



### Member Services

4845 Ronson Court, San Diego, CA 92111

Phone: (858) 715-8040 ■ (800) 525-2102

Fax: (858) 715-8088 ■ [www.sdar.com](http://www.sdar.com)

# Membership Application New Agents/Transferees

## Local dues only \$109!

(MLS, C.A.R., NAR fees not included)

### Directions:

Complete and return to the San Diego Association of REALTORS®, 4845 Ronson Court, San Diego, CA 92111. Incomplete forms will delay processing and may be returned. For information call Member Services at (858) 715-8040 or fax (858) 715-8088.

### To process application you MUST HAVE:

1. Signature of broker of record or authorized signer.
2. Attached photocopy of your real estate license or I.D. card.
3. Submit check payable to SDAR or charge to Visa, MasterCard, Discover or American Express.
4. Transferring or dual memberships: necessary documentation must be attached (see instructions).

### Membership Categories:

- ☐ REALTOR® — Broker or salesperson licensee
- ☐ Secondary Membership — primary membership in another association
- ☐ Student — see instructions for enrollment requirements.

**Dues are non-refundable**



## Instructions

A membership year is January 1 through December 31.

### Dues Schedule\*:

SDAR local dues **\$109**

C.A.R. state dues **\$184**

NAR national dues **\$155**

**Total REALTOR® Dues \$448**

(pro-rated monthly)

\*Dues are payable when application is submitted

**Secondary Membership \$109**

(With BP100 Form or dues waiver)

**Student Membership FREE**

### Important Note:

#### Designated REALTOR® or Broker of Record

The Designated REALTOR® dues are increased by \$403 for each employed licensee who chooses not to be a member. This fee is a non-member assessment and is part of the broker's dues – not the agent's. Paying this additional amount will not qualify agents as a member of SDAR.

### APPLICATION PROCESS

1. Submit application and fees.
2. Member number and NRDS number are issued in 48 hours.
3. Attend orientation sessions if required (SDAR and NAR).
4. Approved by Board of Directors/Association.
5. Membership card mailed after Board of Directors approval.

### IMPORTANT!

All membership transferees are required to complete their NAR ethics requirement every four (4) years. If you have not satisfied your NAR Ethics requirement, you may do so by attending SDAR's New Member Orientation\* or through [www.realtor.org](http://www.realtor.org).

**\*Orientation may be waived if requirements have been met.  
SEE INSTRUCTIONS**

### TRANSFeree APPLICATION PROCESS

1. Follow New Member Application Process above.
2. Obtain a **BP 100 Form** (dues waiver) from your former association. This form will:
  - a. Designate SDAR as your primary association
  - b. Verify if you have paid your state (C.A.R. \$184) and national (NAR \$155) dues for the current year
  - c. Verify the date of your orientation including the date of your last NAR ethics course.
3. Pay SDAR's local dues (pro-rated monthly). Note, your dues to C.A.R. (\$184) and NAR (\$155) may be waived if you have already paid them through your former association for the current year.
4. **NOTE:** If you have not satisfied your NAR ethics requirement, you may do so by attending SDAR's New Member Orientation or taking NAR's University Online course at [www.realtor.org](http://www.realtor.org).

### INSTRUCTIONS FOR SECONDARY MEMBERSHIP

Secondary membership conditions: Your primary association membership is in another association. To receive credit for dues paid for state and/or national dues, applicant must provide a DUES WAIVER from primary association.

#### Dues Waiver:

Provided by primary association, this form allows you to add SDAR as a secondary membership while remaining a member in the other association. It also verifies dues payment of state and national dues, and orientation attendance.

#### Application Fee:

Secondary membership requires completed application with application fee and local dues (pro-rated monthly).

### INSTRUCTIONS FOR CHANGE OF MEMBERSHIP STATUS

Please contact SDAR's Member Services to request appropriate applications for Honorary and Distinguished membership.

### STUDENT MEMBERSHIP

Individuals seeking an undergraduate or graduate degree with a specialization or major in real estate at institutions of higher learning and who have completed at least one college level course in real estate (and are currently enrolled), but are not engaged in the real estate profession on their own account nor associated with a real estate firm performing acts requiring a real estate license.

# All four parts must be complete before application can be processed

## 1. INFORMATION ABOUT YOU

Licensed as: ☐ Broker ☐ Salesperson Gender: ☐ Male ☐ Female Date of Birth \_\_\_\_\_

First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_ Last Name \_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Fax \_\_\_\_\_ Cell \_\_\_\_\_ Contact Ph (Agent phone for MLS) \_\_\_\_\_

Association E-mail\* \_\_\_\_\_ Web Address \_\_\_\_\_

Association e-mail is for internal use (SDAR and MLS only) and will not be transmitted to NAR

NAR / C.A.R. E-mail\* \_\_\_\_\_

Enter the e-mail that will be transmitted to NAR

\*Please Note: In order for your REALTOR® information to transmit to NAR, you MUST include an e-mail address on your application. If you have only one email address, it will be used for the Association E-mail and NAR/C.A.R. E-mail addresses. You may change your email address at any time.

"My Account" Password \_\_\_\_\_ CalBRE ID \_\_\_\_\_ Exp. Date \_\_\_\_\_  
(Minimum 6 characters, maximum 9 characters)

What languages do you speak other than English? \_\_\_\_\_

Volunteerism: \_\_\_\_\_  
(List any community organizations you are actively involved in)

## 2. FIRM INFORMATION

Firm Name \_\_\_\_\_  
Not to exceed 30 characters including spaces

Firm Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Mailing Address \_\_\_\_\_ Zip \_\_\_\_\_

Firm Phone \_\_\_\_\_ Fax \_\_\_\_\_

## 3. OTHER INFORMATION (Check all that apply)

Yes No  
☐ ☐ **Transferring** from another Association of REALTORS®. Name of association transferring from \_\_\_\_\_  
Dues paid through \_\_\_\_\_. See instruction page of this form for additional information.

☐ ☐ Have you paid your 2014 dues for another association? If yes, association name \_\_\_\_\_.

☐ ☐ Applying for **secondary membership** (primary membership in another association). See instruction page for additional information.

☐ ☐ Attended orientation within last two years. Association name: \_\_\_\_\_.  
(Orientation waived for transferees only)

**Preferred Mailing Address** ☐ Office ☐ Home **Preferred Billing/Communication Medium:** ☐ E-mail ☐ Fax ☐ Mail

**I wish to sign up for Auto-Debit for billing purposes** ☐ Yes ☐ No If yes, fill out attached Auto-Debit Authorization Form.

**Preferred Fax Number** ☐ Office ☐ Personal **Other Preferences:** ☐ Allow Home Phone on Roster ☐ Allow Home Address on Roster

**How did you hear about SDAR?** ☐ Broker ☐ SDAR Welcome Letter ☐ Fellow agent ☐ Website / Internet ☐ Other

Have you previously been a REALTOR® member of any association? ☐ Yes ☐ No

## 4. ETHICS VIOLATIONS

Do you have any pending ethics violations? ☐ Yes ☐ No Do you have ethics violations within the past 3 years? ☐ Yes ☐ No

If Yes, please explain: \_\_\_\_\_

### Office Use Only

#### Transfer Member #:

NRDS#	T	List Maker	Charge Code	Orient.	Date in Rap
Key# B	Boxes	MLS Token	Prospects	E/mail/Instr.	Initials

#### Secondary Member #:

NRDS#	Primary Ind.	List Maker	Orient.
	N/Waive/Natl	Office Primary	Supervisor

## Terms and Conditions of Membership

I agree to abide by the bylaws, policies and rules of the Greater San Diego Association of REALTORS®, the National Association of REALTORS® and the California Association of REALTORS® as they apply to the category of membership for which I am applying, and as may be amended from time to time, as well as the REALTOR® Code of Ethics.

**Orientation:** I understand I must attend an Orientation within 60 days of applying for REALTOR® membership. Failure to do so could result in the termination of all MLS privileges and fees forfeited. \_\_\_\_\_ (please initial)

**Non Refundable:** I understand that my REALTOR® membership dues are non-refundable. In the event I fail to maintain eligibility for membership for any reason, I understand I will not be entitled to a refund of my dues or fees. \_\_\_\_\_ (please initial)

**REALTOR® Members:** REALTOR® members shall have no record of official sanctions rendered by the courts or other lawful authorities for (i) violations for civil rights laws or real estate license laws within the past three years or (ii) criminal convictions if (1) the crime was punishable by death or imprisonment in excess of one year under the law under which the applicant was convicted and (2) no more than ten years have elapsed since the date of the conviction or the release of the applicant from the confinement imposed for that conviction, which ever is the later date." SDAR Bylaws Article V: Section 2.C.

**Permission to communicate:** By signing below, I expressly authorize the Association, including the State and National associations and San Diego's regional MLS to fax, e-mail, telephone or send by mail any material advertising benefits, dues, courses, notices and goods and services offered, endorsed or promoted by the Association. Withholding consent will affect your ability to receive other communications pertaining to your Association Membership. Please be advised that SDAR does not sell or rent the e-mail address of its members to any other organization. \_\_\_\_\_ (please initial)

**REALTOR® and MLS applicants Arbitration Agreement:** A condition of membership in the Association as a REALTOR® and Participant in the MLS is that you agree to binding arbitrations of disputes. As a REALTOR® including Designated REALTOR®, or REALTOR® Associate member, you agree for yourself and the corporation or firm for which you act as a partner, officer, principal or branch office manager to binding arbitration of disputes with (i) other REALTORS® or REALTOR® Associate members of this Association; (ii) with any member of the California or National Association of REALTORS® and (iii) any client provided the client agrees to binding arbitration at the Association.

**I certify that I have read and agree to the terms and conditions of this application and that all information given in this application is true and correct.**

**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_  
(If applicant is Broker of Record, sign below)

**Broker of Record certifies that applicant is a real estate licensee and is employed by or affiliated with the firm listed on #2 on this form.**

**Signature of Broker of Record** \_\_\_\_\_ **Date** \_\_\_\_\_

### Application fees and dues are non-refundable

#### NEW APPLICANTS

SDAR Application Fee	\$65
C.A.R. Application Fee	\$30
SDAR Orientation Fee	\$25
SDAR Dues	\$109*
C.A.R. Dues	\$184*
NAR Dues	\$155*

#### TRANSFEREES

SDAR Application Fee	Waived
C.A.R. Application Fee	\$30 (Waived for Active REALTORS®)
SDAR Orientation Fee	Waived
SDAR Dues	\$109*
C.A.R. Dues	\$184*
NAR Dues	\$155*

#### Total fees to submit:

SDAR Application Fee	\$ _____
C.A.R. Application Fee	\$ _____
Orientation Fee	\$ _____
Annual dues	\$ _____ (pro-rate if applicable)*
Total	\$ _____

Total fees good through 12-31-14

#### Fees can be charged to:

☐ Visa ☐ MasterCard ☐ Discover ☐ AmEx

Card # \_\_\_\_\_

Amount to be charged \_\_\_\_\_

Expiration date \_\_\_\_\_

Signature \_\_\_\_\_

**\*PRORATED:** If prorated amount is not inserted please call the Member Service Department at (858) 715-8040 for correct amount. Students need proof of registration.



# Multiple Listing Service BROKER Application

Check One: ☐ New Participant ☐ Reinstatement

## Member Services

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### Office Use

Agent # \_\_\_\_\_ Firm # \_\_\_\_\_

Broker of Record Name \_\_\_\_\_  
Firm Name (dba) \_\_\_\_\_  
Office Address \_\_\_\_\_ Suite # \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Office Telephone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Office Fax \_\_\_\_\_  
E-mail Address \_\_\_\_\_ I am aware Tempo is ONLY compatible with Internet Explorer 6.0 and above \_\_\_\_\_ Initials \_\_\_\_\_  
Residence Address \_\_\_\_\_ Suite # \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Residence Telephone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
CalBRE License # \_\_\_\_\_ Exp. Date \_\_\_\_\_ "My Account" Password \_\_\_\_\_  
(Copy of License Required) (Minimum 6 characters, maximum 9 characters)

### Please check and complete applicable statements.

- ☐ I am an active REALTOR® member of \_\_\_\_\_ Association/Board of REALTORS®  
☐ I am not a REALTOR® member of any San Diego County REALTOR® Association

I hereby apply for participation in the Sandicor, Inc. Multiple Listing Service and certify that the above is correct. I further acknowledge understanding that as a Participant:

1. I have received and agree to abide by the rules and regulations and all administrative policies. I will observe these rules with such amendments as may be made hereafter as long as I remain a Participant.
2. I am responsible for the security of my agent pass code and will not share or make available to any person.
3. I am responsible for the practices of all licensees using my service.
4. **I must submit** all exclusive right and exclusive agency listing profiles to the service for dissemination to the other Participants and may receive listing information filed by all other Participants.
5. I agree to pay fees as may be determined for the use (and fines for the misuse) of the service by the broker and any licensee using his service. Reinstating fees and/or termination of service will be incurred on delinquent accounts.
6. I am responsible for notifying the service center in writing of all licensees affiliated under my license and for payment of the participation fees of such licensees.
7. I agree to attend an MLS Orientation within 60 days of access to avoid termination of all MLS privileges.

Broker of Record Signature \_\_\_\_\_ Date \_\_\_\_\_

### Application fees and dues are non-refundable

Fees can be charged to:

☐ Visa ☐ MasterCard ☐ Discover ☐ AmEx

Credit Card \_\_\_\_\_

Amount to be charged: \$ \_\_\_\_\_ Expiration date \_\_\_\_\_

Signature \_\_\_\_\_

Application fee \$250  
Quarterly fees \$149\*  
Scout Fee \$18

\*Pro-rated monthly

\*\*One-time purchase fee for SAFE/MLS®

## AUTO-DEBIT AUTHORIZATION FORM

Please call (858) 715-8050 for assistance.

By completing the information requested below, you will authorize the Greater San Diego Association of REALTORS® to automatically deduct your payment for dues and services from your checking account or credit card. This agreement will remain in force until we receive a written cancellation from you. Auto-debits will begin on the first of the month following receipt of this authorization form.

Please fill in all information requested below. Keep a copy for your records.

Last Name		First Name	Middle Initial	SDAR Membership Number
Payment Type	Card or Bank Account Number		Checking or Savings (Check one)	Card Expiration Date
Bank Debit (Check)*			<input type="checkbox"/> C / <input type="checkbox"/> S <input type="checkbox"/>	
Visa    MasterCard AmEx    Discover				

*\*If you are selecting to have automatic bank account debit, you must attach a voided check to this form.*

Authorized by \_\_\_\_\_ Date \_\_\_\_\_

### For Brokers and or Broker Authorized Agents Only:

This section allows Brokers and or agents authorized by their Broker to make **store charges** to the Broker's office account. All charges will be automatically deducted from the credit card on the first month following the charge. The Broker's signature is required to have store charges automatically deducted. The Broker acknowledges and takes responsibility for all unpaid balances.

Payment Type	Card or Bank Account Number	Checking or Savings (Check one)	Credit Card Expiration Date	
Bank Debit / Visa / MasterCard AmEx / Discover		<input type="checkbox"/> C / <input type="checkbox"/> S <input type="checkbox"/>		*S

Broker's Signature \_\_\_\_\_

(Print Name) \_\_\_\_\_

Broker's Member Number \_\_\_\_\_

### Payments (if applicable) and posting dates are as follows:

Description	Posting Date
MLS Participation fees per quarter	First week of January, April, July, and October
Miscellaneous MLS fees such as listings and status changes	First of the month following the charge
Annual REALTOR® dues (includes Voluntary PAC contributions) <input type="checkbox"/> Check here to opt out of PAC contributions (\$99) <input type="checkbox"/> Check here to opt out of Charitable contributions (\$25)	First of the month following the charge
Miscellaneous SDAR charges such as events and classes	First of the month following the charge
RMS Annual Dues	First week of January