



Primary REALTOR® Membership Application Instructions for New REALTORS®

Thank you for choosing the West Pasco Hernando REALTORS® as your Primary Association. A basic prerequisite for membership is that you be licensed with a firm whose broker is a REALTOR® member and/or MLS Participant of the West Pasco Hernando REALTORS® and/or Stellar MLS. Before proceeding with the membership application, please verify that your license is showing as **"current, active"** with the proper firm by visiting the Florida Department of Business and Professional Regulation's (DBPR) website at www.myfloridalicense.com. **It is a requirement that that licenses of agents, brokers and corporations be current and showing as active on the DBPR website prior to us processing membership applications.**

1. Complete the Application

- A. Complete **EVERY** blank in the application. (If not applicable, fill in N/A.)
- B. Read the attached **Membership Agreements**, date and sign.
Return the application with payment. (see below)
- C. Provide a copy of your current real estate license or state certification to engage in the appraisal of real property is required. ***Return with the application.***
- D. Provide a copy of the verification that the license provided is Active/Current with the Firm on DBPR.

2. Pay Appropriate Fees

Payment is due at the time application is submitted (check, cash or credit card (Visa, Mastercard, Discover, American Express)). The date of affiliation with a "Designated" REALTOR® governs the amount you pay according to the Proration Schedule included with this package. Check(s) should be made out to WPBOR or complete and submit the Credit Card authorization form included in this package.

3. Email the application and payment to West Pasco Hernando REALTORS®

Please email the completed application to Lbundy@wpbor.com or Melissa@wpbor.com

4. Dues are prorated for new members

Please contact our office to receive the current pro-rated dues at (727)848-8507.

5. Attend Orientation Class

An applicant shall take and satisfactorily complete the required **New Member Code of Ethics within 60 days**. Until orientation is completed membership is Provisional. If the courses are not completed, the application fee may be forfeited, and the applicant may be required to reapply for membership.

6. Board of Directors Review

Upon completion of the above steps, the names will be submitted to the Board of Directors for approval.

Secondary REALTOR® Membership

Complete steps 1 through 4 as outlined above. Secondary members will pay local West Pasco Hernando REALTORS® dues outlined in the proration schedule and the application fee, since their Florida and National dues are paid thru their Primary Association. A letter of "Good Standing" is required from the Primary Association with the Code of Ethics Training date of completion and that Florida and National dues have been paid.



APPLICATION FOR REALTOR® MEMBERSHIP



I hereby apply for REALTOR® Membership with the West Pasco Hernando REALTORS®

Application Fees and Dues: I understand that payment in the amount of \$275 for my one time application fee and \$_____ for my prorated membership, including a \$30 Florida REALTOR® New Member Processing Fee, are payable directly to West Pasco Hernando REALTORS®. I understand that my dues will be returned to me in the event of non-election and that the application fee is nonrefundable.

Qualification for Membership: I will attend orientation within **120** days of payment of the Association fees and confirming my provisional membership. Failure to meet this requirement may result in having my membership terminated. If elected to membership, I agree to abide by the Code of Ethics of the NATIONAL ASSOCIATION OF REALTORS®, which includes the duty to arbitrate (or to mediate if required by the association) and the Constitution, Bylaws and Rules and Regulations of the above named Association, the State Association and the National Association. Further, if required, I agree to satisfactorily complete a reasonable and non-discriminatory written examination on such Code, Constitutions, Bylaws and Rules and Regulations. I also 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 any membership requirement(s), such as orientation, not be completed within the time frame established in the association's bylaws. I further understand that I will be required to complete periodic Code of Ethics and Fair Housing 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 Association 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®.

Application Fees: REALTOR® \$275

Re-Instate REALTOR® Membership \$150

I hereby submit the following information for consideration of my application. (If additional detail is needed, please include separate documentation.)

PERSONAL INFORMATION:					
First Name			Middle Name		
Last Name			Suffix	☐ Jr, ☐ III, ☐ Sr, ☐ Etc.	
Nickname (DBA):					
Home Address:					
City:		State:		Zip:	
Home Phone:			Cell Phone:		
Fax:					
Primary E-mail:			Secondary E-mail:		
Broker or Salesperson's License #	BK _____		SL _____		
State of Licensure:			Appraisal License #		

COMPANY INFORMATION:				
Office Name:				
Office Address:				
Office Phone:		Fax:		
Company Type:	☐ Sole Proprietor ☐ Partnership ☐ Corporation ☐ LLC (Limited Liability)			
Your position:	☐ Principal ☐ Partner ☐ Corporate Officer ☐ Majority Shareholder			
	☐ Branch Office Manager ☐ Non-principal Licensee ☐ Other			
PREFERRED MAILING/CONTACT INFORMATION:				
Preferred Phone:	☐ Home ☐ Office ☐ Cell			
Preferred E-mail:	☐ Primary E-mail ☐ Secondary E-mail			
Preferred Mailing:	☐ Home ☐ Office			
Mail Publications to:	☐ Home ☐ Office			
Member Mailing Alternate:				
Address:				
City:		State:		Zip:

APPLICANT INFORMATION:	
Are you currently a member of any other Association of REALTORS®? ☐ Yes ☐ No	
If yes, name of Association	
Type of membership held:	
Have you previously held membership in any other Association of REALTORS®? ☐ Yes ☐ No	
If yes, name of Association	
Type of membership held:	
Do you have any unsatisfied discipline pending for violation of the Code of Ethics? ☐ Yes ☐ No	
If yes, provide details.	
If you are now or have been a REALTOR® member before, please provide the information below.	
Previous NAR membership (NRDS) #	
Last date (year) of completion of NAR's Code of Ethics training requirement:	
Letter of Good Standing required from former Board/Association	
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 provided above your principal place of business? ☐ Yes ☐ No					
If not, or if you have a branch office, please provide that address:		Address:			
		City:		State:	
Do you hold, or have you ever held, a real estate license in any other state? ☐ Yes ☐ No					
If so, where:					
Have you been found in violation of state real estate licensing regulations, civil rights laws or other laws prohibiting unprofessional conduct rendered by the courts or other lawful authorities within the last three (3) years? ☐ Yes ☐ No					
If yes, provide details:					
Within the last ten years, have you been: 1) convicted of a crime punishable by death or imprisonment in excess of one year or 2) been released from confinement imposed for that conviction? ☐ Yes ☐ No					
If yes, provide details:					

Additional Optional Applicant Information to be completed and considered only if the Association has adopted Section 2(c) from Article V of the NAR Model Bylaws.

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? ☐ Yes ☐ No	
If yes, provide details.	
Are there pending ethics complaints against you? ☐ Yes ☐ No	
If yes, provide details.	
Do you have any unsatisfied discipline pending ? ☐ Yes ☐ No	
If yes, provide details.	
Are you a party to pending arbitration request? ☐ Yes ☐ No	
If yes, provide details.	

Do you have any unpaid arbitration awards or unpaid financial obligations to another association of REALTORS® or an Association MLS? ☐ Yes ☐ No	
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 Association, I shall pay the fees and dues as from time to time established. **NOTE:** Payments to the Association 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:	
How long with current real estate firm?	
Previous real estate firm (if applicable):	
Number of years engaged in the real estate business:	
Field of Business (Specialties)?	
Languages Spoken?	

INFORMATION TO BE SUPPLIED BY LOCAL ASSOCIATION

Join Date:	
Status: ☐ Active ☐ Provisional	
Primary Local Association NRDS ID #	2620
Primary State Association NRDS ID #	0816
Office ID:	
(If broker)	
Office Contact (Designated REALTOR®)	
Office Contact Manager:	
Number of Non-Member Licensees:	



STELLAR MULTIPLE LISTING SERVICE
SUBSCRIPTION / ACTIVATION AGREEMENT
AGENT/SALESPERSON

Primary Association/Board _____

This agreement is made on _____ between the Subscriber and Stellar Multiple Listing Service.

- ☐ Stellar MLS Annual/Prorated Subscription Cost \$ _____
- ☐ New Customer Set up \$150 (this fee will also apply for customers reactivating after 1 (one) full billing cycle)
- ☐ Customer Reactivation Fee \$175 (this fee will apply to customers who have been inactive for less than 1 (one) full billing cycle)

The access issued to each Participant or Subscriber is unique and strictly confidential to that person. Authorized Participant/Subscriber agrees that should a disclosure of account information result in access by an unauthorized third party, Authorized Participant/Subscriber may be subject to penalties as follows:

- 1) A fine of up to \$15,000 (as determined by the Board of Directors) for each occurrence will be assessed against any Participant/Subscriber found to have allowed or provided access to the Stellar MLS system by an unauthorized person.
- 2) Permanent revocation of on-line access rights for the second instance.

In compliance with Stellar MLS Rules and Regulations, this Agreement provides for the Participant/Subscriber as a primary or secondary member, to gain immediate access to the MLS and Public Record database for use in listing, searching and retrieving the data contained therein. **This right is contingent upon the PARTICIPANT, SUBSCRIBER completing the required training course within the 60-day period allowed. Failure to do so will result in suspension of the right to access the MLS database.** The Participant/Subscriber agrees to comply with Stellar MLS Rules and Regulations. Any other use, reuse, or resale of this data is prohibited. The term of this Agreement shall commence upon initiation of service to the Participant/Subscriber. The Agreement is not assignable. The Participant/Subscriber hereby indemnifies the Service and any Reciprocal Service and agrees to hold harmless from and against all claims, losses, damages, costs and expenses of any kind, including attorney's fees, and from liability to any person arising from a Participant/Subscriber.

Definition of MLS Participant. Any REALTOR® of any other Association/Board or any non-Realtor® who is a principal, partner, corporate officer, or branch office manager acting on behalf of a principal, without further qualification, except as otherwise stipulated in these rules, shall be eligible to participate in Stellar MLS upon agreeing in writing to conform to the Rules and Regulations thereof and to pay the costs incidental thereto. However, under no circumstances is any individual or firm, regardless of membership status, entitled to Multiple Listing Service "membership" or "participation" unless they hold a current, valid real estate broker's license and offer or accept cooperation and compensation to and from other Participants or are licensed or certified by an appropriate state regulatory agency to engage in the appraisal of real property.

** Use of information developed by or published by Stellar MLS is strictly limited to the activities authorized under a Participant's licensure(s) or certification and unauthorized use is prohibited. Further, none of the foregoing is intended to convey "participation" or "membership" or any right of access to information developed by or published by a Board Multiple Listing Service where access to such information is prohibited by law.

COMPANY / SUBSCRIBER INFORMATION

Office/Company Name: _____ Office NRDS#: _____

Your Name: _____ Your NRDS #: _____

Attention Subscriber: MLS renewals occur in May each year. Emails are sent by Stellar MLS each April, and invoices can be accessed and paid through your Stellar Central account. Accounts not paid by stated deadlines result in late fees, account suspensions, and reactivation fees. The Principal Broker is ultimately responsible for the payment of all annual subscription costs, late fees & reactivation fees for participating licenses in his/her company.

****NOTE: STELLAR MLS ANNUAL SUBSCRIPTION COSTS OR PRO-RATED STELLAR MLS ANNUAL SUBSCRIPTION COSTS ARE NOT REFUNDABLE. Initial _____**

***SIGNATURE _____ Date _____**

*****SIGNATURE REQUIRED STATING YOU AGREE TO THE ABOVE TERMS*****



SUBSCRIPTION APPLICATION AGENT/SALESPERSON

Date: _____

Primary Association/Board: _____

OFFICE INFORMATION

☐ New Office ☐ Other _____

Office Name: _____

Office MLS#: _____ Office NRDS#: _____

Office Address: _____

City _____ State _____ Zip _____

Office Phone#: _____ Office Fax #: _____

Office E-Mail: _____ Office Website: _____

Office DBPR License#: _____ Main Office DBPR License Type: _____

SUBSCRIBER INFORMATION

First Name: _____ Middle Name: _____ Last Name: _____

Preferred name to appear on your listings: _____

(Please note this will appear before your last name)

Home Phone: _____ Mobile Phone: _____

Office Phone: _____ Fax: _____

Please select your preferred phone from the following ☐ Home ☐ Mobile ☐ Office

Home Address: _____

City _____ State _____ Zip _____

Subscriber Florida Real Estate License#: _____ Subscriber NRDS#: _____

Subscriber E-Mail: _____ Subscriber website _____

New Customers

*Password: **New Customers** must use the **Activate Account** option and follow instructions for setting up their password. If you are an established customer with MLS, you will use your existing user ID and password.

I agree to abide by the Multiple Listing Service Rules and Regulations of the Stellar Multiple Listing Service and to attend the mandatory Stellar MLS training. Required training; MLS Compliance 101 & MLS Basic. If you need access to enter listings, you will also be required to take Add/Edit Listings Class. I understand that if I do not attend mandatory training within sixty days my Annual Subscription Costs will be forfeited, and I will be suspended from the Service.

****NOTE: STELLAR MLS ANNUAL SUBSCRIPTION COSTS OR PRO-RATED STELLAR MLS ANNUAL SUBSCRIPTION COSTS ARE NOT REFUNDABLE.** Initial _____

***SIGNATURE** _____ **Date** _____



Credit Card Authorization Form

I _____ authorize West Pasco Hernando REALTORS®

to charge my credit card account in the amount of \$_____ for:

Admin/Set Up fee ☐ Dues ☐ MLS fee ☐ Key ☐ Transfer ☐ MLS Listing ☐

Other _____

Credit Card Type: ☐ Visa ☐ MasterCard ☐ Discover ☐ AmEx

Credit Card #: _____

Expiration Date: _____ CVV: _____

Name as it appears on card: _____

Address where credit card statement is mailed:

Street: _____

City: _____ State: _____ Zip: _____

Card holder signature: _____

Date: _____

If paying for another person, please print their name below:



What is a REALTOR®?

Simply put, a REALTOR® is someone who is licensed by the state to practice real estate, and who has chosen to become a member of the National Association of REALTORS® (NAR), the largest trade organization in the world.

Real estate brokers and agents who wish to be REALTORS® must first become a member of a local board, such as the West Pasco Hernando REALTORS®. This automatically makes them members of the [Florida REALTORS®](#), and the [National Association of REALTORS®](#).

Before being admitted into membership though, the salesperson or broker pledges to abide by the association's rules and regulations as well as those of the National Association of REALTORS®. Membership is open to all qualified individuals regardless of race, color, religion, sex, handicap/disability, familial status or national origin.

Yet, the term REALTOR® does not tell the whole story. For example, it does not refer to just one profession. REALTORS® may be engaged in virtually any part of the real estate business including real estate management, mortgage brokers, appraisers, developers and builders, in addition to those involved in real estate brokerage.

Another part of the story is professionalism: REALTORS® are bound by a strict [Code of Ethics](#) which other real estate agents have not pledged to uphold. This Code, an expression of the highest ideals of the organized real estate industry, is strictly enforced by the West Pasco Hernando REALTORS®.

All REALTORS®, by virtue of their membership in the association, have pledged to uphold the principles and standards of practice in the Code. It both governs their behavior and protects them, and the public, from the abuses of the marketplace. As one REALTOR® put it, "It is the heart and soul of our organization."

Remember that the term REALTOR® is a collective membership mark which only refers to members of the National Association of REALTORS®. Just as every photocopy is not a Xerox®, not every real estate agent is a REALTOR®. Only REALTORS® can display the registered trademark at the top of this page.