



# Membership Application

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

Last Updated  
9/29/2016



Baldwin County Association of REALTORS®  
23280 County Road 65, Robertsdale, AL 36567  
251-947-3777 info@baldwinrealtors.org

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## **INSTRUCTIONS:**

- All Forms must be filled out in their entirety.
- All **NON-REFUNDABLE** Fees and Dues must be paid before Membership will be granted.
- All applications must have a photocopy of the Real Estate or Appraiser License attached.
- **Secondary and MLS Only Membership applications must include a letter of good standing from your Primary Board.**
- All information is for National, State and Local Association use.

Upon completion, please print your forms and mail them along with your payment to:

**BALDWIN COUNTY ASSOCIATION OF REALTORS®  
PO BOX 1000  
ROBERTSDALE, AL 36567**

- Or fax your completed forms with credit card information to **800-717-4051**. Please call and follow up that we received your fax at 251-947-3777.
- Or e-mail your completed forms with credit card information to [info@baldwinrealtors.org](mailto:info@baldwinrealtors.org)
- If you need assistance completing these forms, contact the association office at 251-947-3777 or email [joan@baldwinrealtors.org](mailto:joan@baldwinrealtors.org).

**For future reference:** A copy of the Baldwin County Association of REALTORS® Bylaws and MLS Rules and Regulations are available to you via the association web site at [www.baldwinrealtors.org](http://www.baldwinrealtors.org).

<b>Membership Application</b>		
Have you been a member of another REALTOR® Organization? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If Yes, where? _____		
<input type="checkbox"/> New Company/Branch Office	<input type="checkbox"/> Primary DR/Broker/Appraiser	<input type="checkbox"/> Primary REALTORS®/Affiliates
<input type="checkbox"/> Secondary DR/Broker/Appraiser	<input type="checkbox"/> New Staff Member	<input type="checkbox"/> Licensed Assistant
<input type="checkbox"/> MLS Only DR/Broker/Appraiser	<input type="checkbox"/> Clerical Member Replacing: _____	
<input type="checkbox"/> Secondary REALTORS®/Affiliates	<input type="checkbox"/> MLS Only REALTORS®/Appraiser	
<i>Applicant</i>		
Name(as reads on license):		Nickname:
<i>Broker/Firm Information</i>		
Company:		
Office address:		
City:	State:	ZIP Code:
Phone:	Fax:	
<i>Applicant Information</i>		
Date of Birth:	Last 4 SSN#:	NRDS#:
Current Home Address:		
City:	State:	ZIP Code:
Email Address:		
Website Address:		
AL License #:	Expiration Date:	Home Phone:
Cell Phone:	Preferred Contact #: <input type="checkbox"/> Home <input type="checkbox"/> Cell <input type="checkbox"/> Office	
<b>*Clerical Applicants: Please provide AL License information regardless of the license status</b>		
<i>Preferred Method of Contact as shown in MLS</i>		
<b>NOTE: ALL ANNUAL BILLINGS NOTICES ARE DELIVERED ELECTRONICALLY TO YOUR PRIMARY EMAIL ADDRESS.</b>		
Preferred Mailing Address: <input type="checkbox"/> Home <input type="checkbox"/> Office		
<i>Additional Licensing Information</i>		
**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:		
**For Secondary, MLS Only, or Previous Members Only		

**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 County Association or 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 County Association of 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 condition renewal or reinstatement of 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.**

**Applicants Initials** \_\_\_\_\_

**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 board/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)
- Broker (qualifying broker for office)
- Broker with PA (qualifying broker for office with personal assistant)
- Affiliate
- Agent Limited Maintenance
- Appraiser

**Broker Printed Name:** \_\_\_\_\_

<b>Broker Signature:</b> _____	<b>Date:</b> _____
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**Applicant Printed Name:** \_\_\_\_\_

<b>Applicant Signature:</b> _____	<b>Date:</b> _____
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\_\_\_\_\_



Address: 23280 County Road 65, Robertdale, AL 36567 Email: info@baldwinrealtors.org Phone: 251-947-3777

**Payment Options**

**Applicant Must Initial in Acknowledgement of the Following:**

All dues and fees are non-refundable \_\_\_\_\_

Local, State and National Dues are Due January 15 annually \_\_\_\_\_

MLS and Key Fees are due by June 15<sup>th</sup> annually \_\_\_\_\_

Personal Check - Check Number for MLS: \_\_\_\_\_ Check Number for BCAR: \_\_\_\_\_

Corporate Check - Check Number for MLS: \_\_\_\_\_ Check Number for BCAR: \_\_\_\_\_

Credit Card -  Visa  MasterCard  American Express  Discover

Total Amount to be charged to your credit card \$ \_\_\_\_\_ MLS \$ \_\_\_\_\_ BCAR

Name Of Card Holder:

Credit Card Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Exp: \_\_\_\_\_

3 Digit Code (Back of card): \_\_\_\_\_

Signature of Card Holder:

**For Office Use Only:**

Date Received: \_\_\_\_\_ MLS ID: \_\_\_\_\_

Received By: Mail Fax Email Walk-in \_\_\_\_\_ MDB: \_\_\_\_\_

**Fee's Collected**

<i>Primary Affiliate:</i>		<i>Payment Type:</i>
<i>Secondary Affiliate:</i>		<i>Cash:</i>
<i>Application Fee:</i>		<i>Check:</i>
<i>Local:</i>		<i>Credit Card:</i>
<i>State:</i>		
<i>National:</i>		
<i>RPAC (Optional):</i>		
<i>Maintenance Fee:</i>		New member email sent
<i>MLS New Member Fee:</i>		Application entered by:

Total amount collected:

Date of Entry:

BCAR is not responsible for protecting credit card information sent by email

## Things to know:

### Association Dues:

- Annual dues to the national, state, and local associations will be due by January 15 of each year.
- Invoices will be available on the online portal by November 15 of each year.
- If not paid in full by January 15, a \$50 late fine, as well as suspension of MLS services will apply on the next business day following the due date.
- If not paid by February 15, an additional \$75 reinstatement fee will apply on the next business day following February 15.
- Your membership will automatically renew each year resulting in an invoice, **unless you notify us otherwise.**

### Key Service:

- If you have key service with BCAR, your invoice for service will be due by June 15 each year.
- Invoices will be available May 1 of each year.
- If not paid in full by June 15, a \$50 late fine will apply, as well as suspension of MLS service on the first business day following the due date.

### MLS Fees:

- Annual MLS fees for service will be due June 15 of each year.
- Invoices will be available May 1 of each year.
- If not paid in full by June 15, a \$50 late fine, as well as suspension of MLS services will apply on the next business day following the due date.
- If not paid by July 15, an additional \$75 reinstatement fee will apply on the next business day following July 16.

### MLS Fines:

- All MLS fines issued for MLS entry violations must be paid within 30 days of issuance. On the 31<sup>st</sup> day a \$50 late fine will be applied and MLS service will be suspended.

Contact information can be updated online by going to [baldwinrealtors.org](http://baldwinrealtors.org) and logging into member services.

After activating your license with the Alabama Real Estate Commission, you have 15 days to join the MLS where your Broker holds primary membership.

After 90 days of suspension due to nonpayment, and MLS maintenance fee of \$350 for agents and \$500 for brokers will be applied for reactivation.

If you leave membership due to nonpayment, late fees will be assessed upon return.

You are responsible for letting BCAR know when your license has been transferred to a different company or terminated with the Alabama Real Estate Commission so we are able to transfer your license or deactivate you in our records. A transfer fee of \$25 does apply.

All new members must attend New Member Orientation as well as complete the NAR required Code of Ethics course within 90 days of joining. Please look online at [www.baldwinrealtors.org](http://www.baldwinrealtors.org) in member services for education the upcoming dates. NAR also requires that Code of Ethics must be taken every four years to maintain membership.

All members must upload a photo into MLS.