

MLS Only 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:

- MLS Only gives you access to the Baldwin REALTORS® MLS and NO other membership benefits. Please note, with this option you will **not** be able to use the BR forms.
- **ALL MLS Only Applications must be submitted with a Letter of Good Standing from the Agent's Primary Association and will not be processed until it is received.**
- **ALL Forms must be filled out in their entirety and signed by your Broker before application will be processed.**
- All fees and dues are NON-REFUNDABLE and must be paid before Membership will be granted or renewed.

Please fill out your forms on-line and email them along with your payment to:

meagan@baldwinrealtors.com

OR

Mail application with payment to:

**23280 County Road 65
Robertsdale, AL 36567**

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.

6 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 or mail.
4. Once your application is received please allow 24 – 48 business hours for processing and you will receive instructions on how to complete the Paragon Online Training.
5. Once the Online Paragon Training is completed please return all 8 certificates to meagan@baldwinrealtors.com.
6. Once the certificates are returned, we will email you your MLS login information.



Important Information
Please read carefully.
Keep this page for your records.

Association Dues & Dates:

- **November 15th** – Invoices are posted and available to be paid online by this date each year.
- **January 15th** – Annual dues to National, State, and Local Associations are due by this date of each year.
- If dues are not paid in full by **January 15th**, 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 1st**, 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 BR and we do not process automatic payments.

MLS Fees & Dates:

- **April 15th** – Invoices are posted and available to be paid online by this date each year.
- **June 15th** – Annual MLS Fees due
- If not paid in full by **June 15th**, a \$50 late fine will be assessed to your account. MLS Access will suspend if not paid by noon on **June 30th**, 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.*
- **April 15th** – Invoices are posted and available to be paid online by this date each year.
- **June 15th** – Key service payment deadline. This only applies to agents who have SentryKey service.
- If not paid in full by **June 15th**, a \$50 late fine will be assessed to your account. SentryKey Access will suspend if not paid by noon on **June 30th**, 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 difference 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. 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 website at www.baldwinrealtors.com.



Have you been a member of another REALTOR® Organization? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If Yes, where? _____ When? _____		
<u>Check the following which applies to you:</u>		
<input type="checkbox"/> MLS Only REALTOR®	<input type="checkbox"/> MLS Only DR/Broker	<input type="checkbox"/> New Company/Branch Office
<i>Applicant Information</i>		
Name (as reads on license):		
Name variations if you have been a member of NAR previously:		
Date of Birth:	NRDS#:	
Current Home Address (please notify the association if your mailing address is different than your home address):		
City:	State:	ZIP Code:
Email Address:		
Website Address:		
AL Real Estate/Appraiser License #:		
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 _____
<i>Additional Real Estate Licensing Information</i>		
**State and License#:	**Approximately, when were you first licensed?	
**State and License#:		
**Other Association(s)/Board(s) of Affiliation if Applicable:		
**Indicate any NAR designations, affiliations and/or certifications:		
<i>Broker/Firm Information</i>		
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.		



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.

Applicants Initials _____



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 of Pending Ethics or Unsatisfied Discipline: Yes No

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

Primary Field of Business (please check up to 4 of the following that applies to you)

<input type="checkbox"/> New Homes	<input type="checkbox"/> Resort/Time Share Sales
<input type="checkbox"/> Manufactured Homes (including Mobile Homes)	<input type="checkbox"/> Condominiums
<input type="checkbox"/> Residential Lots	<input type="checkbox"/> Second Homes
<input type="checkbox"/> Vacation Rentals	<input type="checkbox"/> Single Family
<input type="checkbox"/> Multi-Family	<input type="checkbox"/> General Commercial Sales/Leasing
<input type="checkbox"/> Multi-Family Sales/Leasing	<input type="checkbox"/> Property Management

Other: _____



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.

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 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.

Applicants Initials _____

Broker Instructions for MLS Permissions

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

Broker Printed Name:

Broker Signature:

Date:

Applicant Printed Name:

Applicant Signature:

Date:



23280 County Road 65, Robertsdale, AL 36567

Email: meagan@baldwinrealtors.com

Phone: 251-947-3777

Payment Options

All dues and fees are non-refundable - _____(please initial)

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: \$** _____

I agree and understand that I must pay the below amounts to join Baldwin REALTORS®:

\$ _____ MLS \$ _____ Baldwin REALTORS®

(if you are unsure of what amounts to put in the above lines please contact the Baldwin REALTORS® Association. Applications will not be processed without amounts)

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

Additional fees will apply. Email a photo of yourself with your application to meagan@baldwinrealtors.com

Please provide a 4-digit pin that does not start with zero for your SentiLock Service: _____

Credit Card

I agree and understand that Baldwin REALTORS® will contact me within 24-48 business hours to process my credit card information for the above amounts and my application and payment will not be processed without my signature below.

Applicants Initials _____

Signature of Card Holder: _____

If you wish to pay with a check please make:

Check #1 for MLS can be made out to Baldwin REALTORS (or BR) – MLS

Check #2 for BR can be made out to Baldwin REALTORS (or BR)

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

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