

# Greater Tyler Association of REALTORS®

## REALTOR® Membership Application Packet

**You must have your real estate license in hand before you can make application or attend the mandatory classes**

### STEP 1 – SUBMISSION OF APPLICATION

Complete the following and return to GTAR:

1. Application
2. MLS Password Form
3. Photocopy of Texas Real Estate license (the one you receive in the mail from TREC).
4. Class Registration form.
5. Entrance Fees – You may use a credit card or make a check payable to GTAR.
6. Suprakey costs are separate and are prorated monthly so call the Association office for prices.

### STEP 2 – NOTIFICATION

You will receive an e-mail notification when you become active in the computer system. *Instructions on how to access the MLS and GTAR webpage and how to go online and pay your Quarterly MLS dues will be included.*

### STEP 3 – CALL TO SET UP APPOINTMENT IF YOU ARE GETTING A SUPRA KEY (NO WALK-INS)

After you receive the notification e-mail you may call Gloria to set up an appointment to get a Suprakey.

### STEP 4 – ATTEND THE MANDATORY CLASSES REQUIRED FOR MEMBERSHIP – You must register – NO WALK INS

# Greater Tyler Association of REALTORS®

## Types of Memberships

**REALTOR®** - either primary or secondary – individuals who are engaged actively in the real estate profession, including buying, selling, exchanging, renting or leasing, managing, appraising for others for compensation, counseling, building, developing or subdividing real estate, and who maintain or are associated with an established real estate office located in the state of Texas or a state contiguous thereto. The individual must maintain a current, valid real estate broker's or salesperson's license or is licensed or certified by an appropriate state regulatory agency to engage in the appraisal of real property. REALTOR® means a member of the National Association of REALTORS®.

### APPLICATION TYPES UNDER REALTOR® MEMBERSHIP:

**Designated REALTOR®** - Designated Broker of the firm.

**REALTOR®** - Broker or Salesperson affiliated with the firm as an associate.

**Primary Member** – Pays National, State and local dues. Has voting rights and can hold leadership positions. (DR must be a member.)

**Secondary Member** – Pays local dues only. Pays National and state dues to their primary association. Has voting rights and can hold leadership positions. (DR does not have to be a member.)

**Affiliate** – Real estate owners and other individuals or firms who, while not engaged in the real estate profession actively, have interest requiring information concerning real estate and are in sympathy with the objectives of the Association.

**Institute Affiliate** – Individuals who hold a professional designation awarded by a qualified Institute, Society or Council affiliated with the National Association of REALTORS®. Any such individual, if otherwise eligible, may elect to hold REALTOR® membership, subject to payment of applicable dues for such membership.

**MLS Member** – Individuals who are REALTOR® members in an association in Texas or a state contiguous thereto may request any service they need from other associations. This includes MLS service. **In GTAR, the Designated Broker of the firm must join as the Participant and any agent may then join as a Subscriber.** If the firm is a MLS member in another association and some of the agents do not wish to join as a Subscriber, MLS waivers must be signed by the Broker and the agent which states that any agent who utilizes the MLS information will be charged MLS dues from the date of the waiver. If the firm is not a MLS member in another association, the dues formula will be in force. (Broker's dues are based on his membership and any agents who are not members of the MLS.)



# APPLICATION FOR REALTOR® MEMBERSHIP

To the Greater Tyler Association of REALTORS®, I hereby apply for REALTOR® Membership in the above named Association and am enclosing my check in the amount of \$ \_\_\_\_\_ \* for my 2008 Dues and Fees payable to Greater Tyler Association of REALTORS®. All fees and 2008 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: \_\_\_\_\_ Nickname \_\_\_\_\_

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

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

Office Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip Code \_\_\_\_\_

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

Home Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip Code \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Home Fax: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip Code \_\_\_\_\_

Preferred mailing address for real estate magazines (from TAR), etc.:  Member Mailing  Member Home  
 Office Mailing  Office Street

Preferred mailing address for GTAR-related materials:  Member Mailing  Member Home  Office

Preferred MLS E-Mail (will also be used for Board notifications, copies of invoices, etc.): \_\_\_\_\_

Preferred MLS Phone #:  Home  Cell  Office (**this number will appear beside your name in the MLS**)

Personal Web Page address: \_\_\_\_\_

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

If yes, name of Association(s) \_\_\_\_\_

If yes, do you participate in their MLS?  Yes  No

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

If yes, name of Association **and month/year** you went inactive: \_\_\_\_\_

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: \_\_\_\_\_.

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 Greater Tyler Association 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: \_\_\_\_\_

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

If yes, you must complete the remainder of this application.

If no, stop here.

**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 Greater Tyler Association of REALTORS® are not deductible as charitable contributions. Such payments may, however, be deductible as an ordinary and necessary business expense. No refunds.

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

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

**The Greater Tyler Association of REALTORS®  
3531 S. Broadway  
Tyler, TX 75701**

**Phone: 903-561-8403    Fax: 903-561-4730**

**MLS PASSWORD FORM**

To ensure complete security within the MLS, each user has the opportunity to select a personal password, which will be used in logging onto the system. The password can be from **3 to 8 characters** in length and should be something you will remember, such as your nickname, the name of your child, the name of your pet, etc.

You will have the ability to change your password at any time you feel it is necessary.

**NAME** \_\_\_\_\_ **DATE** \_\_\_\_\_

**OFFICE NAME** \_\_\_\_\_

**OFFICE PHONE #** \_\_\_\_\_ **OFFICE FAX #** \_\_\_\_\_

**E-MAIL ADDRESS** \_\_\_\_\_

**PASSWORD** \_\_\_\_\_

**PLEASE CHECK ONE:**    \_\_\_\_\_ **DESIGNATED REALTOR®**  
                                  \_\_\_\_\_ **AGENT**  
                                  \_\_\_\_\_ **SECRETARY (Broker's signature required)**  
                                  \_\_\_\_\_ **OTHER**

**BROKER'S SIGNATURE:** \_\_\_\_\_  
(required for Secretary only)

**Greater Tyler Association of REALTORS®**  
**3531 South Broadway**  
**Tyler, TX 75701**  
**Phone: 903-561-8403      Fax: 903-561-4730**

**REALTOR® Entrance Fees – 2008**  
**(Prorated Monthly)**

<u>Sponsorship</u> <u>Date</u>	<u>NAR Dues</u>	<u>NAR Image</u>	<u>TAR Dues</u>	<u>GTAR</u> <u>Local Dues</u>	<u>Application</u> <u>Fee</u>	<u>Sub Total</u>	<u>MLS</u> <u>Participation Fee</u>	<u>Total</u>
January	\$ 80.00	\$ 30.00	\$ 107.00	\$ 70.00	\$ 100.00	\$ 387.00	\$ 50.00	<b>\$ 437.00</b>
February	\$ 73.33	\$ 30.00	\$ 98.91	\$ 58.33	\$ 100.00	\$ 360.57	\$ 50.00	<b>\$ 410.57</b>
March	\$ 66.67	\$ 30.00	\$ 90.82	\$ 46.66	\$ 100.00	\$ 334.15	\$ 50.00	<b>\$ 384.15</b>
April	\$ 60.00	\$ 30.00	\$ 82.73	\$ 35.00	\$ 100.00	\$ 307.73	\$ 50.00	<b>\$ 357.73</b>
May	\$ 53.33	\$ 30.00	\$ 74.64	\$ 23.33	\$ 100.00	\$ 281.30	\$ 50.00	<b>\$ 331.30</b>
June	\$ 46.67	\$ 30.00	\$ 66.55	\$151.66	\$ 100.00	\$ 394.88	\$ 50.00	<b>\$ 444.88</b>
July	\$ 40.00	\$ 30.00	\$ 58.46	\$140.00	\$ 100.00	\$ 368.46	\$ 50.00	<b>\$ 418.46</b>
August	\$ 33.33	\$ 30.00	\$ 50.37	\$128.33	\$ 100.00	\$ 342.03	\$ 50.00	<b>\$ 392.03</b>
September	\$ 26.67	\$ 30.00	\$ 42.28	\$116.66	\$ 100.00	\$ 315.61	\$ 50.00	<b>\$ 365.61</b>
October	\$ 20.00	\$ 30.00	\$ 34.19	\$105.00	\$ 100.00	\$ 289.19	\$ 50.00	<b>\$ 339.19</b>
November	\$ 13.33	\$ 30.00	\$ 26.10	\$ 93.33	\$ 100.00	\$ 262.76	\$ 50.00	<b>\$ 312.76</b>
December	\$ 6.67	\$ 30.00	\$ 18.01	\$ 81.66	\$ 100.00	\$ 236.34	\$ 50.00	<b>\$ 286.34</b>

## Greater Tyler Association of REALTORS® Dues Schedule

DESCRIPTION	AMOUNT	DUE	PAYMENT PERIOD
State (TAR) & National (NAR) dues .....	\$217.00.....	January 15 .....	annually
Local (GTAR) dues .....	\$140.00.....	July 15 .....	annually

A late fee of \$25.00 is added on the 16th day of the month. Suspension of MLS service is done 25th day of the month. Inactivation is done on the last day of the month. Once inactivated for non-payment of dues an additional \$25.00 re-activation fee will be added to the late fee and dues amount.

Below is an excerpt from the BYLAWS of the Greater Tyler Association of REALTORS® Inc...

### ARTICLE X DUES AND ASSESSMENTS

#### Section 2. Dues.

(a) The dues of each Designated REALTOR® Member shall be in such amount as established annually by the Board of Directors, plus an additional amount to be established annually by the Board of Directors times the number of real estate salespersons and licensed or certified appraisers who (1) are employed by or affiliated as independent contractors, or who are otherwise directly or indirectly licensed with such REALTOR® Member, and (2) are not REALTOR® Members of any Association in the state or a state contiguous thereto or Institute Affiliate Members of an Association.

Section 3. Dues Payable. National and state dues for all Members shall be payable annually in advance on the first day of January. Local dues shall be payable annually in advance on the first day of July. Dues shall be computed from the date of application and granting of provisional membership.

(a) In the event a sales licensee or licensed or certified appraiser who holds REALTOR® membership is dropped for nonpayment of Board dues, and the individual remains with the designated REALTOR®'s firm, the dues obligation of the "designated" REALTOR® (as set forth in Article X, Section 2 (a)) will be increased to reflect the addition of a non-member licensee. Dues shall be calculated from the first day of the current fiscal year and are payable within 30 days of the notice of termination.

DESCRIPTION	AMOUNT	DUE	PAYMENT PERIOD
MLS Dues .....	\$114.00.....	January 15 .....	quarterly
MLS Dues .....	\$114.00.....	April 15 .....	quarterly
MLS Dues .....	\$114.00.....	July 15 .....	quarterly
MLS Dues .....	\$114.00.....	October 15 .....	quarterly

A late fee of \$25.00 is added on the 16th day of the month. Suspension of MLS service is done 25th day of the month. Inactivation is done on the last day of the month. Once inactivated for non-payment of dues an additional \$25.00 re-activation fee will be added to the late fee and dues amount.

Below is an excerpt from the MLS Rules and Regulations of the Greater Tyler Association of REALTORS® Inc...

### **SERVICE CHARGES**

**Section 6. - Service Fees and Charges:** The following service charges for operation of the Multiple Listing Service are in effect to defray the costs of the Service and are subject to change from time to time in the manner prescribed.

(b) **Recurring Participation Fee:** The monthly participation fee of each Participant shall be an amount times each salesperson and licensed or certified appraiser who has access to and use of the Service, whether licensed as a broker, sales licensee, or licensed or certified appraiser who is employed by or affiliated as an independent contractor with such Participant. Payment of such fees shall be made on or before the tenth (10th) day of the month.

**Greater Tyler Association of REALTORS®**

3531 South Broadway  
Tyler, TX 75701  
Voice: 903-561-8403  
Fax: 903-561-4730

**Credit Card**

(American Express, Discover, MasterCard, Visa)

Credit Card Type: \_\_\_\_\_ Account #: \_\_\_\_\_

Exp. Date: \_\_\_\_\_ Billing Zip: \_\_\_\_\_ Amount to be charged: \$ \_\_\_\_\_

**Exact** Name on  
Account: \_\_\_\_\_ Telephone: \_\_\_\_\_

Signature \_\_\_\_\_  
(as it appears on account)

## MANDATORY CLASS REGISTRATION

**Orientation:** All REALTOR® applicants will be required to attend an orientation **within two offering dates** of your join date. The cost of the course is included in your application fee. MLS and/or Board services are subject to the successful completion of this course. New member Orientation is held from 9:00 AM to 12:00 PM. Reservations are on a first come first serve basis. If you have made a reservation and find you are unable to attend, contact the MEMBERSHIP DEPARTMENT (903-561-8403) for cancellation.

**New Member Code of Ethics:** All new REALTOR® members will be required to complete the New Member Code of Ethics class within **30 days** of joining the Association. The cost of the course is included in your application fee. MLS and/or Board services are subject to the successful completion of this course. New Member Code of Ethics is held from 1:30 PM to 4:00 PM. on the day of Orientation.

**Location for Orientation and New Member Code of Ethics classes:** Greater Tyler Association of REALTORS®, 3531 S. Broadway, Tyler, TX 75701.

### 2008 Orientation and New Member Code of Ethics Schedule:

Jan. 15 Tue.	June 17 Tue.	Nov. 18 Tue.
Feb. 19 Tue.	July 15 Tue.	Dec. 16 Tue.
Mar. 18 Tue.	Aug. 19 Tue.	
Apr. 15 Tue.	Sept. 16 Tue.	
May 20 Tue.	Oct. 14 Tue.	

**MLS Training:** All REALTOR® and MLS applicants will be required to attend a MLS Training class **within two offering dates** of your join date. The cost of the course is included in your application fee. MLS and/or Board services are subject to the successful completion of this course. MLS Training is held from 9:00 AM to 12:00 PM. Reservations are on a first come first serve basis (**PLEASE CALL FOR AVAILABILITY OF CLASSES**). If you have made a reservation and find you are unable to attend, contact the MEMBERSHIP DEPARTMENT (903-561-8403). **Cancellations must be received at least 7 days before your scheduled class or you will be charged a \$25.00 CANCELLATION FEE.**

**Location for MLS Training class:** Greater Tyler Association of REALTORS®, 3531 S. Broadway, Tyler, TX 75701.

### 2008 MLS Training Schedule:

Jan. 18 Fri.	June 27 Fri.	Nov. 21 Fri.
Feb. 22 Fri.	July 18 Fri.	Dec 19 Fri.
Mar. 14 Fri.	Aug. 22 Fri.	
Apr. 25 Fri.	Sept. 12 Fri.	
May 16 Fri.	Oct. 10 Fri.	

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### REGISTRATION FORM

Date \_\_\_\_\_

Check this box if you are rescheduling

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LAST NAME

FIRST NAME

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COMPANY NAME

Personal E-mail address (where you can be reached for confirmation)

I PLAN TO ATTEND ORIENTATION (MONTH)\_\_\_\_\_ (DAY)\_\_\_\_\_ (YEAR)\_\_\_\_\_.

I PLAN TO ATTEND NEW MEMBER CODE OF ETHICS (MONTH)\_\_\_\_\_ (DAY)\_\_\_\_\_ (YEAR)\_\_\_\_\_.

I PLAN TO ATTEND MLS TRAINING (MONTH)\_\_\_\_\_ (DAY)\_\_\_\_\_ (YEAR)\_\_\_\_\_.

**FAX THIS FORM TO GTAR 903-561-4730**