



BALDWIN REALTORS®
THE SOURCE FOR REAL ESTATE

Baldwin REALTORS®
P.O. Box 1000
23280 County Road 65, Robertsdale, AL 36567

Phone: 251-947-3777 Fax: 1-800-717-4051
info@baldwinrealtors.com

Membership Application

Membership in Baldwin REALTORS® is held by individuals, not companies. Membership benefits therefore cannot be transferred to other individuals within the same company or public agency.

INSTRUCTIONS:

- **Once your license has gone active under a member office you have 15 business days to join the association.**
- **All Forms must be filled out in their entirety and signed by your Broker.**
- All fees and dues are NON-REFUNDABLE and must be paid before Membership will be granted or renewed.
- **Secondary and MLS Only Membership applications must include a letter of good standing from your Primary Board of Association Membership.**
- All information is for National, State and Local Association use.

Please fill out your forms on-line and email them along with your payment to:
info@baldwinrealtors.com

If you need assistance completing these forms, contact the association office at 251-947-3777.

*If you join after Annual Dues and MLS Billing is posted, you will pay the current year prorated amount plus Annual Renewal amount.

7 Steps of an application being submitted

1. Read and complete this application fully with your Broker's signature and initials on page 6.
2. Please complete page 7 with payment information or mail your checks to the address above.
 3. You can submit your application by email, mail, or walk in.
4. Once your application is received please allow 24 – 48 business hours to receive your Paragon Online Training Course via email.
 5. Once the Online Training Course is completed please return all 8 certificates to info@baldwinrealtors.com.
 6. Once the certificates are returned, we will email you your MLS login information.
7. If you are a Primary member, please register for New Member Orientation within 90 days of the date you join.



Important Information

Please read carefully.
Keep this page for your records.

Association Dues & Dates:

- **January 15th** - Annual dues to National, State, and Local Associations are due by this date of each year.
- **November 15th** - Invoices are posted and available to be paid on-line by this date each year.
- If dues are not paid in full by **January 15**, a \$50 late fine will be assessed and MLS services will be suspended on the next business day following the due date. If dues are not paid by **February 1**, an additional \$75 reactivation fee will be assessed.
- **Your membership will automatically renew each year resulting in an invoice unless a completed Transfer/Change form signed by your Broker is received to deactivate your account.**
- Credit card information is not stored on file at BCAR and we do not process automatic payments.

MLS Fees & Dates:

- **June 15th** – Annual MLS Fees due
- **May 1st** - Invoices are posted and available to be paid on-line by this date each year.
- If not paid in full by **June 15**, a \$50 late fine will be assessed to your account. MLS Access will suspend if not paid by noon on **June 30**, a \$75 reactivation fee will be assessed to your account.



Key Service:

- Optional subscription, additional charges will apply. *Participation may be required by your brokerage.*
- **June 15th** – Key service payment deadline. This only applies to agents who have SentriLock service.
- **May 1st** - Invoices are posted and available to be paid on-line by this date each year.
- If not paid in full by **June 15**, a \$50 late fine will be assessed to your account. MLS Access will suspend if not paid by noon on **June 30**, a \$75 reactivation fee will be assessed to your account.

MLS Fines:

- All MLS fines issued for MLS entry violations must be paid within 30 days of issuance. A \$50 late fine will be applied and MLS service will be suspended on the 31st day.

Misc. Information:

- After activating your license with the Alabama Real Estate Commission, you have 15 days to join the Association where your Broker holds membership.
- **If your account is inactive or suspended for 90 days or more, BR application fees, Alabama state application fees and an MLS maintenance fee will be applied for reactivation. \$350 for agents; \$500 for brokers and other application fees may apply. If you leave membership due to nonpayment, late fees will be assessed upon return. If you return to membership less than one calendar year after deactivation, National and State dues will be collected for the previous year.**
- You have 15 days to notify BR when your license is terminated or transferred to a different company. When transferring, you will be invoiced \$25 by BR. Note: You will also pay a transfer fee to the Alabama Real Estate Commission.
- All new members must attend New Member Orientation as well as complete the NAR required Code of Ethics course within 90 days of joining. Upcoming training dates are posted to BR's public calendar which can be found on www.baldwinrealtors.com. NAR requires that Code of Ethics must be taken every 2 years to maintain membership. **For future reference:** A copy of the Baldwin REALTORS® Bylaws and MLS Rules and Regulations are available to you via the association web site at www.baldwinrealtors.com.

Applicants Initials _____



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Have you been a member of another REALTOR® Organization? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If Yes, where? _____ When? _____		
Check the following which applies to you:		
<input type="checkbox"/> Primary REALTOR®	<input type="checkbox"/> Primary DR/Broker	<input type="checkbox"/> New Company/Branch Office
<input type="checkbox"/> Secondary REALTORS®	<input type="checkbox"/> Secondary DR/Broker	
<input type="checkbox"/> MLS Only DR/Broker	<input type="checkbox"/> MLS Only REALTORS®	
<input type="checkbox"/> Primary Appraiser	<input type="checkbox"/> Secondary Appraiser	
Applicant Information		
Name (as reads on license):		
Name variations if you have been a member of NAR previously:		
Date of Birth:	Last 4 SSN#:	NRDS#:
Current Home Address:		
City:	State:	ZIP Code:
Email Address:		
Website Address:		
AL Real Estate/Appraiser License #:		Expiration Date:
Preferred Phone#	Other Contact#:	
Preferred Mailing Address: <input type="checkbox"/> Home <input type="checkbox"/> Office Are you a: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time REALTOR®?		
I agree for my email address and phone number to receive notifications regarding billing or anything related to my membership Applicants Initials _____		
Additional Real Estate Licensing Information		
**State:	**License #:	**Approximately, when were you first licensed?
**State:	**License #:	
**Other Association(s)/Board(s) of Affiliation if Applicable:		
**Indicate any NAR designations, affiliations and/or certifications:		
Broker/Firm Information		
Broker Name:		
Company Name:		
Office address:		
City:	State:	ZIP Code:
Phone:	Fax:	
NOTE: ALL ANNUAL BILLINGS NOTICES ARE DELIVERED ELECTRONICALLY TO THE EMAIL ADDRESS PROVIDED ABOVE.		
**For Secondary, MLS Only, or Previous Members Only		



PRIVACY & SECURITY POLICY

We recognize the importance of protecting the personal information you provide at the NRDS website. We maintain the following privacy policy:

1. We gather the following types of information needed to process your transactions, fulfill your requests, and maintain our membership records:

The type of information we gather which may include contact information, office information, consent form information, and other data gathered from their website, as well as information the member volunteers via surveys, applications, and general demographic information.

2. We use this information to:

Improve and customize the content and layout of our website and other communications tools. For notifying members of upcoming events, programs, products and services, Calls for Action, display on the board's website, assist national and state associations in membership tracking and for AAR their use for purposes similar to those listed above.

3. Email addresses:

We do not sell or trade email addresses. Email addresses are not distributed to the membership, however they are listed on our website and provided to anyone requesting contact information of a member. We use member email addresses as the main point of contact from the Board office to the membership. It is your responsibility to ensure delivery of baldwinrealtors.com email.

4. We will not share, sell or otherwise provide other information about members to third parties, except for: National and State Associations, when required by law or valid legal process, to protect the personal safety of our members or the public, vendors providing the association with new products and services.

5. Credit information that you and credit authorizers provide when you make payments by credit card or electronic check for products, dues or other services via the REALTOR® Electronic Commerce Network ("E- Commerce Network") will only be used to process the transactions you request. This information will be provided to and maintained by reputable credit reporting databases, but will never be sold, shared or provided to other third parties.

6. NAR maintains security procedures and standards that we believe are as safe as today's technology permits.

They test these procedures and modify them regularly as new technologies become feasible.

7. NAR utilizes a strict Opt-Out policy for sending online notifications regarding services, products and programs. You may adjust your Communication Preferences by reviewing their REALTOR.org registration. You may edit your personal contact information directly in the NRDS system or by contacting the local REALTOR® Association office.

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As the licensed applicant, have you had a judgment against you within the past 3 years of violations of:

Civil Rights Laws: Yes No

Real Estate Laws: Yes No

Or other laws prohibiting unprofessional conduct rendered by the courts of other lawful authorities:

Yes No

Any Code Violations or Pending Ethics or Unsatisfied Discipline:

Yes No

If you answered "Yes" to any question above, please explain:

MEMBERSHIP ACKNOWLEDGEMENT

I have read and, in the event of my acceptance to membership in the Baldwin REALTORS®, Inc. (the "Association"), I agree to abide and be bound by the Bylaws, Policies and Procedures, Rules and Regulations of the Association, Constitution and Bylaws of the State Association (if applicable), and the Bylaws and Code of Ethics of the NATIONAL ASSOCIATION OF REALTORS®.

I agree to attend and satisfactorily complete any required orientation course of the Association within 90 days from the date of this application. I understand that if I do not comply, my MLS services may be suspended.

I irrevocably waive all claims against the Association or any employees, officers, directors or members for any act or omission in connection with the business of the Association, including the interpretation and/or application of the Bylaws, Policies and Procedures of the Association and the acceptance of or failure to accept, advance, suspend, expel or discipline me as a member of the Association. The authority of the Grievance and Professional Standards Committees of the Association, are expressly acknowledged and accepted by me, and I acknowledge and agree that I will arbitrate future contractual disputes arising out of the real estate business as specified by Article 17 of the Code of Ethics and set forth in the Code of Ethics and Arbitration Manual of the NATIONAL ASSOCIATION OF REALTORS® and the Policies and Procedures Manual of this Association, all as from time to time amended.

I understand that the Baldwin REALTORS®, Inc. may terminate my membership if this application contains misrepresentations or I fail or refuse to comply with the conditions of membership as stated in the Bylaws, Policies and Procedures and Regulations of this Association and the NATIONAL ASSOCIATION OF REALTORS®. Upon expiration or termination of my membership with the NATIONAL ASSOCIATION OF REALTORS® for any cause or reason whatsoever, I will discontinue use of the term "REALTOR®". Further I agree that if I resign or am terminated from membership with any outstanding dues and fees (including any costs and sums preciously awarded by the Arbitration Hearing Panel in conjunction with arbitration proceedings), the Board of Directors may conditionally renew or reinstate membership upon my payment of said fees.

I understand that in the event I am not eligible for membership in the category indicated, or if I am not elected to membership, the advanced dues and fees will be refunded to me, less \$50 for processing. If elected to membership I agree, to pay (when due) the established fees, dues, assessments and fines, in effect as long as I am a member of this Association. I understand that if I no longer wish to maintain my membership, the Association must be notified in writing with the proper forms provided. I further understand there will be no refund of dues paid should I terminate my membership in the Association.

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Broker, Designated REALTORS® or Managers Signature

I, (the Designated REALTOR®/Office Manager/Broker) have carefully reviewed this application and the membership information contained herein and have determined it to be true and correct to the best of my knowledge.

Brokers Initials _____

MLS Participants Agreement

I agree as a condition of participation in the MLS to abide by all relevant bylaws, rules and regulations and other obligations of participation, including payment of fees when they are due. I further agree to be bound by the Code of Ethics on the same terms and conditions as board/association members, as established in the 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 the established procedures of the association. 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 \$500 which may be in addition to any discipline, including fines, that may be imposed.

Broker Instructions for MLS Permissions

Please indicate the MLS access level for this MLS User:

- Agent (salesperson)
- Agent with PA (salesperson with personal assistant, please contact BR for the admin application)
- Broker (qualifying broker for office)
- Broker with PA (qualifying broker for office with personal assistant)
- Agent Limited Maintenance
- Appraiser

Broker Printed Name:

Broker Signature:

Date:

Applicant Printed Name:

Applicant Signature:

Date:



Address: P.O. Box 1000, Robertsdale, AL 36567

Email: info@baldwinrealtors.com

Phone: 251-947-3777

Payment Options

Applicant Must Initial in Acknowledgement of the Following:

All dues and fees are non-refundable - _____

REALTOR Political Action Committee

Yes, I would like to donate my fair share to RPAC **\$35 for Agents** **\$125 for Brokers**

No, I will donate another time **Other Amount: \$**_____

Personal Check - Check Number #1 for MLS:_____ Check Number #2 for BR: _____

Corporate Check - Check Number #1 for MLS:_____ Check Number #2 for BR: _____

Sign up for SentiLock Key Service? YES NO \$_____

Additional fees will apply. Email photo and 4-digit pin code (not starting w/zero) to info@baldwinrealtors.org

Total Amount to be charged to your credit card \$_____MLS \$_____Baldwin REALTORS

Credit Card - Visa MasterCard American Express Discover

Name of Card Holder: _____

Credit Card Number:_____--_____--_____--_____ Exp: _____

CVV Code:_____

Signature of Card Holder: _____

BR is not responsible for protecting credit card information sent via email. Credit card payments cannot be processed without a signature.



New Member Orientation FAQs

Who is required to take New Member Orientation?

Any person joining Baldwin REALTORS® is considered a new member. If prior member of Baldwin REALTORS® and your account was inactive for more than 90 days, you will be required to attend New Member Orientation.

What if I have been a member of another Association?

Attendance is not required if you transferred or joined Baldwin REALTORS® within 1 year of having an active membership in another Association.

*While attendance is not *required*, you are encouraged to do so. Every association is different and has local customs.

How long do I have to complete New Member Orientation?

Failure to satisfy this requirement within 90 days of the date that provisional membership was granted may result in suspension of membership.

How to I register for New Member Orientation?

www.baldwinrealtors.com Click on “Members” VIEW FULL CALENDAR, New Member Orientation.

Member ID and Password required. Must register for BOTH days.

When do you offer New Member Orientation?

On the third Monday and Tuesday of most months. Exceptions for November and December dates due to holidays. Both days are required. All dates have been posted to the BR Public Calendar.

1. www.baldwinrealtors.com
2. Click “Members”
3. Click view Full Calendar

How long does New Member Orientation take to complete?

Two days. Class starts at 8:30 a.m. You must register for BOTH days, as lunch is sponsored each day.

Day 1 -

- Introduction to BR & Dues
- MLS Training
- SentiLock
- RPAC
- Code of Ethics (3 CE Hours & NAR Requirement)

Day 2 –

- Overview of the Real Estate Process
- How to be successful in Real Estate
- Showing Etiquette
- How to Measure a Home
- How to Write a Contract (And Everything it Means)
- The Mortgage Process
- Home Inspections
- Insurance
- The Title Process
- Technology for REALTORS
- Agent Safety

**Schedule may vary due to instructor availability.*

Who teaches New Member Orientation?

The Professional Development Committee has recruited instructors to assist with New Member Orientation. Code of Ethics is taught by an AREC Accredited Instructor, other topics are taught by Baldwin REALTORS® Staff and Board of Directors. If you are interested in teaching one of the agenda topics, please contact allison@baldwinrealtors.com.

How to I register for Code of Ethics?

Visit www.baldwinrealtors.com calendar to register.

- **New Members** – COE is included free of charge on Day 1 of New Member Orientation training.
- **Existing Members** – Register for *Code of Ethics (CE Renewal) Course*- \$35
- **Non-Members** – Register for *Code of Ethics (CE Renewal) Course* - \$50

As a Broker/Manager may I attend?

Yes. Please register by contacting Allison at 251.947.3777 or allison@baldwinrealtors.com.

Day two has a lot of interesting topics. Can others attend Day 2 if they aren't New Members?

Not at this time. The Professional Development Committee will be expanding this for all members in the future.

Disclosure & Agreement

By joining, I agree and understand that I must attend Day 1 and Day 2 New Member Orientation by _____ or my MLS services will be suspended on _____.

Signature _____ Date _____



- I understand that as a new member I am eligible to purchase health, dental, and/or vision insurance. If I choose to purchase insurance, my coverage will begin the first of the month following completion of a 60-day waiting period. It is my responsibility to enroll no later than _____.
- I understand to begin enrollment, I must go to <https://www.lockardandwilliams.com/baldwin-realtors-1.html>. _____
- Call Blue Cross Blue Shield of Alabama at 800-292-8868 and use group number 97643 if you have specific benefit and/or coverage questions. _____
- I understand that my coverage will not be effective until my application is completely submitted, and premiums are drafted from my account or charged to my credit card. _____
- I understand that it is my responsibility to notify Baldwin Realtors if my status changes with my broker/employer for any reason within 15 days of the change. Failure to notify could result in fines, penalties or loss of coverage. _____
- I understand that the intent of this document is to provide general information to members. I understand and agree that this document may not be relied upon as a full and complete representation of the terms and conditions of any health, dental, and/or vision insurance policies. _____

Signature of Member/Date

Signature of Baldwin REALTORS® Representative/Date

NOTICE OF GROUP HEALTH PLAN SPECIAL ENROLLMENT RIGHTS

If you are declining enrollment for health plan benefits for yourself or your dependents (including your spouse) because of other health insurance or group health plan coverage, you may in the future be able to enroll yourself and your dependents in this plan if you or your dependents lose eligibility for that other coverage (or if the employer stops contributing towards other coverage for you or your dependents). However, you must request enrollment within 30 days after your or your dependents' other coverage ends (or after the employer stops contributing towards the other coverage).

In addition, if you have a new dependent as a result of marriage, birth, adoption, placement for adoption, or placement as an eligible foster child, you may be able to enroll yourself and your dependents. However, you must request enrollment within 30 days after the marriage, birth, adoption, placement for adoption, or placement as an eligible foster child.

If you or your dependent lose coverage under Medicaid or a State Children's Health Insurance Plan (SCHIP) because of loss of eligibility for coverage, you may be able to enroll yourself and your dependent in this plan. You may also be able to enroll in this plan if you or your dependent become eligible for premium assistance under Medicaid or SCHIP for coverage under this plan. However, you must request enrollment within 60 days of any such event.

To request special enrollment information, contact Lockard and Williams at 228-762-2500.