



NEW REALTOR MEMBER INFORMATION SHEET

Member Name: _____ NRDS ID: _____

Brokerage Name: _____

Please complete this form and bring to your CBOR New Member Appointment.

Have you been a member of CBOR before? Yes No

Have you ever been, or currently are, a member of a REALTOR Association/Board? Yes No

If yes, please provide your NRDS#: _____

Would you like to participate on the CBOR member email listserv? Yes No

If yes, please provide your best e-mail address: _____

Home Address: _____

Home Phone: _____

Cell Phone: _____

Personal email: _____

Work Address: _____

Work Phone: _____

Work email: _____

If you would like to participate in our electronic key system, please indicate the following:

Pin Requested (4 digits): _____

(Personal 4-digit pin will be used on the Supra eKey app on your smartphone or tablet device)

New Member MLS Agreement

I agree as a condition of participation in the Columbia Board of REALTORS® (CBOR) Multiple Listing Service (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 as described in the National Association of REALTORS® *Code of Ethics and Arbitration Manual*, including the obligation to submit to ethics hearings and the duty to arbitrate contractual disputes with other REALTORS® in accordance with established procedures of CBOR. I understand that a violation of the Code of Ethics may result in suspension or termination of MLS rights and privileges and that I may be assessed an administrative processing fee not to exceed the maximum amount allowed in the then current NAR *Code of Ethics and Arbitration Manual* which may be in addition to any discipline, including fines, that may be imposed.

I also agree, as an applicant for REALTOR® Membership, that I am associated with an established member who is a principal, partner or corporate officer, or branch office manager, of a Participant real estate firm. I shall supply evidence satisfactory to CBOR that I hold a valid Missouri Real Estate License or am licensed or certified by the appropriate Missouri regulatory agency to engage in appraisal of real property. I certify that I am actively engaged in the real estate business and have/work for a place of business within the state or a state contiguous thereto (unless a secondary member). I have no record of bankruptcy within the last three years or pending bankruptcy and no record of official sanctions involving unprofessional conduct.

I furthermore agree to complete a course of instruction covering the Code of Ethics of the NATIONAL ASSOCIATION OF REALTORS®, within the timeframe specified in the By-Laws and/or Policies and Procedures, and shall pass such reasonable and nondiscriminatory written examinations thereon as may be required. The Code of Ethics course shall only be completed by those individuals who have not already completed the same course within a 2-year period.

My signature confirms that I have been given the Columbia Board of REALTORS® Policies and Procedures, By-Laws, MLS Rules and Regulations and MLS Policies and Procedures, that I have read the Columbia Board of REALTORS® Policies and Procedures, By-Laws, MLS Rules and Regulations and MLS Policies and Procedures, and that I agree to abide by these policies, procedures and by-laws.

Signature

Date

COLUMBIA 
BOARD OF REALTORS®

Pathways to Professionalism

While the Code of Ethics and Standards of Practice of the National Association establishes objective, enforceable ethical standards governing the professional conduct of REALTORS, it does not address issues of courtesy or etiquette. Based on input from many sources, the Professional Conduct Working Group of the Professional Standards Committee developed the following list of professional courtesies for use by REALTORS on a voluntary basis. This list is not all-inclusive, and may be supplemented by local custom and practice.

I. Respect for the Public

1. Follow the "Golden Rule" – Do unto others as you would have them do unto you.
2. Respond promptly to inquiries and requests for information.
3. Schedule appointments and showings as far in advance as possible.
4. Call if you are delayed or must cancel an appointment or showing.
5. If a prospective buyer decides not to view an occupied home, promptly explain the situation to the listing broker or the occupant.
6. Communicate with all parties in a timely fashion.
7. When entering a property, ensure that unexpected situations, such as pets, are handled appropriately.
8. Leave your business card if not prohibited by local rules.
9. Never criticize property in the presence of the occupant.
10. Inform occupants that you are leaving after showings.
11. When showing an occupied home, always ring the doorbell or knock – and announce yourself loudly – before entering. Knock and announce yourself loudly before entering any closed room.
12. Present a professional appearance at all times; dress appropriately and drive a clean car.
13. If occupants are home during showings, ask their permission before using the telephone or bathroom.
14. Encourage the clients of other brokers to direct questions to their agent or representative.
15. Communicate clearly; don't use jargon or slang that may not be readily understood.
16. Be aware of and respect cultural differences.
17. Show courtesy and respect to everyone.
18. Be aware of – and meet – all deadlines.
19. Promise only what you can deliver – and keep your promises.
20. Identify your REALTOR® and your professional status in contacts with the public.
21. Do not tell people what you think – tell them what you know.

II. Respect for Property

1. Be responsible for everyone you allow to enter listed property.
2. Never allow buyers to enter listed property unaccompanied.
3. When showing property, keep all members of the group together.
4. Never allow unaccompanied access to property without permission.
5. Enter property only with permission even if you have a lockbox key or combination.
6. When the occupant is absent, leave the property as you found it (lights, heating, cooling, drapes, etc). If you think something is amiss (e.g. vandalism) contact the listing broker immediately.
7. Be considerate of the seller's property. Do not allow anyone to eat, drink, smoke, dispose of trash, use bathing or sleeping facilities, or bring pets. Leave the house as you found it unless instructed otherwise.
8. Use sidewalks; if weather is bad, take off shoes and boots inside property.

III. Respect for Peers

1. Identify your REALTOR and professional status in all contacts with other REALTORS.
2. Respond to other agents' calls, faxes, and e-mails promptly and courteously.
3. Be aware that large electronic files with attachments or lengthy faxes may be a burden on recipients.
4. Notify the listing broker if there appears to be inaccurate information on the listing.
5. Share important information about a property, including the presence of pets; security systems; and whether sellers will be present during the showing.
6. Show courtesy, trust and respect to other real estate professionals.
7. Avoid the inappropriate use of endearments or other denigrating language.
8. Do not prospect at other REALTORS®' open houses or similar events.
9. Return keys promptly.
10. Carefully replace keys in the lockbox after showings.
11. To be successful in the business, mutual respect is essential.
12. Real estate is a reputation business. What you do today may affect your reputation – and business – for years to come.

I acknowledge receipt and understanding of Pathways to Professionalism

Name

Date