



# APPLICATION FOR REALTOR® MEMBERSHIP

## North Bay Association of REALTORS®

Effective January 24, 2020



Questions in red must be completed to process the application.  
Applicant information must be updated in the DRE prior to processing.

### MEMBERSHIP APPLICATION

I apply for the following categories of membership (check all that apply):

- Primary Designated REALTOR® - Broker (Partner, Corporate Office, or Branch Office Manager)
- Secondary Designated REALTOR® - Broker (Principle, Partner, Corporate Office, or Branch Office Manager) (If only you are a member to another Association)
- Primary REALTOR®
- Secondary REALTOR® (If only you are a member to another Association)

### GENERAL INFORMATION

1. Name (as it appears on your license): \_\_\_\_\_
2. Nickname: \_\_\_\_\_
3. Firm Name: \_\_\_\_\_  
(This is the broker/brokerage name under which you will be doing business and under which DRE has issued your license and/or approved your DBA)
4. Firm Address: \_\_\_\_\_  
(street) (city) (state) (zip code)
5. Firm Telephone: \_\_\_\_\_ Firm Direct Number: \_\_\_\_\_
6. Cell Number: \_\_\_\_\_ Firm Fax Number: \_\_\_\_\_  
Which do you prefer as the primary phone number:  Firm  Home  Cell
7. List all other DBAs: \_\_\_\_\_
8. Home Address: \_\_\_\_\_  
(street) (city) (state) (zip code)
9. Home Telephone: \_\_\_\_\_ Home Fax Number: \_\_\_\_\_  
Which do you prefer as the primary address:  Firm  Home
10. Email Address: \_\_\_\_\_ Birthday (M / D / YYYY): \_\_\_\_/\_\_\_\_/\_\_\_\_  
Website Address: \_\_\_\_\_ Social Media Handles: \_\_\_\_\_
11. Your initial password for the North Bay Association website: **Welcome** (You will be able to change this later)

Please select your primary chapter (you may select only one):

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Mendocino / Lake    | <input type="checkbox"/> Rohnert Park / Cotati | <input type="checkbox"/> Sonoma Valley |
| <input type="checkbox"/> Napa County         | <input type="checkbox"/> Russian River         | <input type="checkbox"/> Windsor       |
| <input type="checkbox"/> North Sonoma County | <input type="checkbox"/> Santa Rosa            | <input type="checkbox"/> None          |
| <input type="checkbox"/> Petaluma            | <input type="checkbox"/> Sebastopol            |  |

Please select your **secondary** chapters (you may select as many as you wish):

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Mendocino / Lake    | <input type="checkbox"/> Rohnert Park / Cotati | <input type="checkbox"/> Sonoma Valley |
| <input type="checkbox"/> Napa County         | <input type="checkbox"/> Russian River         | <input type="checkbox"/> Windsor       |
| <input type="checkbox"/> North Sonoma County | <input type="checkbox"/> Santa Rosa            | <input type="checkbox"/> None          |
| <input type="checkbox"/> Petaluma            | <input type="checkbox"/> Sebastopol            |  |

12. Please list your applicable license(s) corresponding with this application:

**REAL ESTATE LICENSE:**

Broker's License, DRE License #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Salesperson's License, DRE License #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Corporate License, DRE License #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**BREA APPRAISER'S LICENSE:**

Certified General, License #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Certified Residential License #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

License #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

13. Please list Professional Designations: (ex. GRI, CRS, etc.) \_\_\_\_\_

14. Primary Specialty:

- |  |   |
|--|---|
| <input type="checkbox"/> Residential Brokerage             | <input type="checkbox"/> Property Management            |
| <input type="checkbox"/> Commercial / Industrial Brokerage | <input type="checkbox"/> Appraising                     |
| <input type="checkbox"/> Farm and Land Brokerage           | <input type="checkbox"/> Mortgage Financing             |
| <input type="checkbox"/> Building and Development          | <input type="checkbox"/> Other(s) please specify: _____ |

15. List all Boards / Associations of REALTORS® and MLS to which you CURRENTLY BELONG:

\_\_\_\_\_

List all Boards / Associations of REALTORS® and MLS to which you PREVIOUSLY BELONG:

\_\_\_\_\_

My NRDS #: \_\_\_\_\_ My NRDS OFFICE #: \_\_\_\_\_

16. Please register for the NEW MEMBER ORIENTATION: [connect.northbayrealtors.org/events/calendar](http://connect.northbayrealtors.org/events/calendar)

*\*orientation dates may change. Anyone registered will be notified.*

17. Persons other than principals, partners, corporate officers, or branch office managers of real estate or appraisal firms must remain employed by or affiliated with a Designated REALTOR® to be eligible for REALTOR® membership. Persons other than principals, partners, corporate officers or branch office managers of real estate or appraisal firms who hold a valid California real estate license must remain employed by or affiliated with a MLS Broker Participant or MLS Appraiser Participant of the MLS in order to join as a MLS Subscriber. If applicable, please complete below:

(Note: at the end of the application, those named below will be necessary signers of this application)

Printed Name of Designated REALTORS® - Broker: \_\_\_\_\_

Designated REALTORS® DRE or BREA License #: \_\_\_\_\_

**18. DESIGNATED REALTOR®/MLS BROKER AND APPRAISER PARTICIPANT APPLICANTS ONLY.**

Designated REALTOR® and MLS Broker and Appraiser Participant applicants must provide the Association a list of licensees employed by or affiliated with them and must also regularly update the Association on any changes, additions, or deletions from the list. On a separate sheet or form, please list all licensees under your license, including their name, the type of license, and their DRE or BREA License #.

- a) I am (check the applicable boxes):  sole proprietor  general partner  
 corporate officer  branch office manager

b) If you checked any box in 19(a) above, you must answer the following:

i. Are you or your firm subject to any pending bankruptcy proceedings?

- yes  no

ii. Have you or your firm been adjudged bankrupt within the last three (3) years?

- yes  no

If you answered yes to (a) or (b), you may be required to make cash payments in advance for membership dues.

**19. DESIGNATED REALTOR® APPLICANT ONLY.** Each sole proprietor, partner, or corporate officer of the real estate firm who is actively engaged in the real estate business within California or within the state in which the real estate firm is located shall be required to become a REALTOR® member if any other principal of such firm, partnership or corporation is a REALTOR® member with those states.

I certify that each sole proprietor, partner, or corporate officer of the real estate firm, if any, who is actively engaged in the real estate business within California or within the state in which the real estate firm is located is a REALTOR® member.

- Yes, I certify.  No, I cannot certify.

**20. I certify that I have NO record of official sanctions rendered by the courts or other lawful authorities for violations set forth below:**

a) I have no record of official sanctions for violations of civil rights laws within the last three (3) years

- Yes, I certify.  No, I cannot certify.

b) I have no record of official sanctions for violations of real estate license laws within the last three (3) years

- Yes, I certify.  No, I cannot certify.

c) I have no record of criminal convictions within the past ten years where the crime was punishable by death or imprisonment in excess of one year under the law under which the applicant was convicted (ten years is measured from the date of the conviction or the release of the applicant from the confinement imposed for that conviction, whichever is the later date)

- Yes, I certify.  No, I cannot certify.

d) If you could not certify any of the above, please attach additional sheets with all relevant details about the violation(s), including the date(s), type of violation(s), and a copy of the discipline, if any.

**21. Have you ever been disciplined by any Boards/Associations or MLSs?**

- Yes. If yes, attach copies of the discipline.  No.

## GENERAL INFORMATION

1. **Bylaws, policies, and rules.** When applying for Designated REALTOR® and REALTOR® membership, upon acceptance and payment of all dues and assessments, I will automatically become a member of the California Association of REALTORS® and the National Association of REALTORS®, as well as my local Association. I agree to abide by the bylaws, policies and rules of the Association, the bylaws, policies and rules of the California Association of Realtors®, including the [California Code of Ethics and Arbitration Manual](#) and the constitution, bylaws, policies and rules of the National Association of REALTORS®, including the NAR Code of Ethics, all as may from time to time be amended.

2. **Use of the term REALTOR®.** I understand that the professional designations REALTOR® are federally registered trademarks of the National Association of REALTORS® (“N.A.R.”) and use of these designations are subject to N.A.R. rules and regulation. I agree that I cannot use these professional designations until this application is approved, all my membership requirements are completed, and I am notified of membership approval in one of these designations. I further agree that should I cease to be a REALTOR®, I will discontinue use of the term REALTOR® in all certificates, signs, seals or any other medium.
3. **Orientation.** I understand that the Association requires orientation, I must complete such orientation by the deadline set by the Association for provisional membership. I understand that unless or until I complete required orientation in a timely manner, said provisional membership will be dropped upon expiration of the deadline set.
4. **License validity.** I understand that if my license is terminated, lapses or inactivated at any time, my REALTOR® membership is subject to immediate termination.
5. **No refund.** I understand that my Association membership dues and fees are non-refundable. In the event I fail to maintain eligibility for membership or for any reason, I understand I will not be entitled to a refund of my dues or fees.

**Applicant's initials** \_\_\_\_\_

6. **Authorization to release and use information, waiver.** I authorize the Association or its representatives to verify any information provided by me in this application by any method including contacting the California Department of Real Estate, my current or past responsible broker or designated REALTOR®, or any Association or MLS where I held, or continue to hold, any type of membership. I further authorize any Association or MLS where I held, continue to hold, any type of membership to release all my membership or disciplinary records to this Association, including information regarding (i) all final findings of Code of Ethics violations or other membership duties within the past three (3) years; (ii) pending ethics complaints (or hearings); (iii) unsatisfied discipline pending; (iv) pending arbitration requests (or hearings); and (v) unpaid arbitration awards or unpaid financial obligations. I understand that any information gathered under this authorization may be used in evaluating my application for membership and future disciplinary sanctions. I waive any legal claim or cause of action against the Association, its agents, employees or members including, but not limited to, slander, libel or defamation of character, that may arise from any action taken to verify, evaluate or process this application or other use of the information authorized and released hereunder.
7. By signing below, I expressly authorize the Association, including the local, state, and national, or their subsidiaries or representatives to fax, e-mail, telephone, text or send by U.S. mail to me, at the fax numbers, e-mail, telephone and text number and addresses above, for any and all Association (including the local, state and national, or their subsidiaries or representatives) communications, including but not limited to those for political purposes and/or material advertising the availability of or quality of any property, goods or services offered, endorsed or promoted by the Association (including the local, state and national, or their subsidiaries or representatives).
8. **REALTOR® applicants only; Arbitration Agreement.** A condition of membership in the Association as a REALTOR® is that you agree to binding arbitration of disputes. As a REALTOR® (including Designated REALTOR®) member, you agree for yourself and the corporation or firm for which you act as a partner, officer, principal or branch office manager to binding arbitration of disputes with (i) other REALTOR® members of this Association; (ii) with any member of the California or National Association of REALTORS®; and (iii) any client provided the client agrees to binding arbitration at the Association. As a MLS Broker or Appraiser Participant or MLS Subscriber, you agree for yourself and the corporation or firm for which you act as a partner, officer, principal or branch office manager to binding arbitration of

disputes with (i) other MLS participants and subscribers; or (ii) any other MLS Broker or Appraiser Participant or MLS Subscriber of another Association MLS which shares a common database with this Association MLS through a Regional or Reciprocal Agreement. Any arbitration under this agreement shall be conducted using the Association facilities and in accordance with the Association rules and procedures for arbitration, pursuant to the [California Code of Ethics and Arbitration Manual](#).

- 9. REALTOR® Membership dues and assessments are set forth separately in EXHIBIT A: MEMBERSHIP DUES AND ASSESSMENTS

**SIGNATURES**

I certify that I have read and agree to the terms and conditions of this application and that all information given in this application is true and correct.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date of Signature

\_\_\_\_\_  
Signature of Designated REALTOR® - Broker

\_\_\_\_\_  
Date of signature

Questions in red must be completed to process the application.  
**Applicant information must be updated in the DRE prior to processing.**

## EXHIBIT A – MEMBERSHIP DUES AND ASSESSMENT

### 2020 North Bay Allocation Proration Schedule (select amount from below proration schedule)

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
\$335	\$307.08	\$279.17	\$251.25	\$223.33	\$195.42	\$167.50	\$139.58	\$111.67	\$83.75	\$55.83	\$27.92

Local Association Allocation \$ \_\_\_\_\_

Local Association Application / Initiation Fees \$ 150

### 2020 C.A.R. Allocation and REALTOR® Action Assessment Proration Schedule

(select amount from below proration schedule)

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
\$184	\$168.67	\$153.33	\$138	\$122.67	\$107.33	\$92	\$76.67	\$61.33	\$46	\$30.67	\$15.33

C.A.R. Allocation and REALTOR® Action Assessment\* \$ \_\_\_\_\_

C.A.R. New Member Fee\*\* \$ 100

### 2020 N.A.R. Allocation Proration Schedule (select amount from below proration schedule)

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
\$150	\$137.50	\$125	\$112.50	\$100	\$87.50	\$75	\$62.50	\$50	\$37.50	\$25	\$12.50

N.A.R. Allocation \$ \_\_\_\_\_

N.A.R. Special Assessment \$ 35

REALTOR® ACTION FUND\*\*\* (optional) \$ 148.00 or \$49.00

C.A.R. HOUSING AFFORDABILITY FUND (optional) \$ 10

NORTH BAY ASSOCIATION OF REALTORS CHARITY (optional) \$ 25

**MEMBERSHIP DUES AND ASSESSMENT TOTAL** \$ \_\_\_\_\_

Political contributions are not deductible as charitable contributions for federal and state income tax purposes. Dues payments & assessments (Local Association, C.A.R., and NAR) and contributions to "REALTOR® Action Fund" are not tax deductible as charitable contributions. Contributions to the C.A.R. Housing Affordability Fund are charitable and tax deductible to the extent allowable under both Federal and State law. However, the dues portion of your bill, excluding the portion of dues used for lobbying activities, REALTOR® Action Assessment and REALTOR® Action Fund, may be deductible as ordinary and necessary business expenses. Please consult your tax professional.

\* The REALTOR® Action Assessment is a mandatory, pro-rated \$49 state political assessment which may be satisfied in one of two ways: either (1) a voluntary contribution to CREPAC and/or CREIEC and/or other related political purposes or (2) a designation of the funds for political purposes in the C.A.R. general fund. You may include the entire amount on one check and if you do so, the assessment will go into CREPAC and/or CREIEC, or other related political purposes. If you choose not to contribute to a C.A.R. Political Action Committee (PAC), you must do so in writing and the entire assessment will be placed in the C.A.R. general fund and used for other political purposes. PAC contributions from the REALTOR® Action Assessment will be allocated among CREPAC and CREIEC and possibly IMPAC and ALF. The allocation formula is subject to change. Payment of the assessment is a requirement of maintaining membership.

\*\* \$70 of the \$100 C.A.R. New Member Fee will automatically be deposited into the C.A.R. Issues Mobilization Political Action Committee ("IMPAC"). The \$70 assessment is mandatory. If you choose not to contribute to

IMPAC, you must do so in writing and the entire \$70 assessment will be placed in the C.A.R. general fund and used for other political purposes.

\*\*\* Make a difference by helping promote REALTOR® interests through the political process and designate an additional \$49 or more to the REALTOR® Action Fund. \$49 is the suggested additional voluntary contribution but you may give more, or less, or nothing at all. See additional information on the political contribution structure and allocation in the Legal Notices and Disclosures set forth below. No member will be favored or disfavored by reason of the amount of his/her contribution or his/her decision not to contribute. Contributions to the REALTOR® Action Fund will be allocated among C.A.R.'s political action committees (CREPAC, CREIEC, and CREPAC/Federal) according to a formula approved by C.A.R. depending on whether it is a personal or corporate contribution. The allocation formula is subject to change including re-designating a portion to IMPAC and ALF. Failure to contribute to RAF will not affect an individual's membership status in C.A.R. All dues, assessments and fees are non-refundable.

## LEGAL NOTICES AND DISCLOSURES REGARDING DUES BILLING STATEMENT

### **REALTOR® ACTION ASSESSMENT & FUND: Explanation and Legal Notice**

California Association of REALTORS® (C.A.R.) Political Action Committees: C.A.R. sponsors four Political Action Committees (PACs). CREPAC is used to support state and local candidates to further the goals of the real estate industry. CREIEC is an independent expenditure committee that independently advocates for or against candidates in accordance with the interests of the real estate industry. CREPAC/Federal supports candidates for the U.S. Senate and House of Representatives. IMPAC supports local and state ballot measures and other advocacy-oriented issues that impact real property in California. IMPAC is funded by your dues dollars. C.A.R. also supports the Advocacy Local Fund (ALF), a non-PAC fund for expenditures on general advocacy activities.

REALTOR® Action Assessment (RAA): This mandatory \$69 state political assessment may be satisfied in one of two ways: either (1) a voluntary contribution to CREPAC, CREIEC, and/or IMPAC and/or other related political purposes or (2) a designation of the funds for political purposes in the C.A.R. general fund. You may include the entire amount on one check and if you do so, \$69 will go into CREPAC, CREIEC and/or IMPAC, or other related political purposes. If you have an assessment that is over \$138 due to your DR nonmember count, then any amount over \$138 contributed to the state PACs (i.e. CREPAC, CREIEC and IMPAC) will go into CREIEC. If you choose not to contribute to a PAC, you must do so in writing and the entire assessment of \$69 will be placed in the C.A.R. general fund and used for other political purposes. PAC contributions from the REALTOR® Action Assessment will be allocated among CREPAC, CREIEC, IMPAC and possibly ALF. The allocation formula is subject to change. Payment of the assessment is a requirement of maintaining membership.

REALTOR® Action Fund (RAF): REALTORS®, and REALTOR-ASSOCIATES® may also participate in RAF by including an additional voluntary contribution on the same check as your dues and assessment payment. Forty-nine dollars (\$49) is the suggested additional voluntary contribution but you may give more, or less, or nothing at all. No member will be favored or disfavored by reason of the amount of his/her contribution or his/her decision not to contribute. Contributions to the REALTOR® Action Fund will be allocated among C.A.R.'s political action committees (CREPAC, CREIEC, and CREPAC/Federal) according to a formula approved by C.A.R. depending on whether it is a personal or corporate contribution. The allocation formula is subject to change including re-designating a portion to IMPAC and ALF. Failure to contribute to RAF will not affect an individual's membership status in C.A.R.

CORPORATE CONTRIBUTIONS to C.A.R.'s PACs are permissible and may be used for contributions to state or local candidates or for independent expenditures to support or oppose federal, state, or local candidates. However, current C.A.R. practice is to deposit all corporate contributions into CREPAC, CREIEC, IMPAC and possibly ALF in an allocation to be determined by C.A.R. A corporate contribution includes any contribution drawn from a corporate account.

PERSONAL CONTRIBUTIONS to C.A.R.'s PACs may be used for both state and federal elections and therefore may be deposited into CREPAC/ Federal in addition to all other C.A.R. political action committees. Up to \$200 of a REALTOR® Action Fund contribution will be divided between CREPAC/Federal and CREPAC, CREIEC, IMPAC and possibly ALF in an allocation to be determined by C.A.R. Any amount above \$200, up to applicable legal limits, will be allocated to CREPAC/Federal.

If you are a California major donor and need specific information regarding your contributions, please contact the C.A.R. Controller's office at (213) 739-8252. Contributions in excess of the contribution limits will be reallocated to another PAC connected with C.A.R. Under the Federal Election Campaign Act, an individual may contribute up to \$5,000 in a calendar year to CREPAC/Federal. Political contributions are not deductible as charitable contributions for federal and state income tax purposes.

**NOTICE REGARDING DEDUCTIBILITY OF DUES, ASSESSMENTS AND CONTRIBUTIONS**

**ESTIMATED PORTION OF YOUR DUES USED FOR LOBBYING THAT ARE NON-DEDUCTIBLE:**

NAR	30.81%	\$57.00
C.A.R.	42.31%	\$77.84
Local	10 %	\$33.50

Total Non-Deductible (Lobbying) Dues Portion: **\$168.34**

Dues payments and assessments for your local association, C.A.R. and NAR, and contributions to RAF are not tax deductible as charitable contributions. However, the dues portion of your bill, excluding the portion of dues used for lobbying activities, REALTOR® Action Assessment and REALTOR® Action Fund, may be deductible as ordinary and necessary business expenses. Contributions to C.A.R. Housing Affordability Fund are charitable and tax-deductible to the extent allowed under both federal and state law. Please consult your tax professional.

**All dues, assessments, and fees are non-refundable.**

**C.A.R. HOUSING AFFORDABILITY FUND:**

REALTORS® may make a voluntary, tax-deductible, charitable contribution to the C.A.R. Housing Affordability Fund (HAF) on the same check as the dues payment. HAF is a charitable nonprofit organization whose purpose is to address the statewide housing crisis. It receives contributions from REALTORS® and other individuals as well as businesses and other organizations and distributes funds through local associations of REALTORS® toward programs that increase homeownership and the supply of housing across the state. HAF is exempt under Section 501(c)(3) of the IRS Code. Contributions to HAF from both individuals and businesses are charitable and tax-deductible to the extent allowed under both federal and state law. Individual contributions are designated by 'Keys to California' Pins: Ambassador (\$25), Bronze (\$100), Silver (\$500) with an option to renew annually for \$250, Gold (\$1,000) with an option to renew annually for \$350, and Founder's Circle (\$1,500) with an option to renew annually for \$500. For information about HAF, including major non-cash gifts or corporate sponsorships, visit [www.carhaf.org](http://www.carhaf.org) or contact the HAF at 213-739-8200 or by mail at 525 S. Virgil Ave., Los Angeles, CA 90020.

**NORTH BAY ASSOCIATION OF REALTORS CHARITY**

REALTORS® may make a voluntary, tax-deductible, charitable contribution to the North Bay Association of REALTORS Charity on the same check as the dues payment. The North Bay Charity provides donations to 501(c)(3) organizations and local scholarships. It receives contributions from REALTORS® and other individuals as well as businesses and other organizations. The North Bay Association of REALTORS Charity is exempt under Section 501(c)(3) of the IRS Code. Contributions to The North Bay Association of REALTORS Charity from both individuals and businesses are charitable and tax-deductible to the extent allowed under both federal and state law.

YOUR SUBSCRIPTION TO CALIFORNIA REAL ESTATE MAGAZINE IS PAID FOR WITH YOUR DUES AT A RATE OF \$6.00 AND IS NON-DEDUCTIBLE THEREFROM.