

(Please Print) Name of Applicant and Office

Quincy Association of REALTORS®, Inc.
2012 New REALTOR® Membership Information

1. REALTOR® Application for Membership:

- A. Please fill out *REALTOR® Application for Membership* form completely, sign your name, and date the *REALTOR® Application for Membership* form.
- B. Have your sponsoring Broker also sign the *REALTOR® Application for Membership* form.
- C. Submit a copy of (1) your signed 45 Day Permit Sponsor Card, OR, (2) copy of your Real Estate License to the QAR office with your *REALTOR® Application for Membership* form.
- D. Submit the completed *REALTOR® Application for Membership* form and **\$250** (payable to the Quincy Association of REALTORS®, Inc.) to the QAR office (1535 Broadway).

Applicants for REALTOR® membership shall be granted **provisional** membership immediately upon submission of a completed *REALTOR® Application for Membership* form, remittance of the \$250.00 REALTOR® application fee, copy of the 45 Day Permit Sponsor Card or Real Estate License, applicable REALTOR® Membership dues (see #2 below), applicable MLS User Fees (see #3 below), and applicable Lock Box Key deposit (see #4 below).

Provisional members shall be considered REALTORS® and shall be subject to all the same privileges and obligations of membership.

2. REALTOR® Membership Dues:

Your **2012** REALTOR® Membership Dues will be as follows:

<u>If you activate membership in:</u>	<u>QAR</u>	<u>IAR</u>	<u>NAR</u>	<u>YOUR DUES WILL BE</u>
January	130.00	99.00	120.00	349.00 + 35.00 + 50.00 = 434.00
February	119.17	90.75	110.00	319.92 + 35.00 + 50.00 = 404.92
March	108.33	82.50	100.00	290.83 + 35.00 + 50.00 = 375.83
April	97.50	74.25	90.00	261.75 + 35.00 + 50.00 = 346.75
May	86.67	66.00	80.00	232.67 + 35.00 + 50.00 = 317.67
June	75.83	57.75	70.00	203.58 + 35.00 + 50.00 = 288.58
July	65.00	49.50	60.00	174.50 + 35.00 + 50.00 = 259.50
August	54.17	41.25	50.00	145.42 + 35.00 + 50.00 = 230.42
September	43.33	33.00	40.00	116.33 + 35.00 + 50.00 = 201.33
October	32.50	24.75	30.00	87.25 + 35.00 + 50.00 = 172.25
November	21.67	16.50	20.00	58.17 + 35.00 + 50.00 = 143.17
December	10.83	8.25	10.00	29.08 + 35.00 + 50.00 = 114.08

**The \$35 added to the above dues is a mandatory assessment for the NAR Public Awareness Campaign.
The \$50 added to the above dues is a mandatory assessment for the IAR Advocacy Initiative.**

Please be prepared to pay your REALTOR® dues payment (payable to the Quincy Association of REALTORS®, Inc.) when you submit your *REALTOR® Application for Membership* form. You will be provided a REALTOR® Membership Dues statement at time of payment.

3. **MLS User Fees:**

You will be provided access to the Quincy Association of REALTORS®, Inc. Multiple Listing Service (MLS) when you submit your *REALTOR® Application for Membership* form and are granted provisional membership. You will be given an MLS Agent Sign On and Password, which will allow you entry into the Quincy Multiple Listing Service Paragon system.

MLS user fees are \$50 per month. Your MLS user fee will be a prorated amount computed from the date of application. Please be prepared to pay your MLS user fee when you submit your *REALTOR® Application for Membership* form. If you have a home computer, you can install the Paragon MLS software for your home use. Please contact the QAR office for details.

4. **Lock Box Key Deposit:**

After you submit your *REALTOR® Application for Membership* form and all other applicable fees, you can lease a lock box key for you use as an MLS member. The lease cost for a Lock Box Key is \$200 (**payable on a SEPARATE CHECK to the Quincy Association of REALTORS®, Inc.**). The \$200 is a deposit and will be refunded to you when you are no longer affiliated with the Quincy Association of REALTORS®, Inc., and when you return your lock box key in accordance with the Lock Box Service Rules and Regulations.

Along with a lock box key, you will be given a Key Lease Agreement and QAR Lock Box Service Rules and Regulations. The Key Lease Agreement needs to be signed by you and your broker and returned promptly to the QAR office.

5. **Board of Director Approval of Provisional Membership:**

Provisional membership is granted subject to subsequent review of the *REALTOR® Application for Membership* form by the Board of Directors. The regular Board of Directors meetings scheduled in **2012** are on **January 24, February 28, March 27, April 24, May 22, June 26, July 24, August 28, September 25, October 23, November 27, and December 18.**

If the Board of Directors determines that you do not meet all the qualifications for membership as established in the association's bylaws, or, if you do not satisfy all of the requirements of membership (for example, completion of a mandatory Quincy Association of REALTORS®, Inc. orientation program) within sixty (60) days from the association's receipt of your *REALTOR® Application for Membership* form, membership may, at the discretion of the Board of Directors, be terminated.

Please note: Membership Dues and MLS User Fees shall be computed from the date of application and shall be non-refundable unless the association's Board of Directors terminates your membership in accordance with QAR Bylaws Article V, Section 3 (a), noted above. In such instances, Membership Dues and MLS User Fees shall be returned to you less a prorated amount to cover the number of days that you received association services and any application fee.

6. **QAR Orientation Program: VERY IMPORTANT – PLEASE READ!**

The Board of Directors will approve your provisional *REALTOR® Application for Membership* form contingent upon you completing the Quincy Association of REALTORS®, Inc. Orientation Program. The QAR Orientation Program is **MANDATORY AND REQUIRED** to be completed before final acceptance into the Quincy Association of REALTORS®, Inc. Orientation will be held at the QAR office (1535 Broadway). **You must attend the QAR Orientation Program within sixty (60) days from the association's receipt of your application.**

At the QAR Orientation Program meeting, you will receive an orientation binder and basic instruction which includes: QAR Bylaws, QAR MLS Rules & Regulations, NAR Code of Ethics & the grievance/arbitration process, NAR Antitrust booklet, Paragon MLS input forms instruction, and an overview of the Paragon MLS system.

After QAR Orientation is completed, your provisional REALTOR® member status will be satisfied and you will be accepted as a REALTOR® member in the Quincy Association of REALTORS®, Inc., take the REALTOR® pledge, sign the Membership book, and receive your REALTOR® pin.

The QAR Orientation Programs scheduled in **2012** will be held on **January 10, February 14, March 13, April 10, May 8, June 12, July 10, August 14, September 11, October 9, November 13, and December 4**. All orientation programs will be held from **9:00 to 11:00 a.m.**

7. New Member Code of Ethics Training:

New REALTOR® members shall complete an orientation program of the National Association of REALTORS® Code of Ethics of not less than two hours and thirty minutes (2 ½ hours) of instructional time. This requirement does not apply to new REALTOR® members who have completed comparable orientation in another association, provided that REALTOR® membership has been contiguous, or that any break in membership is for one year or less. **Failure to satisfy this requirement within three hundred and sixty-five (365) days of the date of application will result in termination of REALTOR® membership.**

The NAR “New Member Code of Ethics Orientation” online training course can be found on the National Association of REALTORS® website: <http://www.realtor.org>. This online training course meets the specific criteria and learning objectives required by the NAR. If you need assistance finding the “Code of Ethics Training” link on their website, please call the QAR Office. **Once you have successfully completed the Code of Ethics Training requirement, please email or fax your completion certification that you will receive from NAR to the QAR Office in order for QAR staff to place in our records that you have completed the course.**

8. QAR Membership Meetings:

After REALTOR® membership is obtained; new REALTOR® members will be introduced to the association members at the next scheduled QAR Membership meeting. The QAR Membership meetings scheduled in **2012** are on **June 7, and December 6**. Lunch begins at 11:30 a.m. The Membership meeting begins at 12:00 noon. Reservations for the Membership luncheons are required. Please ask your Broker how Membership meeting luncheon reservations are handled in your office.

9. Questions:

If you have any questions on any of the above information, please call the QAR office at 228-0652, or e-mail us at qar@adams.net. **QAR office hours are 8:00 a.m. to 4:30 p.m., Monday through Friday**. The QAR office staff is: Jay Walton, Chief Executive Officer, and Hayley Fansler, QAR Executive Administrative Assistant. We look forward to having you as a REALTOR® member in the Quincy Association of REALTORS®, Inc.

New REALTOR® Member Timeline Recap

- A. Submit a completed *REALTOR® Application for Membership* form and a copy of your 45 Day Permit Sponsor Card or your Real Estate License to the QAR office **AND ALL** of the following:
 1. Your \$250.00 REALTOR® Application Fee.
 2. Your **2012** REALTOR® Membership Dues.
 3. Your prorated monthly MLS User Fee.
 4. Your \$200.00 Lock Box Key Lease Deposit (on a separate check).
- B. Board of Directors meeting to approve your **provisional** membership (normally the 4th Tuesday of each mo.).
- C. Attend Mandatory QAR Orientation within 60 days from the association’s receipt of your application. After you complete this step, your provisional REALTOR® member status will be satisfied and you will be accepted as a REALTOR® member of the Quincy Association of REALTORS®, Inc.
- D. To maintain REALTOR® member status, complete the 2½ hour mandatory National Association of REALTORS® Code of Ethics Training within 365 days of the date of your application.