

New REALTOR® Instruction Sheet

- Call Sherrilyn Weaver with the Association of REALTORS® at 396-0256 for an appointment. **You must have an appointment and a copy of your license or a letter of authorization from your broker before MAAR will issue you an e-Key or d-Key or put you into MLS.**
- Plan to attend the new member Orientation within 90 days of licensure. The REALTOR® Orientations of 2008 are January 10 & 11, March 17 & 18, May 08 & 09, July 29 & 30, Sept. 11 & 12 and Nov. 13 & 14. **In order to receive REALTOR® status, you must attend both days of Orientation**, which starts at 8:30 a.m. and end at about 4:30 p.m. **Reservations for Orientation are required by Monday before the event. Until you have completed the REALTOR® Orientation, you may not advertise, call or refer to yourself as a REALTOR®.**
- Upon joining MAAR, you will need two checks (one to MAAR and one to MLS). A third check to Supra will be required when you receive your key.
- The MAAR check will include 2 fees: The one-time application fee and MAAR dues (pro-rated quarterly).
 - 1. Application fee for new REALTORS® is \$500. All application fees are to be paid in full at the time an applicant applies for membership.** Once your application fee has been paid, you will not pay this again unless your membership lapses with MAAR for more than two (2) years.
 - 2. MAAR Annual dues are \$396**

When joining in 2008	January- March	\$396.00
	April-June	304.50
	July – September	213.00
	October-December	121.50
- Multiple Listing Service (MLS) User Fee
The annual MLS User Fee is \$475.00 and has a fiscal year running from July to June of the following year. If joining later than July, you will pay \$39.58 times the amount of months until the end of June. (Example: If joining in November, you pay \$39.58 times 8, or \$316.67).

OUR MLS PASSWORD PROTECTED WEBSITE IS www.alaml.net (please see also the public site www.alaml.com).

YOUR USER NAME WILL BE _____ YOUR PASSWORD IS _____
(Case sensitive)

- **Keys will be issued by appointment only. There are two key-types. The Display Key (D-key) is issued through MAAR. The Electronic key (E-key) requires that the key holder first purchase a compatible device (PDA, Treo or other smart-phone). For the e-Key, Sherrilyn must have your fully charged and hot synced PDA one day before the training. Please allow 1 hour training time for e- Key type. The Supra Administrative Fee is \$60 when a key is assigned to an individual. I-Boxes are available for purchase at a cost of \$90.00 each.**

The d-Key year runs from September to August of the following year. The annual lease fee for the d-Key fee is an estimated cost \$155.00 beginning September 2007. After February, 2008 the d-Key cost will be reduced by prorated amount calculated by Supra. Loss or theft insurance for the d-Key is \$25 and can be purchased at anytime providing that the key is available. Renewal is automatic each year at the billing time. You will have to pay for either key by check or money order payable to Supra Products. Supra also has a two other monthly maintenance fee for Palm users (E-Key): **Basic service-\$16.95 and Professional service-\$22.95.**

NOTE: All Supra equipment is leased. Should you discontinue your membership with the Association and/ or MLS, **ALL Supra equipment, including E or D-Keys and cradles must be returned to MAAR before you will be released from the Supra lease.**

NEW MEMBER ENTRY

APPLICATION DATE _____

NAME

FIRST _____ LAST _____

OFFICE NAME _____ OFFICE ID _____ MLS ID _____

YOUR MAILING ADDRESS STREET CITY STATE ZIP CODE

CELL OR PAGER# TO APPEAR IN MLS _____ -- _____ -- _____ (In addition to the office number)

BIRTH DATE ____ / ____ / ____ EMAIL ADDRESS _____

LICENSE # _____ (required) LICENSE TYPE: REAL ESTATE OR APPRAISAL
(CIRCLE ONE)

ARE YOU CURRENTLY A MEMBER OF A REALTOR® ASSOCIATION/ BOARD THAT IS AFFILIATED WITH NAR? YES OR NO

MAAR APPLICATION FEE (\$500.00) \$ _____

MAAR DUES \$ _____

TOTAL MAAR CHECK-----\$ _____

TOTAL MLS CHECK-----\$ _____

A THIRD check for Supra is required only upon leasing/receiving a key.

See Sherrilyn for information on both key-types.

SUPRA ADMINISTRATIVE FEE (FOR KEY/ KEYBOXES) \$60.00
(when key is assigned).

SUPRA INFO: D-Key is leased on an annual basis, from September to August. Currently, estimated annual cost is \$155.00 (after Feb. '07, it will a prorated amount calculated by Supra). E-Keys require the initial purchase of a compatible devise (PDA, Treo or other smart-phone).

I intend to lease the d-key

SIGNATURE

I intend to purchase a PDA and lease an E-Key.

SIGNATUR

2008 ORIENTATION DATES: Jan 10 & 11, March 17 & 18, May 08 & 09, July 29& 30, Sept. 11 & 12 and November 13 & 14.

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APPLICATION FOR MEMBERSHIP

I _____ hereby apply for REALTOR® Membership in the Montgomery Area Association of REALTORS®, agree to pay a nonrefundable \$500 application fee and agree that, if accepted for Membership in the Association of REALTORS® and or Multiple Listing Service, Inc., I shall pay the fees and dues, as from time to time established by the Board of Directors.

I accept the duty to arbitrate business disputes in accordance with the Code of Ethics and Arbitration Manual of the National Association of REALTORS® and to comply with the Constitutions, Bylaws, and Rules and Regulations of the Montgomery Area Association of REALTORS®, the Alabama Association of REALTORS® and the National Association of REALTORS®.

I acknowledge that if accepted as a Member and subsequently resign or am expelled from membership in the Association with an ethics complaint or arbitration request pending, the Board of Directors may condition renewal of membership upon my verification that I will submit to the pending ethics or arbitration proceeding and will abide by the decision of the Hearing Panel; or if I resign or am expelled from membership without having complied with an award in arbitration, the Board of Directors may condition renewal of membership upon my payment of the award, plus any costs that have previously been established as due and payable in relation thereto, provided that the award and such costs have not, in the interim, been otherwise satisfied.

I have read and understand the information in this document and agree to adhere to the responsibilities outlined here and on the attachment.

Signature

Date

I understand that by providing my mailing address(es), email address(es), telephone number(s) and fax number(s), I consent to receive communications sent from the Montgomery Area Association of REALTORS®, Alabama Association of REALTORS® and the National Association of REALTORS® via U.S. mail, email, telephone or facsimile at those number(s)/ location(s).

Signature

Date

MAAR INFORMATION SHEET

1. **Authorized use of SUPRA Key** All SUPRA equipment is for the *sole* use of the SUPRA key holder.
2. **Lost SUPRA Key:** Contact MAAR immediately if your SUPRA Key is lost or stolen. To receive a replacement SUPRA Key you must provide MAAR a police report for SUPRA and provide proof of lost or theft insurance or pay the replacement equipment cost of the lost or stolen SUPRA product.
3. **Supra Key boxes:** Supra key boxes (the iBox) are purchased for \$90 each.
4. **Authorized use of MLS Data:** Information in the MLS computer is the copyrighted property of MLS. You *may not* give MLS full printouts to customers or clients. The MLS Rules and Regulations govern providing customary printouts. The confidential and protected information contained in MLS could be misleading to your customer's and client's an/or allow them to take unfair advantage of sellers.
5. **Confidential Information:** Do not share information provided to you in confidence.
6. **Hip Pocket Listings:** Avoid "hip pocket" listings, i.e. listings on which you do not have a signed contract. Without a contractual agreement between you and the seller, there is no guarantee you will receive a commission, even if you introduce the property the purchaser. Offer the seller a 24 hour, limited contract prior to showing the property to anyone.
7. **Soliciting a Listing:** Soliciting a listing which is already filed with MLS is prohibited until that listing has expired. Agents may not initiate contact with the seller to obtain a future listing.
8. **Accuracy of MLS Data:** The MLS depends on you to keep MLS computer information accurate and up to date. Inaccurate information may put you and your fellow REALTORS® in an embarrassing position or potentially expose you to legal action.
9. **Showing and Negotiations:** Appointments for showings and negotiations with the seller for the purchase of listed property filed with MLS must be conducted through the listing Participant (broker) unless the listing Participant gives the cooperating Participant specific authority to show and/or negotiate directly or after reasonable effort, the cooperating Participant cannot contact the listing participant or his representative.
10. **Transmitting Offers:** You must transmit all offers, counter offers and acceptances in an efficient and timely manner; personal convenience is a secondary consideration.
11. **Professional Courtesy:** When dealing with fellow REALTORS® and homeowners, common courtesy goes a long way. When showing a home, leave everything as you found it; your business card should be the only evidence of your visit.
12. **Rates and Fees:** MAAR and MLS do not set rates and fees. *A broker's compensation for services rendered in respect to any listing is solely a matter of negotiation between the broker and his or her client, and is not fixed, controlled, recommended, or maintained by any persons not a party to the listing agreement.* Please discuss your company policy with your broker to determine what to charge your client.

I have read and understand the information in this document and agree to adhere to the responsibilities outlined here and on the attachment. I also understand that I have a responsibility to become familiar with and adhere to the MAAR/MLS Bylaws, Rules and Regulations.

Signature

Date

Montgomery Area Association of REALTORS® and
Multiple Listing Service, Inc.

Membership disclosure and agreement effective July 30, 2004

I acknowledge and understand that the Montgomery Area Association of REALTORS® billing period is based on a calendar year (January-December). Cost for membership is calculated on the date of enrollment. Dues and fees are paid in advance, non-refundable (example: join date April, 2008 total dues owed Designated REALTOR® = \$379.50 OR REALTOR®/Non-member sales agent = \$ 304.50).

And/or

Multiple Listing Service Inc. billing period is based on a fiscal year (July 1, XX-June 30, XX). All services are paid in advance. Cost for membership is calculated on the date of enrollment. Dues and fees are paid in advance, non-refundable (example: join date July 1, XX- June 30, XX= \$475 or Dec. 1, XX-June 30, XX = \$277.06 which equals to \$39.58 per month.

There are no refunds upon termination of membership and or services.

Print Name

Signature

Updated 12/20/07