

Membership Information Sheet

(PLEASE COMPLETE ALL FIELDS)

Agent Name: \_\_\_\_\_ Nickname: \_\_\_\_\_ \*Generation: \_\_\_\_\_

Agency: \_\_\_\_\_

Agency Address, City, Zip: \_\_\_\_\_

Agency Phone/Fax: \_\_\_\_\_ Fax: \_\_\_\_\_ Office extension: \_\_\_\_\_

Direct Line: \_\_\_\_\_ print on roster **Y or N** Personal Office Fax: \_\_\_\_\_ print on roster **Y or N**

2<sup>nd</sup> Office: \_\_\_\_\_ print on roster **Y or N** 3<sup>rd</sup> Office: \_\_\_\_\_ print on roster **Y or N**

Date of Birth: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home City, State, Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ print on roster **Y or N** 2<sup>nd</sup> Home Phone: \_\_\_\_\_ print on roster **Y or N**

Home Fax: \_\_\_\_\_ print on roster **Y or N**

Mobile Phone #1: \_\_\_\_\_ print on roster **Y or N** Mobile Phone #2: \_\_\_\_\_ print on roster **Y or N**

Pager #1: \_\_\_\_\_ print on roster **Y or N** Pager #2: \_\_\_\_\_ print on roster **Y or N**

e-mail address: \_\_\_\_\_ web page address: \_\_\_\_\_

Are you a Licensed Real Estate Agent? **Y** \_\_\_\_\_ **N** \_\_\_\_\_ License # \_\_\_\_\_ Exp. Date \_\_\_\_\_

Type of Real Estate License: Qualifying Broker \_\_\_\_\_ Broker \_\_\_\_\_

Have you enclosed a copy of your Real Estate License? **Y** \_\_\_\_\_ **If not please fax to Aggie @ 982-3764 ASAP.**

Are you a licensed Real Estate Broker/Salesperson in any other state? **Y** \_\_\_\_\_ **N** \_\_\_\_\_ License # \_\_\_\_\_ Exp. Date \_\_\_\_\_  
If so, please include a copy of that license.

Please list any other licenses you may hold: \_\_\_\_\_

License Numbers and Expiration Dates: \_\_\_\_\_

Designations (ex. GRI, CRS): \_\_\_\_\_

Please return to SFAR office:  
Address: 510 N. Guadalupe, Suite E  
Santa Fe, NM 87501  
Attn: Aggie  
Phone #: 982-8385  
Fax #: 982-3764  
**Website: sfar.com**

\*Generation refers to: Jr., Sr., I, II, III, IV, etc.

**APPLICATION FOR MEMBERSHIP\***

(Application for primary, secondary or REALTOR®, REALTOR®-ASSOCIATE membership)

**LOS ALAMOS ASSOCIATION OF REALTORS®**

(Insert name of Association/Board of REALTORS® to which you are applying)

\_\_\_\_\_  
(Applicant's Name)

(Check the appropriate line next to home or business address to select your primary address for mailing purposes).

\_\_\_\_\_ Home Address \_\_\_\_\_

Home Phone: \_\_\_\_\_

\_\_\_\_\_ Business Address \_\_\_\_\_

Business Phone: \_\_\_\_\_

I hereby apply for REALTOR® (primary, secondary, Designated) or REALTOR-ASSOCIATE® membership in the above named Association/Board, and enclose my check in the amount of \$\_\_\_\_\_, which I understand will be returned to me in the event I am not accepted to membership. In the event my application is approved, I agree as a condition to membership to complete the indoctrination course of the above named Association/Board, if any, and otherwise on my own initiative to thoroughly familiarize myself with the Code of Ethics of the NATIONAL ASSOCIATION OF REALTORS®, including the duty to arbitrate contractual and specific non-contractual disputes in accordance with Article 17 of the Code of Ethics and the *Code of Ethics and Arbitration Manual* of the Association/Board, and the Constitution, Bylaws, and Rules and Regulations of the above named Association/Board, the State Association and the National Association, and I further agree to complete satisfactorily a reasonable and nondiscriminatory written examination covering such Code, Constitution, Bylaws, Rules & Regulations, and duty to arbitrate. I further agree that my act of paying dues shall evidence my initial and continuing commitment to abide by the aforementioned Code of Ethics, Constitutions, Bylaws, Rules & Regulations, and duty to arbitrate. I further agree that my act of paying dues shall evidence my initial and continuing commitment to abide by the aforementioned Code of Ethics, Constitutions, Bylaws, Rules & Regulations, and duty to arbitrate, all as from time to time amended. Finally, I consent authorize the Association, through its Membership Committee or otherwise, to invite and receive information and comment about me from any Member or other person, and I agree that any information and comment furnished to the Association by any Member or other person in response to any such invitation shall be conclusively deemed to be privileged and not form the basis of any action by me for slander, libel, or defamation of character.

NOTE: Applicant acknowledges that the board/association will maintain a membership file of information, which may be shared with other boards/associations where applicant subsequently seeks membership. This file shall include: previous applications for membership; all final findings of Code of Ethics violations and violations of other membership duties within the past three (3) years; pending complaints alleging violations of the Code of Ethics or alleging violations of other membership duties; incomplete or pending disciplinary measures; pending arbitration request; and information related to unpaid arbitration awards or unpaid financial obligations to the board/association or its M.L.S.

NOTE: Applicant acknowledges that if accepted as a Member and he/she subsequently resigns or is expelled from membership in the Board/Association with an ethics complaint or arbitration request pending, the Board of Directors may condition renewal of membership upon applicant's verification that he/she will submit to the pending ethics or arbitration proceeding and will abide by the decision of the Hearing Panel; or if applicant resigns or is expelled from membership without having complied with an award in arbitration, the Board of Directors may condition renewal of membership upon his/her payment of the award, plus any costs that have been established previously as due and payable in relation thereto, provided that the award and such costs have not, in the interim, been otherwise satisfied.

NOTE: Dues payments to the Board/Association are not tax deductible as charitable contributions. Portions of such payments may be tax deductible as ordinary and necessary business expenses.

Are you a member of an Institute, Society or Council affiliated with the NATIONAL ASSOCIATION OF REALTORS®? \_\_\_\_\_ Yes \_\_\_\_\_ No.

If "yes", please indicate the name of the affiliate:  
\_\_\_\_\_  
\_\_\_\_\_

What professional designations, if any, do you hold?  
\_\_\_\_\_  
\_\_\_\_\_

Are you currently a member of another Association/Board which is affiliated with the NATIONAL ASSOCIATION OF REALTORS® or have you held membership in another Association/Board within the past three (3) years? \_\_\_\_\_ Yes \_\_\_\_\_ No

If "yes" list each Board and Association where membership was held, type of membership, and approximate dates of membership.  
\_\_\_\_\_  
\_\_\_\_\_

Have you been a user or subscriber in a Multiple Listing Service who is owned and operated by a Board or Association affiliated with the NATIONAL ASSOCIATION OF REALTORS within the past three (3) years?  
\_\_\_\_\_ Yes \_\_\_\_\_ No

If "yes", list the name of each MLS and the approximate date of participation  
\_\_\_\_\_  
\_\_\_\_\_

(All applicants must sign)

I hereby certify that the forgoing 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, may be grounds for revocation of any membership, if granted.

Signed \_\_\_\_\_  
(Applicant name) (Date Signed)

Date \_\_\_\_\_

Multiple Listing Services  
MEMBERSHIP ONLY APPLICATION TO:  
Santa Fe Association of REALTORS®  
NEW REALTOR® MEMBER/CERTIFIED APPRAISER  
APPLICATION FORM

\_\_\_\_\_  
(Applicant's Name)

Agency: \_\_\_\_\_

Agency Address:(include city, state and zip code) \_\_\_\_\_  
\_\_\_\_\_

(Check the appropriate line next to home or business address to select your primary address for mailing purposes).

\_\_\_\_\_ Home Address \_\_\_\_\_  
\_\_\_\_\_

Home Phone: \_\_\_\_\_

\_\_\_\_\_ Business Address \_\_\_\_\_  
\_\_\_\_\_

Business Phone: \_\_\_\_\_  
\_\_\_\_\_

My Primary Board is: \_\_ Espanola \_\_\_\_ Los Alamos \_\_ Other (Define) \_\_\_\_\_

I am applying as

- The Broker/Responsible Member of the Office listed above;
- A REALTOR®/Sales Agent working in the Office listed above; the Broker/Responsible Member of my Office is: \_\_\_\_\_.
- A Certified Appraiser working in the Office listed above; the Responsible Member/Owner of my Office is: \_\_\_\_\_.

License #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth (Optional) \_\_\_\_\_

I hereby apply for REALTOR® (primary, secondary, Designated) or REALTOR-ASSOCIATE® membership in the above named Association/Board, and enclose my check in the amount of \$ \_\_\_\_\_, which I understand will be returned to me in the event I am not accepted to membership. In the event my application is approved, I agree as a condition to membership to complete the indoctrination course of the above named Association/Board, if any, and otherwise on my own initiative to thoroughly familiarize myself with the Code of Ethics of the NATIONAL ASSOCIATION OF REALTORS®, including the duty to arbitrate contractual and specific non-contractual disputes in accordance with Article 17 of the Code of Ethics and the *Code of Ethics and Arbitration Manual* of the Association/Board, and the Constitution, Bylaws, and Rules and Regulations of the above names Association/Board, the State Association and the National Association, and I further agree to complete satisfactorily a reasonable and nondiscriminatory written examination covering such Code, Constitution, Bylaws, Rules & Regulations, and duty to arbitrate. I further agree that my act of paying dues shall evidence my initial and continuing commitment to abide by the aforementioned Code of Ethics, Constitutions, Bylaws, Rules & Regulations, and duty to arbitrate. I further agree that my act of paying dues shall evidence my initial and continuing commitment to abide by the aforementioned Code of Ethics, Constitutions, Bylaws, Rules & Regulations, and duty to arbitrate, all as from time to time amended. Finally, I consent authorize the Association, through its Membership Committee or otherwise, to invite and receive information and comment about me from any Member or other person, and I agree that any information and comment furnished to the Association by any Member or other person in response to any such invitation shall be conclusively deemed to be privileged and not form the basis of any action by me for slander, libel, or defamation of character.

NOTE: Applicant acknowledges that the board/association will maintain a membership file of information, which may be shared with other boards/associations where applicant subsequently seeks membership. This file shall include: previous applications for membership; all final findings of Code of Ethics violations and violations of other membership duties within the past three (3) years; pending complaints alleging violations of the Code of Ethics or alleging violations of other membership duties; incomplete or pending disciplinary measures; pending arbitration request; and information related to unpaid arbitration awards or unpaid financial obligations to the board/association or its M.L.S.

NOTE: Applicant acknowledges that if accepted as a Member and he/she subsequently resigns or is expelled from membership in the Board/Association with an ethics complaint or arbitration request pending, the Board of Directors may condition renewal of membership upon applicant's verification that he/she will submit to the pending ethics or arbitration proceeding and will abide by the decision of the Hearing Panel; or if applicant resigns or is expelled from membership without having complied with an award in arbitration, the Board of Directors may condition renewal of membership upon his/her payment of the award, plus any costs that have been established previously as due and payable in relation thereto, provided that the award and such costs have not, in the interim, been otherwise satisfied.

NOTE: Dues payments to the Board/Association are not tax deductible as charitable contributions. Portions of such payments may be tax deductible as ordinary and necessary business expenses.

**I agree that, if accepted for Membership in the Association/Board, I shall pay the fees and dues as from time to time established.**

**Signature:** \_\_\_\_\_  
(Applicant's Usual Form of Signature)

**Dated:** \_\_\_\_\_

**Designated Broker/Responsible Member Signature:** \_\_\_\_\_

**Dated:** \_\_\_\_\_

To: SANTA FE ASSOCIATION OF REALTORS®  
MULTIPLE LISTING SERVICE

MLS PARTICIPATION AGREEMENT

(For MLS access by REALTOR® (principals) or a firm comprised of REALTOR® (principals) who are not members of the Board/Association).

Name: \_\_\_\_\_

Office Address: \_\_\_\_\_

Board/Association where primary membership is held: \_\_\_\_\_

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. 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 and specific non-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 and administrative processing fee not to exceed \$500 which may be in addition to any discipline, including fines, that may be imposed.

Signature of Participant or User \_\_\_\_\_

Date \_\_\_\_\_

Signature of Qualifying Broker \_\_\_\_\_

Date \_\_\_\_\_

**NOTE:** If the Board/Association intends to discipline MLS Users and/or Subscribers directly, each User and/or Subscriber must sign this form in the space provided. Please refer to Parts 12 and 15, Section 7.1, of the *Handbook on Multiple Listing Policy*, for information on establishing authority to impose discipline on non-principal users and subscribers affiliated with MLS Participants.

**BROKER/RESPONSIBLE MEMBER CONSENT FOR LOCKBOX KEY**

I \_\_\_\_\_ will be held responsible for the  
(Designated REALTOR® or Responsible Member)

use of the lockbox key given to my Associate \_\_\_\_\_  
(New Member Applicant Name)

I understand that signature of this form allows my Associate to obtain a lockbox key prior to membership approval by the Board of Directors. Additionally, should my Associate not be approved by the Board of Directors, I will be responsible for the immediate return of their lockbox key.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Designated REALTOR® or Responsible Member)



REALTOR®

Santa Fe Association of REALTORS® Inc.  
Member REALTORS® Association of New Mexico &  
National Association of REALTORS®

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In order to conform to the current and future requirements of the New Mexico Unfair Practices Act, the Federal "Do-Not-Fax" rules, and the Federal CAN-SPAM Act of 2003 (Controlling the Assault of Non-Solicited Pornographic and Marketing Act of 2003), Santa Fe Association of REALTORS® would like to have on file your express written permission indicating that you are willing to have us continue to contact you by either fax or email, to provide the information and REALTOR®-specific education and marketing that we have provided in the past.

The information that we routinely provide our membership via email and/or facsimile includes but is not limited to:

- MLS Information such as Tours, Sold information, MLS forms
- Committee meeting notices and information
- Education Opportunities and Class Schedules
- Rental Information
- Rosters

Please assist us in this effort by completing the enclosed form and returning it to:

Santa Fe Association of REALTORS®  
510 North Guadalupe Suite E  
Santa Fe, NM 87501

Or fax to 982-3764

Please be sure to sign the form.

MARKETING CONSENT FORM

Return to: Santa Fe Association of REALTORS®  
510 North Guadalupe Suite E  
Santa Fe, NM 87501  
505-982-3764 fax

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone Numbers: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Fax Numbers: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Email Addresses: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I understand that by providing my mailing addresses, email addresses, telephone numbers and fax numbers - as I have provided in the spaces above - I consent to receive communications sent from the Santa Fe Association of REALTORS®, via U.S. Mail, email, telephone or facsimile at the numbers and locations indicated above.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Dear New Member,

All New Members are required to attend Orientation within the first two Orientation Sessions available following their approval by the Board of Directors.

You are requested to attend the next New Member Orientation Course, which will be held at the Santa Fe Association of REALTORS ® on the following dates:

Thursday	May 3, 2012	8:15 am – 3:45 pm
Thursday	November 1, 2012	8:15 am – 3:45 pm

Please respond promptly to confirm attendance upon receiving your notice. Failure to attend as requested may result in the inactivation of your membership privileges and repayment of fees until you meet this requirement. You will gain insight into the scope of the association's duties, functions, and services available to all members. Please put these dates on your calendar now so they will be reserved for this course. If you have any questions, please contact Aggie Chavez at the SFAR office at 982-8385.

Sincerely,  
Membership Committee

# SANTA FE ASSOCIATION OF REALTORS®

Beginning March 1, 2006, any new members joining the Association and/or the MLS will be subject to mandatory MLS Rules and Regulations Training as well as MLS System training within **60 days** from their obtaining membership and access to the SFAR MLS. The National Association of Realtors has added the following **MANDATORY** language to the 2006 Handbook on Multiple Listing Policy:

***“Any applicant for MLS participation and any licensee (including licensed or certified appraisers) affiliated with an MLS participant who has access to and use of MLS-generated information shall complete an orientation program of no more than eight (8) classroom hours devoted to the MLS rules and regulations and computer training related to MLS information entry and retrieval and the operation of the MLS within sixty (60) days after access has been provided.”***

Beginning March 2006 SFAR will provide members with Rapattoni Training and MLS Rules and Regulations Training (per above). Classes will be scheduled the third Monday of the month from 1 – 4 pm. Any MLS participant, who does not attend within the required 60 days, will lose access to the MLS until the requirement is fulfilled. Note\* MLS Rules and Regulations and Computer training is in addition to New Member Orientation which is held in May and November.

I agree to attend the following Mandatory MLS/Computer Training on

February 20	April 16	June 18	August 20	October 15	December 17
3 <sup>rd</sup> Monday of the month			1-4 pm	Signature _____	
<b>In the SFAR Education Center</b>					<b>2012</b>

# LOS ALAMOS ASSOCIATION OF REALTORS

# 2012

## DUES & FEES PRORATION SCHEDULE

2012	LOCAL			STATE			SINGLE MEMBER TOTAL
	DUES	DUES	DUES	NEW MEMBER	NATIONAL MAND ASSMT	LAAOR APP FEE	
JAN	292.00	230.00	120.00	35.00	35.00	150.00	862.00
FEB	267.63	210.83	110.00	35.00	35.00	150.00	808.46
MARCH	243.30	191.67	100.00	35.00	35.00	150.00	754.97
APRIL	218.97	172.50	90.00	35.00	35.00	150.00	701.47
MAY	194.64	153.33	80.00	35.00	35.00	150.00	647.97
JUNE	170.31	134.17	70.00	35.00	35.00	150.00	594.48
JULY	145.98	115.00	60.00	35.00	35.00	150.00	540.98
AUG	121.65	95.83	50.00	35.00	35.00	150.00	487.48
SEPT	97.32	76.67	40.00	35.00	35.00	150.00	433.99
OCT	72.99	57.50	30.00	35.00	35.00	150.00	380.49
NOV	48.66	38.33	20.00	35.00	35.00	150.00	326.99
DEC	24.33	19.17	10.00	35.00	35.00	150.00	273.50

**LAAOR NEW/OFFICE FEE**

**\$50.00**

**CHECKS MADE PAYABLE TO LAAOR**

2012	SFAR		MLS		SINGLE MEMBER TOTAL
	MLS FEES	APP FEE	MLS FEE	APP FEE	
JAN	372.17	189.33	189.33	189.33	561.50
FEB,	341.19	189.33	189.33	189.33	530.52
MARCH	310.17	189.33	189.33	189.33	499.50
APRIL	279.16	189.33	189.33	189.33	468.49
MAY	248.14	189.33	189.33	189.33	437.47
JUNE	217.12	189.33	189.33	189.33	406.45
JULY	186.10	189.33	189.33	189.33	375.43
AUG	155.09	189.33	189.33	189.33	344.42
SEPT	124.07	189.33	189.33	189.33	313.40
OCT	93.05	189.33	189.33	189.33	282.38
NOV	62.03	189.33	189.33	189.33	251.36
DEC	31.02	189.33	189.33	189.33	220.35

**MLS OFFICE LICENSE FEE**

**\$265.06**

**CHECKS PAYABLE TO SFAR**

# MEMBERSHIP APPROVAL PROCESS

1. Complete the Member Application Forms and return with your Application, along with a copy of your Real Estate License and Association and MLS Fees. Staff will review your completed form, and licenses, if applicable, will be verified. Staff will contact you if there are any problems with these forms.

Once all applications have been completed and returned to SFAR with the appropriate dues and fees, you may attend all SFAR meetings/functions. You will be notified by staff of your membership codes.

2. After the review process by the Membership Committee your application will be presented to the Board of Directors for approval. The Board of Directors meets the third Thursday of every month. The entire process of approval by membership and the Board usually takes no longer than 32 days.

3. After approval by the Board of Directors, REALTOR® Members will be required to attend a New Member Orientation. Orientation sessions are one-day introductions to the Association and MLS and are held every quarter. New members are required to attend the New Member Orientation Session within the first two sessions following approval by the Board of Directors. Failure to do so will result in suspension of your MLS service and you will not be considered a member in good standing.

The Application Fee covers the cost of computer data entry, records processing, REALTOR® pins, member certificates and New Member Orientation class.

Annual REALTOR® Dues include funds for your Local, State and National Associations. We forward State and National dues monies to the appropriate Associations. **DUES ARE NON REFUNDABLE.** Dues begin according to the date the license was issued from the New Mexico Real Estate Commission. Membership must then be approved by the Board of Directors.

**ASSOCIATION AND MLS FEES ARE NON REFUNDABLE.** MLS fees begin the month in which the licensee joins the Association. Your membership must then be approved by the Board of Directors.