etc.? _____

Would you be interested in serving on a Committee or the Board of Directors? Yes No

If yes, what are your interests? _____

Are you a principal, partner, corporate officer or branch office manager? Yes No

If YES, you must also complete the 3rd page of this application.

DESIGNATED BROKER/BRANCH MANAGER APPLICATION FOR REALTOR® MEMBERSHIP

Company information: Sole Proprietor Partnership Corporation LLC(Limited Liability Company)

Your position: Principal Partner Corporate Officer Branch Office Manager

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:

Office License Number: _____

Office NRDS Number: _____

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 within the last three years? If yes, provide details:

Have you or you firm been convicted, adjudged, or otherwise recorded as guilty by a final judgment of any court of competent jurisdiction 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 established. **NOTE:** Payments to the Central Arizona Association of REALTORS®, Inc. are not deductible as charitable contributions. Such payments may, however, be deductible as an ordinary and necessary business expense.

No refunds. _____ **Initial here.**

By signing below I consent that the REALTOR® Associations (local, state and 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: _____

Central Arizona Association of REALTORS[®], Inc.

Rim Country Multiple Listing Service

MLS Participation Agreement

Name of REALTOR[®]: _____

Office Name: _____

Office Address: _____

Phone # _____ Fax # _____

E-mail address: _____ NRDS # _____

I, _____, Designated REALTOR[®] and the real estate firm listed above, request Participation in the Rim Country Multiple Listing Service (MLS).

I agree as a condition of Participation in the MLS to abide by all relevant Bylaws, Rules and Regulations, and other obligations of Participation including payment of fees. I further agree to be bound by the Code of Ethics on the same terms and conditions as board/association members including the obligation to submit to ethics hearings and the duty to arbitrate contractual disputes with other REALTORS[®] in accordance with the established procedures of the Association. I understand that a violation of the Code of Ethics may result in termination of my MLS privileges and that I may be assessed an administrative processing fee which may be in addition to any discipline, including fines, that may be imposed.

In requesting Participation, I agree that both the firm and the Designated REALTOR[®] will be responsible for all fees assessed to Participants, as well as any user fees which are due and payable for individual services rendered, as set forth in the fee schedule available to Participants. I understand, as the Designated REALTOR[®], I am responsible for all licensees in my office and that the licensees access the MLS system through my Participation. Access and all services provided to said licensees will be invoiced to me and payment will be made to the MLS by me as the Designated REALTOR[®]. The firm also agrees that it is jointly and severally liable for all service fees.

As a Participant, I understand that the information obtained from the MLS is confidential marketing information, which is available only to Participants of the Service. I agree that we will not provide access to or information from the service to unapproved unlicensed individuals, non-Participating real estate licensees or members of the public at large. Violation of this provision is a violation of the CAAR Bylaws and the Rim Country MLS Rules and Regulations.

This Participation Agreement may be terminated upon a 30-day written notice to the MLS and can be terminated by the Rim Country MLS in accordance with the CAAR Bylaws and the Rim Country MLS Rules and Regulations.

REALTOR[®] signature: _____

Date: _____

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SUPRA eKEY® CO-OP FOR SECONDARY MEMBERS

Why co-op my Supra eKEY® with CAAR?

Agents who plan on listing properties in the CAAR MLS are REQUIRED to place CAAR lockboxes on their listed properties. To access these lockboxes, your key must be co-oped. Co-oping your key also allows you to show properties in the area.

How does it work?

Co-oping simply means we allow your existing Supra eKEY® from your Primary Board to cooperate with our system. Co-oping your key DOES NOT create a new key. When you open the Supra app after being co-oped, your app information will not look different, which is often confusing to some.

What do I need to do?

Provide the following information to CAAR:

- Agent's Name: _____
- Broker/Office: _____
- Supra eKEY® Serial Number _____
- Four digit PIN: _____
- Name of Primary Board: _____
- Pay \$50 Invoice (one-time fee).

Once we complete the process, we will notify you and request you to manually update your Supra app by pressing the "Update" icon at the bottom of the app. This allows the co-op to take effect on your device.

Agent Signature: _____ Date: _____



Communication (SMS, Text) Participation

What is SMS messaging?

CAAR uses SMS (text) messaging as an additional means of serving our members.

What does CAAR use SMS messaging for?

You can expect text messages for event and billing reminders, scheduled class reminders, and important notices. Members can respond to these messages with further questions or text our phone number for customer service help. Responses will go directly to our office staff.

Will I be receiving automated messages?

No, all text messages are sent directly from CAAR staff. Your responses will always reach a real person in our office.

Will I receive annoying spam messages?

No, you can expect to receive one or two text messages from CAAR per month. These messages will be pertinent to your membership with CAAR. You will always have the option to opt-out if you no longer want to receive messages from us.

Do you consent to receiving text messages from CAAR? Yes No

Agent Name: _____

Agent Cell Number: _____