

VICTORIA AREA ASSOCIATION OF REALTORS, INC.

POLICIES PERTAINING TO MEMBERSHIP APPLICATION PROCEDURES

IN ORDER TO BE ACCEPTABLE BY THE VAAR, A COMPLETED APPLICATION FORM SHOULD BE ACCOMPANIED BY:

1. Initial Payment of dues and fees; Check, Cash or Credit Card
2. Photocopy of license
3. Applicant's Completed Profile Sheet
4. Letter of Good Standing from Primary Board (if applicable)

VAAR ORIENTATION COURSE IS AN OBLIGATION OF MEMBERSHIP. The Victoria Area Association of REALTORS® will offer multiple orientation courses throughout the year and is required for all new primary members. New members will have 180 days to complete the course. Failure to complete the course may result in suspension until course is completed.

All new and existing REALTOR® members including Appraisers even if grandfathered from CE are required to complete a REALTOR® Code of Ethics Quadrennial course as mandated by NAR. REALTOR® Emeritus members are exempt from the Quadrennial Ethics requirement.

In event of withdrawal of an application, \$50.00 will be retained by VAAR as a membership application-processing fee.

Membership application held for 60 days will be considered withdrawn and will be returned to the applicant and re-application required.

All membership initiation fees, NAR and Texas REALTOR® dues shall be payable up front, with the membership application. Local Board and MLS dues are payable annually, semi-annually or quarterly.

Designated REALTORS® are reminded of their obligation to report newly affiliated licensee or termination of affiliation of any licensee, within thirty (30) days of the date of affiliation, (issuance or transfer of a license) or termination of affiliation, whichever the case may be. The Policies and Procedures provide a \$100 penalty for failure to meet this requirement.

The Broker with who the applicant is affiliating, shall be responsible for seeing that the applicant returns everything, in a timely manner, to the VAAR office.

Qualifications

(a) an applicant for REALTOR® membership who is a sole proprietor, partner, corporate officer or branch office manager of a real estate firm shall supply satisfactory evidence that he/she:

1. Is actively engaged in the real estate profession, and
2. Maintains a current, valid real estate broker's or salesman's license or is licensed or certified by an appropriate state regulatory agency to engage in the appraisal of real property,
3. Has a place of business within the state (unless a secondary member),
4. Has no record of official or pending bankruptcy,*
5. Has no record of official sanctions involving unprofessional conduct,**
6. Agrees to take the online orientation course which includes the VAAR Bylaws, Policies and Procedures, CTXMLS Rules and Regulations, and the NAR Code of Ethics.
7. Shall agree that if elected to membership, he/she will abide by the VAAR Bylaws, Policies and Procedures, CTXMLS Rules and Regulations, and the NAR Code of Ethics.

* NO RECENT OR PENDING BANKRUPTCY is intended to mean that the applicant or any real estate firm in which applicant is a sole proprietor, general partner, or corporate officer, or branch office manager is not involved in any pending bankruptcy or insolvency proceedings or, has not been adjudged bankrupt in the past three (3) years. If a bankruptcy proceeding as described above exists, membership may not be rejected unless the Board establishes that its interests and those of its members and the public could not be adequately protected by requiring that the bankrupt applicant pay cash in advance for Board and MLS fees for up to one (1) year from the date that membership is approved or from the date that the applicant is discharge from bankruptcy (whichever is later). In the event that an existing member initiates bankruptcy proceedings, the member may be placed on a "cash basis" from the date that the member has been discharged from bankruptcy.

** NO RECORD OF OFFICIAL SANCTIONS INVOLVING UNPROFESSIONAL CONDUCT is intended to mean that the Association may only consider judgments within the past three (3) years of violations of;

1. Civil rights laws;
2. Real estate license laws;
3. Or, other laws prohibiting unprofessional conduct against the applicant rendered by the courts or other lawful authorities, and
4. Findings of violations of the REALTORS® Code of Ethics resulting in suspension or expulsion from any Member Board/Association in which the applicant is or was a member.

(b) Individuals who are actively engaged in the real estate profession other than as a sole proprietors, partners, corporate officers, or branch office managers in order to qualify for REALTOR® Membership:

1. Shall at the time of application, be associated either as an employee or as an independent contractor with a Designated REALTOR® member of the Board or a Designated REALTOR® member of another Board (if a secondary member) and
2. Must maintain a current, valid real estate broker's or salesperson's license or be licensed or certified by an appropriate state regulatory agency to engage in the appraisal of real property,
3. Shall complete a course on instruction covering the Bylaws and Policies and Procedures of the Board, the Bylaws of the State Association and Constitution and Bylaws and Code of Ethics of the NATIONAL ASSOCIATION OF REALTORS®, and
4. Shall complete in writing that if elected to membership he/she will abide by the Code of Ethics of the NATIONAL ASSOCIATION OF REALTORS®, and by the Constitution, Bylaws, and Rules and Regulations of the local Board, State Association and the National Association.



APPLICATION FOR VAAR REALTOR® MEMBERSHIP

To the Victoria Area Association of REALTORS®, Inc. I hereby apply for REALTOR® Membership in the above named Board.

My application fee and dues will be returned to me in the event of non-election. In the event of my election, I agree to abide by the Code of Ethics of the National Association of REALTORS®, which includes the duty to arbitrate, and the Constitution, Bylaws and Rules and Regulations of the above named Board, the State Association and the National Association, and if required, I further agree to satisfactorily complete a reasonable and non-discriminatory written examination on such Code, Constitutions, Bylaws and Rules and Regulations. I 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 requirements, such as orientation, not be completed within timeframe established in the association’s bylaws. I 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 Board 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®.

Dues are prorated according to quarter joining. I hereby submit the following information for your consideration:

Name: _____

Real Estate License #: _____

Licensed/certified appraiser: [] Yes [] No Appraisal License #: _____

Office Name: _____

Office Address: _____

Phone: _____ Fax: _____ E-Mail: _____

Residence Address: _____

Phone: _____ Fax: _____ E-Mail: _____

Cell Phone: _____ Preferred Mailing: [] Home [] Office Preferred Phone: [] Home [] Office

Are you presently a member of any other Association of REALTORS®? [] Yes [] No

If yes, name of Association and type of membership held: _____

Have you previously held membership in any other Association of REALTORS®? [] Yes [] No

If yes, name of Association and type of membership held: _____

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 or are there any such complaints pending? [] Yes [] No (If yes, provide details as an attachment.)

If you are now or have ever been a REALTOR®, indicate your NAR membership (NRDS) #: _____ and last date (year) of completion of NAR's Code of Ethics training requirement: _____.

Are you a principal, partner, corporate officer or branch office manager? [] Yes [] No **If yes, you must also complete 2nd page of this application.**

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 [Name] Board 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: _____

Social Security Number: _____

Specialty: [] Residential [] Commercial [] Resort [] International [] Other: _____

How long with current real estate firm? _____ Previous real estate firm (if applicable): _____

Number of years engaged in the real estate business: _____

APPLICATION FOR REALTOR® MEMBERSHIP: FOR DESIGNATED BROKERS/BRANCH MANAGERS

Company information: Sole Proprietor Partnership Corporation LLC(Limited Liability Company)

Your position: Principal Partner Corporate Officer Branch Office Manager

Names of other Partners/Officers/ of your firm:

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, as stated, your principal place of business? [] Yes [] No
If not, or if you have any branch offices, please indicate and give address:

Do you hold, or have you ever held, a real estate license in any other state? [] Yes [] No
If so, where:

Have you or your firm been found in violation of state real estate licensing regulations within the last three years? If yes, provide details:

Have you or your firm been convicted, adjudged, or otherwise recorded as guilty by a final judgment of any court of competent jurisdiction of a felony or other crime. 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 Board, I shall pay the fees and dues as from time to time established. **NOTE:** Payments to the [Name] Board of REALTORS® are not deductible as charitable contributions. Such payments may, however, be deductible as an ordinary and necessary business expense. No refunds.

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Dated: _____

Signature: _____

MLS PARTICIPATION AGREEMENT

For MLS access by REALTOR® (principals) or a firm comprised of REALTOR® (principals) who are not primary members of the Victoria Area Association of Realtors)

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

Signature of Participant of User

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 or 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.

The Following Administrative Information is "REQUIRED" in CTXMLS

Agent Full Name: _____

Agent Home Address: _____ Zip: _____

Office Name: _____

Office Phone: _____ Office Fax: _____

Enter a personal Login and Password below:

LOGIN NAME: If you are a Broker or Agent this will be your TREC License # - If you are an Appraiser this will be your Appraisal License # - If you are an Office Staff or Personal Assistant, CTXMLS will assign your login.

PASSWORD: You may choose your own password (must be 8 characters, at least one alpha capitalized letter, at least one numeric, cannot use spaces or *)

Web Page Address (if applicable) _____

Email Address (REQUIRED) _____

Home Phone # _____

Mobil Phone # _____

Work #' _____

By providing a wireless number, you agree to receive communications from the VAAR and its affiliated organizations and agents to that number, including text messages and call by automated dialing equipment.

Preferred Mailing (please check) : _____ Office _____ Home

Designations (List) _____

Real Estate License Number _____ Expiration Date _____

Participant and Subscriber Agreement

For access to the
Victoria Area Association of REALTORS®, Inc Multiple Listing Service known as CTXMLS

The undersigned persons desiring the right to use and access the Central Texas MLS (CTXMLS) acknowledge and agree to the following.

- (1) We have read the Rules and Regulations governing the CTXMLS.
- (2) We agree to comply with the Rules and Regulations as they may be amended from time to time.
- (3) We understand that the Victoria Association of REALTORS®, Inc. will attempt to, but is not obligated to, give us notice if the Rules and Regulations are amended. Changes will be supplied to Participant via CTXMLS New & Alerts.
- (4) We agree to pay all fees, in advance, for access and use of the MLS. We understand that those fees may change from time to time without advance notice. As of the date this agreement is signed the fees for access to the MLS are as shown on the attached Fee Exhibit.
- (5) We understand that we may be required to agree to a license agreement with the vendor who provides the software and programs to CTXMLS. We represent that we will comply with the terms of any such agreement when accessing the MLS.
- (6) We understand that the Rules and Regulations govern the resolution of any dispute.
- (7) As the undersigned Participant, I am responsible for the actions of all subscribers who are affiliated with me. I will take necessary steps so that subscribers affiliated with me will comply with the Rules and Regulations. I will be responsible to VAAR for the payment of all fees, charges and fines assessed against me and the subscribers affiliated with me.
- (8) We will not permit anyone who is not a Participant or subscriber to access or use the MLS or the MLS information, except as permitted by the Rules and Regulations.
- (9) If any of the undersigned subscribers cease to be affiliated with the Participant as employees or independent contractors, the Participant and subscriber will promptly notify VAAR. We understand that a subscriber may not access or use the MLS independently of a Participant.
- (10) All fees, once paid, are not prorated and are not refundable.
- (11) VAAR requires a letter in good standing from the Board or Association the Participant is a primary member of and a list of all licensees associated with the firm.

FIRM NAME	PARTICIPANT SIGNATURE	DATE
Participant Name (Please Print)	Complete Mailing Address	
Office Phone #: _____	Email: _____	
Subscriber Name (Please Print)	Complete Mailing Address	
Office Phone #: _____	Email: _____	

(Attach Additional Sheets If Necessary)