

Primary REALTOR® Membership Application Instructions for New Members

A basic prerequisite for membership is that you be licensed with a firm whose broker is a REALTOR® member and/or MLS Participant of HCAR and/or HCIS. Before proceeding with the membership application, please verify that your license is showing as "current, active" with the proper firm by visiting the Florida Department of Business and Professional Regulation's (DBPR) website at www.myfloridalicense.com. **The DBPR requires that licenses of agents, brokers and corporations be current and showing as active on their website prior to HCAR or HCIS processing membership applications.**

1. Complete the Application.

- A. Complete **EVERY** blank in the application. (If not applicable, fill in N/A.)
- B. Read the attached **Membership Agreements**, date and sign.
Return with the application and payment. (see below)
- C. Provide a copy of your current real estate license or state certification to engage in the appraisal of real property is required. **Return with the application.**
- D. Provide a copy of the verification that the license provided is Active/Current with the Firm on DBPR.

2. Pay Appropriate Fees

Payment is due at the time we receive the application (check, cash or credit card (Visa, Mastercard, Discover, American Express - The date of affiliation with a "Designated" REALTOR® governs the amount you pay according to the Pro-Ration Chart included with this package. Check(s) should be made out to HCAR or complete and submit the Credit Card authorization form included in this package.

3. Fax or email the application and payment to HCAR- *Once the application and payment have been received and processed - call the membership department to schedule an appointment time convenient for all.*

4. Dues are pro-rated for new members and can be calculated using the pro-ration charts included in this membership package. **New members:** there is a onetime \$300 application fee, and a \$30 onetime new member processing fee that goes to the Florida REALTORS® in addition to the pro-rated dues.

5. Attend Orientation Class

An applicant shall take and satisfactorily complete the required **New Member Code of Ethics within 60 days**. Until orientation is completed membership is Provisional. If the courses are not completed, the application fee may be forfeited and the applicant may be required to reapply for membership

5. Board of Directors Review.

Upon completion of the above steps, the application is submitted to the Board of Directors for final review and approval. **Once the application has been approved by the Board of Directors, there will be no refunds.**

Secondary REALTOR® Membership

Steps 1-4 are the same as for Primary Members except that **Secondary Members will only Pay local (HCAR) dues, since their State and National dues are paid thru their Primary Association. A letter of "Good Standing" is required from the Primary Association with The date of completion of the COE, and that the State and National dues have been paid.**



APPLICATION FOR REALTOR® MEMBERSHIP

I hereby apply for REALTOR® Membership in the Hernando County Association of REALTORS®.

Application Fees and Dues: I understand that payment in the amount of \$300 for my one time application fee and \$_____ for my prorated membership, plus a \$30 Florida REALTOR® New Member Processing Fee, are payable directly to HCAR. I understand that my dues will be returned to me in the event of non-election and that the application fee is nonrefundable.

Qualification for Membership: I will attend orientation within **30** days of payment of the Association fees and confirming my provisional membership. Failure to meet this requirement may result in having my membership terminated. If elected to membership, I agree to abide by the Code of Ethics of the NATIONAL ASSOCIATION OF REALTORS®, which includes the duty to arbitrate (or to mediate if required by the association) and the Constitution, Bylaws and Rules and Regulations of the above named Association, the State Association and the National Association. Further, if required, I agree to satisfactorily complete a reasonable and non-discriminatory written examination on such Code, Constitutions, Bylaws and Rules and Regulations. I also 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 any membership requirement(s), such as orientation, not be completed within the time frame established in the association’s bylaws. I further 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:** Applicant acknowledges that if accepted as a member and he/she subsequently resigns from the Association or otherwise causes membership to terminate with an ethics complaint pending, the Board of Directors may condition renewal of membership upon applicant’s certification that he/she will submit to the pending ethics proceeding and will abide by the decision of the hearing panel. If applicant resigns or otherwise causes membership to terminate, the duty to submit to arbitration continues in effect even after membership lapses or is terminated, provided the dispute arose while applicant was a REALTOR®.*

Application Fees: Realtor® \$300

Re-Instate Realtor® Membership \$150

I hereby submit the following information for consideration of my application. (If additional detail is needed, please include separate documentation.)

PERSONAL INFORMATION:					
First Name				Middle Name	
Last Name				Suffix	<input type="checkbox"/> Jr, <input type="checkbox"/> III, <input type="checkbox"/> Sr, <input type="checkbox"/> Etc.
Nickname (DBA):					
Home Address:					
City:		State:		Zip:	
Home Phone:			Cell Phone:		
Fax:					
Primary E-mail:				Secondary E-mail:	
Broker or Salesperson’s License #	BK _____	SL _____			
State of Licensure:			Appraisal License #		

COMPANY INFORMATION:			
Office Name:			
Office Address:			
Office Phone:		Fax:	
Company Type:	<input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> LLC (Limited Liability Company) <input type="checkbox"/> Other, specify		
Your position:	<input type="checkbox"/> Principal <input type="checkbox"/> Partner <input type="checkbox"/> Corporate Officer <input type="checkbox"/> Majority Shareholder <input type="checkbox"/> Branch Office Manager <input type="checkbox"/> Non-principal Licensee <input type="checkbox"/> Other		

PREFERRED MAILING/CONTACT INFORMATION:			
Preferred Phone:	<input type="checkbox"/> Home <input type="checkbox"/> Office <input type="checkbox"/> Cell		
Preferred E-mail:	<input type="checkbox"/> Primary E-mail <input type="checkbox"/> Secondary E-mail		
Preferred Mailing:	<input type="checkbox"/> Home <input type="checkbox"/> Office <input type="checkbox"/> Office Mail Alternate <input type="checkbox"/> Member Mail Alternate		
Mail Publications to:	<input type="checkbox"/> Home <input type="checkbox"/> Office <input type="checkbox"/> Office Mail Alternate <input type="checkbox"/> Member Mail Alternate		
Office Mailing Alternate:			
Address:			
City:		State:	Zip:
Member Mailing Alternate:			
Address:			
City:		State:	Zip:

APPLICANT INFORMATION:	
Are you currently a member of any other Association of REALTORS®?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, name of Association	
Type of membership held:	
Have you previously held membership in any other Association of REALTORS®?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, name of Association	
Type of membership held:	

Do you have any unsatisfied discipline pending for violation of the Code of Ethics ?¹ Yes No

If yes, provide details.

If you are now or have been a REALTOR® member before, please provide the information below.

Previous NAR membership (NRDS) #

Last date (year) of completion of NAR's Code of Ethics training requirement:

Letter of Good Standing required from former Board/Association

Have you ever been refused membership in any other Association of REALTORS®? Yes No

If yes, state the basis for each such refusal and detail the circumstances related thereto:

Is the office address provided above your principal place of business? Yes No

If not, or if you have a branch office, please provide that address:

Address:

City:

State:

Zip:

Do you hold, or have you ever held, a real estate license in any other state? Yes No

If so, where:

Have you been found in violation of state real estate licensing regulations, civil rights laws or other laws prohibiting unprofessional conduct rendered by the courts or other lawful authorities within the last three (3) years? Yes No

If yes, provide details:

Within the last ten years, have you been: 1) convicted of a crime punishable by death or imprisonment in excess of one year or 2) been released from confinement imposed for that conviction? Yes No

If yes, provide details:

¹ Article IV, Section 2, of the NAR Bylaws prohibits Member Boards from knowingly granting REALTOR® membership to any applicant who has an unfulfilled sanction pending which was imposed by another association of REALTORS® for violation of the Code of Ethics. (Adopted 1/01)

Additional Optional Applicant Information to be completed and considered only if the Association has adopted Section 2(c) from Article V of the NAR Model Bylaws.

Have you been found in violation of the Code of Ethics or other membership duties in any Association of REALTORS® in the past three (3) years? Yes No

If yes, provide details.

Are there pending ethics complaints against you? Yes No

If yes, provide details.

Do you have any unsatisfied discipline pending ? Yes No

If yes, provide details.

Are you a party to pending arbitration request? Yes No

If yes, provide details.

Do you have any unpaid arbitration awards or unpaid financial obligations to another association of REALTORS® or an Association MLS? Yes No

If yes, provide details.

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 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 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 (e.g., MLS, Foundation) may contact me at the specified address, telephone numbers, fax numbers, email address 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.

Dated: _____

Signature: _____

OPTIONAL INFORMATION

Date of Birth:	
How long with current real estate firm?	
Previous real estate firm (if applicable):	
Number of years engaged in the real estate business:	
Field of Business (Specialties)?	
Languages Spoken?	

INFORMATION TO BE SUPPLIED BY LOCAL ASSOCIATION

Join Date:	
Status: <input type="checkbox"/> Active <input type="checkbox"/> Provisional	
Primary Local Association NRDS ID #	2620
Primary State Association NRDS ID #	0816
Office ID:	
(If broker)	
Office Contact (Designated REALTOR®)	
Office Contact Manager:	
Number of Non-Member Licensees:	



**7321 Sunshine Grove Rd.
Brooksville, FL 34613**

Fact and Information Sheet of Our Most Frequently Asked Questions about Membership

1. Why Should I Become A Member Of The Association?

MISSION STATEMENT

The Hernando County Association of REALTORS® exists to promote and maintain the Code of Ethics, to provide multiple listing services, to provide educational and technological instruction and to provide leadership opportunities, in order to recognize our memberships' common goals of increased professionalism and profitability.

2. What Happens After I Join The Local Board?

Membership in the Local Association automatically extends your membership to the State and National Associations upon payment of dues.

This is called the “three way agreement”.

3. Can I Join The Local Association and Not The State and National Association?

No. There is a three way agreement among the Local, State and National Associations.

4. How Much Does It Cost To Join The Association?

Every local association establishes its own application fee and local dues. Currently our application fee is \$300.00 plus a \$30.00 processing fee paid to the Florida Association for a Realtor®

These fees are paid at the time of application along with the State, Local and National dues. These are pro-rated depending upon the time of year you are joining.

After applying you will be required to attend an Orientation within 30 days for new members. After completing Orientation, your name is presented to the Board of Directors for approval.

Dues are billed annually to all members and pro-rated monthly for new members joining throughout the year.

**2018 DUES PRO-RATION SCHEDULE FOR NEW MEMBERS JOINING AS:
REALTOR® MEMBERS
HCAR APPLIATION FEE \$300
FLORIDA REALTORS® NEW MEMBER PROCESSING FEE \$30
PLUS DUES AS PER CHART BELOW**

**REALTOR®POLITICAL ACTION COMMITTEE (RPAC) and DISASTER RELIEF (DR)
are both VOLUNTARY ITEMS)**

MONTH	NAR	NA	FR	FA	LOCAL	RPAC	DRF	TOTAL
JAN	\$120	\$35	\$116	\$30	\$245	\$20	\$1	\$567.00
FEB	\$110	\$35	\$106.33	\$30	\$224.59	\$20	\$1	\$526.92
MARCH	\$100	\$35	\$96.67	\$30	\$204.18	\$20	\$1	\$486.85
APRIL	\$90	\$35	\$87.00	\$30	\$183.77	\$20	\$1	\$446.77
MAY	\$80	\$35	\$77.33	\$30	\$163.36	\$20	\$1	\$406.69
JUNE	\$70	\$35	\$67.67	\$30	\$142.95	\$20	\$1	\$366.62
JULY	\$60	\$35	\$58.00	\$30	\$122.54	\$20	\$1	\$326.54
AUG	\$50	\$35	\$48.38	\$30	\$102.13	\$20	\$1	\$286.51
SEPT	\$40	\$35	\$38.67	\$30	\$81.72	\$20	\$1	\$246.39
OCT.	\$30	\$35	\$29.00	\$30	\$61.31	\$20	\$1	\$206.31
NOV	\$20	\$35	\$19.33	\$30	\$40.90	\$20	\$1	\$166.23
DEC	\$10	\$35	\$9.67	\$30	\$20.49	\$20	\$1	\$126.16

NOTE: \$35 -NAR Public Awareness Campaign Assessment

\$30 – FAR Issues Advocacy Assessment

This pro-ration schedule is for **NEW AGENTS ONLY**, and calculates the dues they will owe based on the month they join the Association to the end of the year, and will be paid at the same time that they pay their application fee and FR processing fee.

****Note:** the two voluntary items RPAC and Disaster Relief can be deducted from the Total if they do not wish to pay them.

What Is A REALTOR®?

Simply put, a REALTOR® is someone who is licensed by the state to practice real estate, and who has chosen to become a member of the National Association of REALTORS® (NAR), the largest trade organization in the world.

Real estate brokers and agents who wish to be REALTORS® must first become a member of a local board, such as the Hernando County Association of REALTORS®. This automatically makes them members of the [Florida REALTORS®](#), and the [National Association of REALTORS®](#).

Before being admitted into membership though, the salesperson or broker pledges to abide by the association's rules and regulations as well as those of the National Association of REALTORS®. Membership is open to all qualified individuals regardless of race, color, religion, sex, ancestry, handicap, familial status or national origin.

Yet the term REALTOR® does not tell the whole story. For example, it does not refer to just one profession. REALTORS® may be engaged in virtually any part of the real estate business including real estate management, mortgage brokers, appraisers, developers and builders, in addition to those involved in real estate brokerage.

Another part of the story is professionalism: REALTORS® are bound by a strict [Code of Ethics](#) which other real estate agents have not pledged to uphold. This Code, an expression of the highest ideals of the organized real estate industry, is strictly enforced by the Hernando County Association of REALTORS®.

All REALTORS®, by virtue of their membership in the association, have pledged to uphold the principles and standards of practice in the Code. It both governs their behavior and protects them, and the public, from the abuses of the marketplace. As one REALTOR® put it, "It is the heart and soul of our organization."

Remember that the term REALTOR® is a collective membership mark which only refers to members of the National Association of REALTORS®. Just as every photocopy is not a Xerox®, not every real estate agent is a REALTOR®. Only REALTORS® can display this registered trademark:



HERNANDO COUNTY ASSOCIATION OF REALTORS®
FAX: 352-799-4350

I _____ AUTHORIZE THE HERNANDO COUNTY
Name

ASSOCIATION OF REALTORS® TO CHARGE MY CREDIT CARD ACCOUNT \$ _____ for:

Application Fee _____, Dues _____, MLS fee _____, Key _____, Transfer Fee _____, MLS Listing _____,
Other _____

CREDIT CARD TYPE: VISA _____ MASTERCARD _____ DISCOVER _____ AM EX _____
CREDIT CARD #: _____
EXPIRATION DATE: _____
NAME AS IT APPEARS ON CARD: _____
ADDRESS WHERE CREDIT CARD STATEMENT IS MAILED:
STREET: _____
STATE: _____ ZIP: _____
SIGNATURE: _____

If paying for another person please write their name on the line below:
