



Membership Application Checklist

WELCOME! We are glad you're **HERE.**

CONGRATULATIONS on obtaining your Florida Real Estate License and thank you for choosing membership with the Space Coast Association of REALTORS®.

Please verify the following items are complete to ensure your Application for Membership is processed in a timely manner.

1. Verify your license is active with the [Department of Business & Professional Regulation](#).
2. Complete and sign the following forms and submit to Membership@Space321.com or bring them in to the Association Office.
 - REALTOR® Membership Application
 - Credit Card Authorization (If Applicable)
 - Letter of Good Standing (If transferring from another Realtor® Association)
3. Include your payment for all applicable fees (refer to New Member Fee Schedule). Payments may be by Credit Card or Check/Money Order payable to: **Space Coast Association of REALTORS®**

If you have any questions, please contact our Membership Department at (321) 242-2211 or via email at Membership@Space321.com.

NEW MEMBER FEE SCHEDULE

	<u>JAN</u>	<u>FEB 1 - 14</u>	<u>FEB 15 - 29</u>	<u>MAR</u>	<u>APR</u>	<u>MAY 1 - 14</u>	<u>MAY 15 - 31</u>	<u>JUNE</u>
LOCAL Dues								
Florida Realtors® Dues								
Florida Realtors® Assessment								
NAR Dues								
NAR Assessment								
MLS Participation Fee								
SUB-TOTAL								
*NEW MEMBER Initiation Fee								
Florida Realtors® Process Fee								
TOTAL FEES								
	<u>JULY</u>	<u>AUG 1 - 14</u>	<u>AUG 15 - 31</u>	<u>SEPT</u>	<u>OCT</u>	<u>NOV 1 - 14</u>	<u>NOV 15 - 30</u>	<u>DEC</u>
LOCAL Dues								
Florida Realtors® Dues								
Florida Realtors® Assessment								
NAR Dues								
NAR Assessment								
MLS Participation Fee								
SUB-TOTAL								
*NEW MEMBER Initiation Fee								
Florida Realtors® Process Fee								
TOTAL FEES								

**** Includes DUES for the following year.**



New Member Information Sheet

Orientation Requirement: New Member Orientation class is held every month from **9:00 am to 4:00 pm**. All new members **must** attend this class **within 60 days** of placing their license with a member brokerage firm.

Orientation dates for _____ are:

Application Fee: The application fee is a **one-time fee** as long as you are an "**ACTIVE**" member of the Space Coast Association of REALTORS®. If you cancel your Association membership and want to rejoin at a later date, you may be required to pay the application fee again. **Application Fees are collected at the time of application.**

Education Passport: Helps you to take advantage of **discounted** and **free** classes offered by the Space Coast Association of REALTORS® throughout the year.

Membership Dues: **Membership dues are billed annually, in advance, and are sent to your email address.** If your email address changes, please inform the Board. The annual dues bill is sent out in *mid-November*, and the first payment (should you decide to use the payment plan) is due by **December 14**.

Membership Dues for new applicants must be paid at the time of application and are NON-REFUNDABLE!

MLS Participation Fee: **MLS Participation Fees are _____ per quarter and are pro-rated monthly.** You must pay at the time of application for the remainder of the billing period. MLS fees are billed quarterly and sent to your email address. MLS Participation provides you with access to the Multiple Listing Service and all of its benefits. By joining the MLS, you will have an instant inventory of approximately 8,000 active listings and over 10,000 listings that are sold, expired, canceled, or withdrawn.

SUPRA E-KEY (Phone App): Debit or Credit Card only. NO CASH ACCEPTED. The Supra E-Key app is available for **most** cell phones and the download is free. There is a _____ Activation Fee and the monthly fee for Basic Service is _____ plus tax per month.

RPAC: The REALTORS® Political Action Committee (RPAC) is the nation's largest, most successful and most bipartisan political action committee. Your voluntary investment is used to improve your bottom line in several ways: Through issues mobilization, political advocacy, and by directly supporting candidates at the local, state, and federal levels of government who champion the ideals and principles of REALTORS®.

RPAC is your best investment in real estate!

Association(s): By becoming a member of the **Space Coast Association of REALTORS®**, you also become a member of the **Florida REALTORS®** and the **National Association of REALTORS®**. Services from the Florida REALTORS® do not begin until your dues payment has been processed by the Space Coast Association of REALTORS®, and then forwarded to the appropriate parties. Florida REALTORS® services can take up to two weeks to start. With your membership, you become eligible to use the "REALTOR®" registered trademark. This symbolizes your commitment to professionalism and the real estate profession. **REALTOR® – Wear It Proudly!**

Benefits: With your membership dues, you receive such benefits as access to comparable sales data, *Professional Standards Enforcement*, *Arbitration between REALTORS®*, **FREE Legal Advice** from Florida Realtor® Attorneys, and technical support through *Florida Realtors® Legal Hotline*.

Our REALTOR® Store carries items specifically made with the Real Estate Agent in mind, such as Signs, Riders, Brochure Display Stands, Information Tubes, Real Estate Magnets, Cards, Business Card Magnets, Map Books, and so much more!



Yearly Billing Cycle

The following is a breakdown of the dues and fees that will be billed to you each year. Please note you will receive an electronic bill from the Association and **late fees will be assessed on the 15th of the month.**

DUES	Billed On	Due Date	Amount	Coverage Period
National Association of REALTORS®	November 15	January 14		Annual National Dues
Florida REALTORS®	November 15	January 14		Annual State Dues
Space Coast Association of REALTORS®	November 15	February 14		Annual Local Dues
Total Annual Dues for National, State, and Local Associations				
1 st Quarter MLS	November 15	December 14		January – March
2 nd Quarter MLS	February 15	March 14		April – June
3 rd Quarter MLS	May 15	June 14		July – September
4 th Quarter MLS	August 15	September 14		October - December
Total Annual Fees for MLS				
Total Annual Dues and Fees for REALTOR® Membership with MLS				

*Dues Are Subject To Change Annually.

In addition to the previously named benefits, you will also have the opportunity to network with professional REALTORS® throughout the county. Our ultimate goal is for all REALTORS® to join forces for the opportunity to exchange information and create a **unified voice** for the Real Estate Profession. You will have access to a trained, professional staff that is eager to assist you with all of your needs. Our Staff has over **100 Years** of combined experience in REALTOR® Association Management.

ASSOCIATION STAFF

Leah M. Selig, Chief Executive Officer

Leah.Selig@Space321.com

Annette Richard, Membership Director & Billing

Annette.Richard@Space321.com or
Membership@Space321.com

Chris Cardoza, Member Services & SUPRA Administrator

Chris.Cardoza@Space321.com

Cindi Hintz, Professional Standards Director & Technology

Cindi.Hintz@Space321.com

Cyndi Honkonen, Events & Facilities Director

Cyndi.Honkonen@Space321.com or
Events@Space321.com

Kymi Franklin, Communications Director

Kymi.Franklin@Space321.com

Karen Tabet, MLS Administrator

Karen.Tabet@Space321.com

Kathy Pollard, Education Director

Kathy.Pollard@Space321.com

Lindsey Ruschak, Senior Executive

Lindsey.Ruschak@Space321.com

Marie Strohm, Accounting Director

Marie.Strohm@Space321.com

Rob Rowlinson, MLS Director

MLS@Space321.com

Tammie Watts, Government Affairs Director

Tammie.Watts@Space321.com

Tari Edwards, Membership Administrator

Tari.Edwards@Space321.com

Terry Robertson, Member Services & SUPRA Administrator

Terry.Robertson@Space321.com



Application for Membership

NOTE: Application Fees and Membership Dues are NON-REFUNDABLE!

Membership Type

New SCAR Member

Returning SCAR Member

FULL NAME as it appears on your **State License**:

APPLICANT

Nick Name _____ Address _____

City _____ State _____ ZIP Code _____

License Type _____ License Number _____ Appraiser Yes No

SSN (Last 4 Digits) _____ Birthdate _____ Cell Phone _____

E-mail Address **(REQUIRED)** _____

Languages Spoken _____

OFFICE

Office Name _____

Office Address _____

City _____ State _____ ZIP Code _____

Office Phone _____ Office Fax _____

Website _____

PROFESSIONAL

Are you a member of another Realtor® Association? Yes No

Association Name _____ NRDS ID _____

Have you been found in violation of the Code of Ethics or other membership duties in any REALTOR® Association in the past THREE (3) YEARS or are there any such complaints pending?

NO YES (If "YES", provide details as an attachment.)

I understand that membership brings certain privileges and obligations that require compliance, including the following:

I will attend orientation within **SIXTY (60) DAYS** of joining the Association.

Failure to meet this requirement may result in my REALTOR® membership being terminated.

Membership in the Association necessarily means that I am also a member of the State Association and National Association of REALTORS® and I agree to abide by the Code of Ethics of the National Association, which includes the duty to arbitrate (or to mediate if required by the association), as well as the Constitution, Bylaws, and Rules and Regulations of the Association, the State Association and the National Association. Further, I agree to satisfactorily complete the periodic Code of Ethics training and a reasonable and non-discriminatory written examination on such Code, Constitutions, Bylaws and Rules and Regulations.

I acknowledge that as a member of the Association, I will be licensed to use the REALTOR® trademarks to indicate such membership, and I agree to abide by the rules governing use of those trademarks. I understand that REALTOR® is a federally registered trademark of the National Association and use of this designation is subject to rules promulgated by the National Association. Upon termination of my membership in the Association for any reason, my license to use the term REALTOR® is automatically revoked and I will immediately discontinue use of the term REALTOR® and all REALTOR® trademarks.

Membership is final only upon approval by the Board of Directors and may be revoked should completion of any membership requirement, such as orientation, not be completed within the timeframe established in the Association's bylaws.

In the event of 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 Association, the State Association and the National Association, and if required, I further agree to satisfactorily complete a reasonable and non-discriminatory 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: *The duty to submit to an Ethics Complaint continues in effect even after membership lapses or is terminated. Any ensuing discipline will be held in abeyance until such time as the respondent rejoins an association of REALTORS® (see Code of Ethics and Arbitration Manual, Section 20(e)). The duty to submit to arbitration continues in effect even after membership lapses or is terminated, provided the dispute arose while the former member was a REALTOR®.*

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 other misstatement of fact, shall be grounds for revocation of my membership if granted. I further agree that, if accepted for membership in the Association, I shall pay the fees and dues as from time to time established. **NOTE:** *Payments to the Space Coast 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 may contact me at the specified address, telephone numbers, fax numbers, e-mail address, text message 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.

BY SIGNING AND SUBMITTING THIS FORM, I HAVE READ AND ACCEPT ALL TERMS OF THIS APPLICATION.

Signature: _____ Date: _____

(You Must "TYPE" Your name here as your signature if submitting application electronically)



Credit Card Authorization

Name: _____ Billing Address: _____

Type of Card: _____ VISA _____ DISCOVER **Expiration Date:** _____
 _____ MasterCard _____ AMEX **Security Code:** _____

Card Number: _____ Amount to Charge: _____

By signing this authorization form, I give the **Space Coast Association of REALTORS®** permission to pay the charges listed above.

Printed Name	Signature <i>(In lieu of Digital Signature, a TYPED Signature will be accepted.)</i>	Date
--------------	---	------

I authorize the Space Coast Association of REALTORS® to retain my credit card on file and process payments automatically on or about the **10th Day of each month** for any invoices due. I understand that if the fees do not process, and I do not pay the amount due on time, late fees **may** accrue.

Credit Card payments are processed around the **10th Day** of each month and fees are due on the **14th Day** of the month.