



REALTOR®

APPLICATION FOR REALTOR® MEMBERSHIP

To the Columbia Board of REALTORS®, I hereby apply for REALTOR® Membership in the above named Board and am enclosing my check in the amount of \$ _____ for a one time application fee and \$ _____* for my _____ Dues payable to _____. 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 Board, 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. I understand that I will be required to complete periodic Code of Ethics training as specified in the association's bylaws as a continued condition of membership.

NOTE: Applicant acknowledges that if accepted as a member and he/she subsequently resigns from the Board or otherwise causes membership to terminate with an ethics complaint pending, the Board of Directors may condition renewal of membership upon applicant's certification that he/she will submit to the pending ethics proceeding and will abide by the decision of the hearing panel. If applicant resigns or otherwise causes membership to terminate, the duty to submit to arbitration continues in effect even after membership lapses or is terminated, provided the dispute arose while applicant was a REALTOR®.

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

Name: _____
Real Estate License #: _____
Licensed/certified appraiser: [] Yes [] No Appraisal License #: _____
Office Name: _____
Office Address: _____
Phone: _____ Fax: _____ E-Mail: _____
Residence Address: _____
Phone: _____ Fax: _____ E-Mail: _____
Cell Phone: _____ Preferred Mailing: [] Home [] Office Preferred Phone: [] 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: _____
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 (If yes, provide details as an attachment.)
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: _____.
Are you a principal, partner, corporate officer or branch office manager? [] Yes [] No If yes, you must also complete 2nd page of this application.

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 [Name] Board of REALTORS® 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, 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: _____
Social Security Number: _____
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 business: _____

APPLICATION FOR REALTOR® MEMBERSHIP: PAGE 2 FOR DESIGNATED BROKERS/BRANCH MANAGERS

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

Your position: Principal Partner Corporate Officer Branch Office Manager

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 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 from time to time established. **NOTE:** Payments to the [Name] Board of REALTORS® 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, 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: _____

Membership Application and New Membership Form

To: _____
(A Board/Association of REALTORS®)

I, _____, hereby apply for Designated REALTOR® REALTOR® REALTOR-ASSOCIATE®
(Name of Applicant)

Primary Secondary Membership (check one) in the above-named Board/Association, and enclose my check in the amount of \$ _____, which I understand will be returned to me in the event I am not accepted to membership. When my application is approved, I agree as a condition of Membership to complete the indoctrination course of the above named Board/Association within 90 days, including the Code of Ethics of the NATIONAL ASSOCIATION OF REALTORS®, duty to arbitrate contractual disputes in accordance with the Code of Ethics and Arbitration Manual of the National Association of REALTORS®, which I have read and understood prior to my membership and the Missouri Supplement thereto and the Constitutions, Bylaws, Rules and Regulations of the above named Board/Association, the State Association, and the National Association. And I further agree to complete satisfactorily a reasonable and nondiscriminatory written examination covering such Code, Constitutions, Bylaws, Rules and Regulations, and duty to arbitrate. I further agree that my act of paying dues shall evidence my initial and continuing commitment to abide by the aforementioned Code of Ethics, Constitutions, Bylaws, Rules and Regulations and duty to arbitrate, all as from time to time amended.

Applicant acknowledges that if accepted as a Member and s/he subsequently resigns or is expelled from membership in the Board/Association with an ethics complaint or arbitration request pending, the Board of Directors may condition renewal of membership upon the applicant's verification that s/he will submit to the pending ethics or arbitration proceeding and will abide by the decision of the Hearing Panel; or if applicant resigns or is expelled from membership without having complied with an award in arbitration, the Board of Directors may condition renewal of membership upon his/her 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.

SIGNATURE ACKNOWLEDGES THAT APPLICANT HAS READ AND AGREED TO MEMBERSHIP DUTIES,
INCLUDING ARBITRATION AND ALL NOTICES ON THIS PAGE.

APPLICANT'S SIGNATURE

DATE

NOTICES:

REALTOR® Dues are not refundable.

1. Part of your 2018 dues structure includes \$40 that will be set aside by the Missouri REALTORS® to be used for issues activity. These monies will fund an "issues reserve fund" and may be used in the discretion of the Association to promote or oppose issues that affect REALTORS®.
2. Your 2018 dues includes a \$35.00 mandatory assessment by the National Association of REALTORS® for all REALTOR® and REALTOR-Associate® members to fund a nationwide Consumer Advertising campaign (formally known as the Public Awareness Campaign) that includes TV network and cable ads highlighting the value a REALTOR® brings to a transaction and stressing the importance of using a REALTOR®.
Please note that the entire \$35 Consumer Advertising Campaign assessment qualifies as fully deductible.
3. Dues payments are not deductible as charitable contributions for income tax purposes. However, dues payments may be deductible as an ordinary business expense. **It is recommended that you contact your personal tax adviser about business deductions.**
4. Contributions to RPAC are also voluntary and are used for political purposes. You may refuse to contribute without reprisal and the National Association of REALTORS® or any of its state associations or local boards will not favor or disfavor any member because of the amount contributed. 70% of each contribution is used by your state PAC to support state and local political candidates. Until your state PAC reaches its RPAC goal, 30% is sent to National RPAC to support federal candidates and is charged against your limits under 2 U.S.C. 441a; after the state PAC reaches its RPAC goal it may elect to retain your entire contribution for use in supporting state and local candidates. We need your help with donations to reach our goal, thank you!
5. Missouri REALTORS PAC, Inc. may not accept contributions from corporations, associations or partnerships formed outside of chapters 347 to 360, RSMo, natural persons who are not United States citizens, foreign governments, foreign corporations other than foreign LLCs registered to do business in Missouri, other state political action committees, candidate committees, political party committees, campaign committees, exploratory committees, or debt service committees. Article VIII, Section 23.3(12) & (16).
6. The Budget Reconciliation Act of 1993 contains a provision that eliminates the deductibility of lobbying expenses of corporations and trade associations as a business expense for federal income tax purposes. Therefore, the 2018 dues paid to local, state and national associations will be nondeductible to the extent of that association's lobbying expenditures on state and federal issues.

Since your local Board/Association has less than \$2,000 of expenses for lobbying on state and federal issues, **the nondeductible portion of your Local Board's/Association's dues is zero.** Please note below, the amount of state and national dues which REALTORS® and REALTOR-Associate® are not able to deduct on their federal tax returns as business expenses.

Estimated Lobbying Expense Percentage
Non-Deductible Portion:
National Association of REALTORS®
– 43% or \$52.00 (Annual NAR Dues, \$120.00)

Missouri REALTORS®
– 30% or \$58.50 (Annual Designated REALTOR® State Dues, \$195.00)
– 30% or \$54.00 (Annual REALTOR®/Realtor Associate® State Dues, \$180.00)

TOTAL NON-DEDUCTIBLE PORTION (DESIGNATED REALTORS®) \$110.50
TOTAL NON-DEDUCTIBLE PORTION (REALTORS®, REALTOR-ASSOCIATES®) \$106.00

[Designated REALTOR®, REALTOR® and REALTOR-Associate® membership includes Local, State, and National Association]



Name of Board/Association _____

Name _____ (As shown on license) (_____) (Nickname) Birthdate ____ / ____ / ____

Name of Firm _____ Gender (F/M) _____

Office Address _____ Phone _____
 Street City State Zip Fax _____

Residence Address _____ Phone _____
 Street City State Zip Fax _____

E-Mail Address _____ Cell Phone # _____

Have you held REALTOR® or REALTOR-ASSOCIATE® membership previously in any other Board of REALTORS®? ____ Yes ____ No

If yes, where? _____

Classification: ____ Designated REALTOR® (Principal) ____ REALTOR® ____ REALTOR-ASSOCIATE®
 ____ Affiliate Member (Unlicensed firm or corporation interested in objectives of the Association)

Orientation Date ____ / ____ / ____ Started in Real Estate Business ____ / ____ / ____

Individual License # _____ Partnership/Corporation License # _____

Certified Appraiser License # _____

Do you have any record of recent or pending bankruptcy? Yes No

Have you been found in violation of state real estate licensing regulations, civil rights laws or other laws prohibiting unprofessional conduct rendered by the courts or other lawful authorities within the last three (3) years? Yes No

Within the last ten years, have you been: 1) convicted of a crime punishable by imprisonment in excess of one year or 2) been released from confinement imposed for that conviction?
 Yes No

Do you have any unsatisfied discipline pending for violation of the Code of Ethics?
 Yes No

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?
 Yes No

(must complete local 2018 dues portion)

2018 Dues Schedule:	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
<u>Designated REALTOR®</u>												
State	\$ 155.00	\$ 142.08	\$ 129.16	\$ 116.24	\$ 103.33	\$ 90.41	\$ 77.50	\$ 64.58	\$ 51.66	\$ 38.75	\$ 25.83	\$ 12.92
Issues Reserve Fund	\$ 40.00	\$ 40.00	\$ 40.00	\$ 40.00	\$ 40.00	\$ 40.00	\$ 40.00	\$ 40.00	\$ 40.00	\$ 40.00	\$ 40.00	\$ 40.00
National	\$ 120.00	\$ 110.00	\$ 100.00	\$ 90.00	\$ 80.00	\$ 70.00	\$ 60.00	\$ 50.00	\$ 40.00	\$ 30.00	\$ 20.00	\$ 10.00
National Assessment	\$ 35.00	\$ 35.00	\$ 35.00	\$ 35.00	\$ 35.00	\$ 35.00	\$ 35.00	\$ 35.00	\$ 35.00	\$ 35.00	\$ 35.00	\$ 35.00
Local Board	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Statewide Prf Standards \$13	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
<u>REALTOR®/REALTOR-ASSOC</u>												
State*	\$ 140.00	\$ 128.34	\$ 116.67	\$ 105.00	\$ 93.33	\$ 81.66	\$ 70.00	\$ 58.33	\$ 46.66	\$ 34.99	\$ 23.33	\$ 11.66
Issues Reserve Fund	\$ 40.00	\$ 40.00	\$ 40.00	\$ 40.00	\$ 40.00	\$ 40.00	\$ 40.00	\$ 40.00	\$ 40.00	\$ 40.00	\$ 40.00	\$ 40.00
National*	\$ 120.00	\$ 110.00	\$ 100.00	\$ 90.00	\$ 80.00	\$ 70.00	\$ 60.00	\$ 50.00	\$ 40.00	\$ 30.00	\$ 20.00	\$ 10.00
National Assessment	\$ 35.00	\$ 35.00	\$ 35.00	\$ 35.00	\$ 35.00	\$ 35.00	\$ 35.00	\$ 35.00	\$ 35.00	\$ 35.00	\$ 35.00	\$ 35.00
Local Board*	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Statewide Prf Standards \$13	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
<u>Application Fee</u>												
New Member Fee (MAR)	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00
Reinstatement Fee (MAR)	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
Local Board	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
<u>Contributions</u>												
RPAC	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00

***NOTE:-The Designated REALTOR® dues are as listed plus an assessment amount equal to REALTOR-ASSOCIATE® dues times the number of salespersons with his/her firm who are not REALTOR®/REALTOR-ASSOCIATES®. Dues are not refundable once paid!**



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