

# PRIMARY OR SECONDARY APPLICATION 2021/2022



Thank you for your interest in joining the **SUMMIT REALTORS®**.

This application can be used to apply for **either primary or secondary membership**. Please read the application carefully and complete all applicable sections.

**Please include the following:**

- 1 **Application Form**
- 2 **MLS Application Fee:** One-time Application Fee of \$1,000.00, payable to Summit MLS, Inc.  
**or MLS DR Application Fee:** One-time Application Fee of \$1,600.00, payable to Summit MLS, Inc.  
(If you are joining as the Designated REALTOR®)
- 3 **SAR Application Fee:** One-time Application Fee of \$1,000.00, payable to SUMMIT REALTORS®  
**or SAR DR Application Fee:** One-time Application Fee of \$1,600.00, payable to SUMMIT REALTORS®  
(If you are joining as the Designated REALTOR®)
- 4 **Prorated Dues:** NAR, CAR and SAR Dues, payable to SUMMIT REALTORS®, see page 7
- 5 **Copy of a Valid ID**
- 6 **Photograph:** Please remit by email a current headshot jpeg, this will be displayed on the SAR Dashboard and Realtor.com profile

Return **completed** application and membership fees. Applications are processed within an average of **five business days**. Once this is processed, you will receive a welcome email with your receipts and login information. Applications for membership are granted provisional membership. Provisional members will be considered REALTORS® and shall be subject to all the same privileges and obligations of a REALTOR® membership until all requirements have been met. Final Membership Status will be updated upon review of the application by the board of directors and completion of all education requirements.

Once granted access, your provisional membership in the SUMMIT REALTORS® is **conditional until your completion of the following three requirements:**

- ★ **New Member Orientation**-within 2 course offerings from the date you are granted access
- ★ **New Member MLS Training**-within 2 course offerings from the date you are granted access
- ★ **3(CE) Ethics Course**-within 3 months from the date you are granted access

- Classes are scheduled with notification to the new member by email or you may check the education calendar on the SAR website [www.SummitREALTORS.org](http://www.SummitREALTORS.org).
- Once you have completed the 3 Hour Ethics Course, to remain a member in good standing you are required to complete another 3 Hour Ethics Course once every cycle.

**Please Note: Your Designated REALTOR® must be a member in order for Broker Associates/Agents to become members.**

DESIGNATED REALTOR®/RESPONSIBLE BROKER: A "Designated REALTOR®" is defined as the sole proprietor, partner, or corporate officer of a real estate or appraisal firm, or an individual exercising management control of such firm.

**Please return this application to Melanie Ball, Membership Director at [Melanie@SARSummit.com](mailto:Melanie@SARSummit.com) or at the SUMMIT REALTORS® Offices. Welcome and do not hesitate to contact us with any questions!**



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I hereby apply for REALTOR® Membership in the SUMMIT REALTORS® and am enclosing my payment for a **one-time application fee** and my **prorated membership dues** payable directly to the Association of REALTORS®. I understand that my dues will be returned to me in the event of non-election and that the application fee is **nonrefundable**.

I understand that membership brings certain privileges and obligations that require compliance, including the following:

**I will attend New Member Orientation within two course offerings** after Association's granted access. Failure to meet this requirement may result in having my membership being terminated.

**I will attend New Member MLS Training within two course offerings of "In Class" Sessions** after Association's granted access. If I am unable to attend an "In Class" Session, I will complete this requirement with an "Online" Session. I understand the "Online" Session has 0(CE) and has a cost of \$295.00 and must be completed within the same time frame. Check [www.SummitREALTORS.org](http://www.SummitREALTORS.org) for a schedule. Failure to meet this requirement may result in having my membership being terminated.

**I will complete a 3 HOUR ETHICS & PROFESSIONAL STANDARDS course within 90 days of Association's granted access**, and shall pass such reasonable and nondiscriminatory written examination thereon as may be required by the Committee.

Membership in the Association necessarily means that I am also a member of the State Association and National Association of REALTORS® and I agree to abide by the Code of Ethics of the National Association, which includes the duty to arbitrate (or to mediate if required by the association), as well as the Constitution, Bylaws and Rules and Regulations of the Association, the State Association and the National Association. Further, if required, I agree to satisfactorily complete the periodic Code of Ethics training and a reasonable and non-discriminatory written examination on such Code, Constitutions, Bylaws and Rules and Regulations.

I acknowledge that as a member of the Association, I will be licensed to use the REALTOR® trademarks to indicate such membership, and I agree to abide by the rules governing use of those trademarks. I understand that REALTOR® is a federally registered trademark of the National Association and use of this designation is subject to rules promulgated by the National Association. Upon termination of my membership in the Association for any reason, my license to use the term REALTOR® is automatically revoked and I will immediately discontinue use of the term REALTOR® and all REALTOR® trademarks.

Membership is final only upon approval by the Board of Directors and Provisional Status may be revoked should completion of any membership requirement, such as orientation, not be completed within the time-frame established in the Association's bylaws.

**NOTE:** The duty to submit to an ethics complaint continues in effect even after membership lapses or is terminated. Any ensuing discipline will be held in abeyance until such time as the respondent rejoins an association of REALTORS® (see Code of Ethics and Arbitration Manual, Section 20(e)). The duty to submit to arbitration continues in effect even after membership lapses or is terminated, provided the dispute arose while the former member was a REALTOR®.

**NOTE:** It is a "SAR Board Policy" that if membership is terminated for non-payment of annual renewal dues or for dropping membership, the applicant may reapply for membership in the manner prescribed for new applicants for membership, as specified in the Bylaws of the Association. Article X- DUES and ASSESSMENTS Section 1: Application Fee. The Board of Directors may adopt an application fee for REALTOR® Membership in a reasonable amount, not exceeding three times the amount of the annual dues for REALTOR® Membership, which shall be required to accompany each application for REALTOR® Membership and which shall become the property of the Association upon final approval of the application.



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## PERSONAL

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_  
Last Name: \_\_\_\_\_ Suffix: \_\_\_\_\_  
Nickname (DBA): \_\_\_\_\_  
Home Mailing Address: \_\_\_\_\_  
Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Home Physical Address: \_\_\_\_\_  
Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Email address: \_\_\_\_\_ Birth Date: \_\_\_\_\_  
Website: \_\_\_\_\_

## LICENSE

Real Estate License #: \_\_\_\_\_ Expiration: \_\_\_\_\_  
Licensed/Certified Appraiser:  Yes  No  
Appraisal License #: \_\_\_\_\_ Expiration: \_\_\_\_\_

## COMPANY

Office Name (30 Character Max): \_\_\_\_\_  
Office Mailing Address: \_\_\_\_\_  
Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Office Physical Address: \_\_\_\_\_  
Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Office Phone: \_\_\_\_\_ Office Fax: \_\_\_\_\_  
Company Type:  Sole Proprietor  Partnership  Corporation  LLC  Other, specify \_\_\_\_\_  
Your Position:  Principal  Partner  Corporate Officer  Majority Shareholder  
 Branch Officer Manager  Non-principal Licensee  Other, specify \_\_\_\_\_  
Names of other Partners/Officers of your firm: \_\_\_\_\_  
How many licensed brokers are in your Brokerage?: \_\_\_\_\_ Office?: \_\_\_\_\_  
Is the Office Address, as stated your principal place of business? Yes  No   
If not, or if you have any branch offices, please indicate and give address: \_\_\_\_\_  
Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

## CONTACT

Preferred Phone:  Cell  Office  Home  
Preferred Mailing Address:  Home  Office  Other



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Are you currently a member of **any other Association of REALTORS®**?  Yes  No  
If yes, which Association?: \_\_\_\_\_  
Type of membership held: \_\_\_\_\_

What are you applying for?  Primary Membership  Secondary Membership

Have you **previously** held membership at any other Association of REALTORS®?  Yes  No  
If yes, which Association?: \_\_\_\_\_  
Type of membership held: \_\_\_\_\_

Do you have any **unsatisfied discipline pending for violation** of the Code of Ethics?  Yes  No  
If yes, please provide details: \_\_\_\_\_  
\_\_\_\_\_

If you are now or have ever been a REALTOR® before, **indicate your NAR membership (NRDS) #**: \_\_\_\_\_

Last Date (year) of completion of NAR's Code of Ethics training requirement: \_\_\_\_\_

Have you **been refused** membership in any other Association of REALTORS®?  Yes  No  
If yes, please state the basis for each such refusal and detail the circumstances related thereto:  
\_\_\_\_\_  
\_\_\_\_\_

Do you hold, or have you ever held, a real estate license **in any other State**?  Yes  No  
If yes, where?: \_\_\_\_\_

Do you have any record of **civil judgments imposed** within the past seven (7) years involving judgments of civil laws, real estate license laws, or other laws prohibiting unprofessional conduct rendered by the courts or other lawful authorities?  Yes  No  
If yes, please provide details: \_\_\_\_\_  
\_\_\_\_\_

Do you have a record of **criminal conviction(s)** within the past seven (7) years?  Yes  No  
If yes, please provide details: \_\_\_\_\_  
\_\_\_\_\_

## I CERTIFY

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 Board, I shall pay the fees and dues as from time to time established.

NOTE: Payments to the SUMMIT 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.

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



# PRIMARY OR SECONDARY APPLICATION 2021/2022



The Summit Association of REALTORS® ("SAR") is pleased that you are seeking MLS services in the Summit MLS ("Summit MLS, Inc.") through our organization. The Summit MLS covers the areas of Breckenridge, Frisco, Dillon, Silverthorne, Keystone, Copper Mountain, Park County, and Lake County. There are no additional charges for inputting listings or time charges when logged on to the system. However, each individual User ID is monitored by the MLS. In the event of misuse or duplicate login, this will result in termination of MLS access.

Once access is granted and payment is received, you will be notified by email. This email will contain your personal MLS ID and password. You will also receive additional information regarding your access/participation. As a participant in the MLS, you are required to complete a MLS Training class within 2 course offerings of granted access. These training courses are held bi-monthly at the SAR Board Office. Classes are scheduled with notification to the new member by email or check the education calendar on the SAR website [www.SummitREALTORS.org](http://www.SummitREALTORS.org).

**Name of Participant:** \_\_\_\_\_

**Office Mailing Address:** \_\_\_\_\_

**Town:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Primary Board or Association:** \_\_\_\_\_

I agree as a condition of participation in the MLS to abide by all relevant Bylaws, Rules and other obligations of participation including payment of fees. I confirm that I currently, and will on a continual and ongoing basis in the operation of my real estate business activities, actively endeavor to list real property of the type filed with the MLS and/or accept offers of cooperation and compensation made by other Participants through the MLS. I agree that I must continue to engage in such activities during my participation in the MLS. I further agree to be bound by the Code of Ethics on the same terms and conditions as board/association members 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 termination of my MLS privileges and that I may be assessed an administrative processing fee which may be in addition to any discipline, including fines, that may be imposed.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## MLS MONTHLY FEE

Once granted access, **you will be billed \$50.00 per month for the access to the MLS System.** This fee will be ongoing and can be viewed on the SAR Dashboard, accessible from the MLS. You have the option to pay this monthly; on-line, by check or set up an Auto Payment to be charged to a card on file, on or after the 15th of each month.

### I would like to Pay my \$50.00 MLS Fee:

- By Check Monthly - Payable to Summit MLS, Inc Mail to: SAR, PO Box 2397, Dillon, CO 80435
- By Check for the Year - \$\_\_\_\_\_ Check # \_\_\_\_\_
- By CC Monthly From the SAR Dashboard
- By Auto Payment - Please fill out attached CC Auth Form



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This is to be signed by your Employing Broker. IF your Employing Broker is NOT a member of SAR or a Participant in the Summit MLS, the Designated REALTOR® for the office must also sign below.

I hereby certify that the applicant for membership in the SUMMIT REALTORS® named below is licensed as a "Broker Associate" under my Broker's License, at the address listed below.

Applicant's Name: \_\_\_\_\_

Real Estate License #: \_\_\_\_\_

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

Firm Physical Address: \_\_\_\_\_

# of Licensed brokers in the Firm: \_\_\_\_\_

# of Admin in the Firm: \_\_\_\_\_

Employing Broker's Name: \_\_\_\_\_

Employing Broker's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Is Employing Broker is a Member of SAR or a Participant of Summit MLS?  Yes  No

IF NOT, Designated REALTOR® for the office must ALSO sign below.

Designated REALTOR® Name: \_\_\_\_\_

Designated REALTOR® Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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- ★ **MLS Application Fee - \$1,000.00, payable to Summit MLS, Inc.**  
or **MLS DR Application Fee- \$1,600.00, payable to Summit MLS, Inc.**
- ★ **SAR Application Fee - \$1,000.00, payable to SUMMIT REALTORS®**  
or **SAR DR Application Fee- \$1,600.00, payable to SUMMIT REALTORS®**

**NOTE:** The Application Fee's are "One Time" as long as you remain a member of the SUMMIT REALTORS® and Summit MLS. If you terminate your membership and wish to rejoin at a later date, the application fee will be due again for reinstatement of your membership.

**NOTE:** With Full and/or Secondary Membership, the Designated REALTOR® is required to join first in order for Broker Associates/Agents to become members.

I would like to Pay my  \$1,000.00 or  \$1,600.00 DR MLS Application Fee:

- By Check, payable to Summit MLS, Inc. Check # \_\_\_\_\_
- By Credit Card - Please fill out attached CC Authorization Form

I would like to Pay my  \$1,000.00 or  \$1,600.00 DR SAR Application Fee:

- By Check, payable to SUMMIT REALTORS®. Check # \_\_\_\_\_
- By Credit Card - Please fill out attached CC Authorization Form

**Membership dues are prorated to the month you are granted access, please see below for the breakdown:  
Payable to SUMMIT REALTORS®.**

	January	February	March	April	May	June	July	August	September	October	November	December
<b>SAR</b>	\$360.00	\$330.00	\$300.00	\$270.00	\$240.00	\$210.00	\$180.00	\$150.00	\$120.00	\$90.00	\$60.00	\$30.00
<b>CAR</b>	\$175.00	\$160.42	\$145.83	\$131.25	\$116.67	\$102.08	\$87.50	\$72.92	\$58.33	\$43.75	\$29.17	\$14.58
<b>NAR</b>	\$150.00	\$137.50	\$125.00	\$112.50	\$100.00	\$87.50	\$75.00	\$62.50	\$50.00	\$37.50	\$25.00	\$12.50
<b>NAR (SA)</b>	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00
<b>Total</b>	<b>\$720.00</b>	<b>\$662.92</b>	<b>\$605.83</b>	<b>\$548.75</b>	<b>\$491.67</b>	<b>\$434.58</b>	<b>\$377.50</b>	<b>\$320.42</b>	<b>\$263.33</b>	<b>\$206.25</b>	<b>\$149.17</b>	<b>\$92.08</b>

I would like to pay my Prorated Dues:

- By Check, payable to SUMMIT REALTORS®. Check # \_\_\_\_\_
- By Credit Card - Please fill out attached CC Authorization Form



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Name as it appears on the Credit Card: \_\_\_\_\_

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

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

Credit Card Billing Address: \_\_\_\_\_

Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Credit Card Type:  Amex  Discover  Master Card  Visa

Credit Card #: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

I AUTHORIZE SUMMIT REALTORS® to charge my American Express, Discover, Master Card or Visa for the following selected charges:

- MLS Application Fee \$1,000.00
- MLS DR Application Fee \$1,600.00

Seperate Transaction:

- SAR Application Fee \$1,000.00
- SAR DR Application Fee \$1,600.00
- 2020 Prorated Dues \$\_\_\_\_\_
- Total Amount: \$\_\_\_\_\_**

I would like to use this Credit Card to set up Auto Pay for my Monthly \$50.00 MLS Fee to be charged on or after the 15th of each month.

- MLS Monthly User Fee \$50.00/Month

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

Once Payments are run and/or Auto Pay is set up, this form is destroyed for your protection.

## THANK YOU!

