



BIC New Member Application & Information

New FIRM Application & Information

**101 Stone Chimney Road
Supply, NC 28462
Phone: (910) 754-5700
Fax: (910) 754-7869
Website: www.bcarnc.com**



Welcome!

You are ready to begin your **Designated REALTOR® (BIC)** membership application process with the BCAR if you are requesting:

Primary Membership with BCAR (you are **not** an active member with another Association/Board of REALTORS and have NOT paid either State (NCAR) and/or National (NAR) dues through another Association) and have been designated the Broker in Charge of the Firm.

OR

Secondary Membership with BCAR (you **are** currently an active member with another Association/Board of REALTORS and HAVE paid either State (NCAR) and/or National (NAR) dues) and can provide a letter of good standing from your current Association/Board and have been designated the Broker in Charge of the Firm. The letter of good standing should include your NRDS number, any findings of Ethics violations, pending complaints, disciplinary measures, arbitration requests, and unpaid arbitration awards or financial obligations to the association or it's MLS.

*****NC Real Estate Commission Notification*****

The Association must be able to confirm your status as Designated REALTOR® (BIC) on the North Carolina Real Estate Commission website www.ncrec.state.us before your application will be processed.

If you are opening a new firm, you must establish that firm with the Commission as well. This firm MUST be showing on the North Carolina Real Estate Commission website www.ncrec.state.us before your application will be processed.

The following items are required with the completed Membership Application

- Copy of Pocket Card or License
- Letter of Good Standing from Primary Association for Secondary Membership

Membership Dues Structure for 2010

(Dues are invoiced annually – on or about November 15, payment due by January 31)

Below fees are for Membership Application to BCAR ONLY – they DO NOT include MLS fees/charges, Supra fees/charges.

| | Jan | Feb | March | Apr | May | June | July | Aug | Sept | Oct | Nov | Dec |
|-----------------|-------|----------|----------|----------|----------|----------|----------|----------|---------|---------|---------|---------|
| Application Fee | \$400 | \$400 | \$400 | \$400 | \$400 | \$400 | \$400 | \$400 | \$400 | \$400 | \$400 | \$400 |
| BCAR Dues | \$275 | \$252.08 | \$229.17 | \$206.25 | \$183.33 | \$160.42 | \$137.50 | \$114.58 | \$91.67 | \$68.75 | \$45.83 | \$22.92 |
| NCAR Dues | \$130 | \$119.15 | \$108.35 | \$97.50 | \$86.65 | \$75.85 | \$65 | \$54.15 | \$43.35 | \$32.50 | \$21.65 | \$10.85 |
| NAR Dues | \$115 | \$108.33 | \$101.67 | \$95 | \$88.33 | \$81.67 | \$75 | \$68.33 | \$61.67 | \$55 | \$48.33 | \$41.67 |
| RPAC (optional) | \$15 | \$15 | \$15 | \$15 | \$15 | \$15 | \$15 | \$15 | \$15 | \$15 | \$15 | \$15 |

These fees are as of January 1, 2010 and are subject to change.

A non-member licensee assessment of \$520 will be charged for each licensee in your office that is not a member of the Brunswick County Association of REALTORS®. You are responsible for maintaining the accuracy of the information with BCAR and the North Carolina Real Estate Commission.

All Applications must be received at the BCAR Office prior to making an appointment. Applications will not be processed without payment.



APPLICATION FOR DESIGNATED REALTOR® (BIC) MEMBERSHIP

To the Brunswick County Association of REALTORS®, I hereby apply for DESIGNATED REALTOR® (BIC) membership in the above named Association, and am enclosing payment for my application fee and dues payable to Brunswick County Association of REALTORS®. My application fee and ANNUAL 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 Association, the State Association, and the National Association. If required, I further agree to satisfactorily complete a reasonable and non-discriminatory written examination on such Code, Constitution, 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 the timeframes established in BCAR's Bylaws. I understand that I will be required to complete periodic Code of Ethics training as specified in BCAR'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 the right of 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®.

I AM APPLYING FOR DESIGNATED REALTOR® (BIC) MEMBERSHIP WITH A NEW FIRM

I AM APPLYING FOR DESIGNATED REALTOR® (BIC) MEMBERSHIP WITH AN EXISTING FIRM

I AM APPLYING FOR **PRIMARY** MEMBERSHIP WITH BCAR

I AM APPLYING FOR **SECONDARY** MEMBERSHIP WITH BCAR

I hereby submit the following information for your consideration:

Name (as appears on license): _____
(please print)

Real Estate License # _____

Licensed/Certified Appraiser: Yes No

Appraisal License # _____

Firm Name: _____

Firm Address: _____
(Street) (Suite or Other)

(City) (State) (Zip Code)

Firm Mailing Address (complete ONLY if different than above):

| | | |
|-------------|------------------|------------|
| _____ | | _____ |
| (Street) | (Suite or Other) | |
| _____ | _____ | _____ |
| (City) | (State) | (Zip Code) |
| _____ | | |
| (Attention) | | |

Main Phone: _____ Main Fax : _____
Office E-mail: _____ Office Web Site: _____

Residence Address: _____
_____ (Street) _____ (Apartment #)
_____ (City) _____ (State) _____ (Zip Code)

Home Phone # _____ Home Fax # _____

Date of Birth _____ Cell Phone _____

E-mail Address: _____
Make sure this is the email address you want used on a daily basis – this will be the email that appears on all Rosters

Your preferred mailing address: Firm Residence

Your preferred phone number(s): 1) _____ 2) _____

Nickname (only if preferred on Roster): _____

Specialty: Residential Commercial Resort International Other

How long with current real estate firm? _____ Previous real estate firm? _____

Number of years engaged in the real estate business? _____

Are you a member of any other board/association of REALTORS®? Yes No
If yes, please provide the name of the board/association, and type of membership held:

Have you previously held membership in any other board/association? Yes No
If yes, please provide the name of the board/association, and dates:

_____ from _____ to _____

_____ from _____ to _____

_____ from _____ to _____

If you are now, or have been a REALTOR®, indicate your NAR membership (NRDS) # _____

State last date (year) of completion of NAR's Code of Ethics training requirement _____.

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)

Have you ever been convicted of a felony? Yes No

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 as an attachment)

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 as an attachment)

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 regulation with the last three years? Yes No
(if yes, provide details in an attachment)

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. Yes No
(If yes, provide details in an attachment)

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 Brunswick County Association of REALTORS® are not deductible as charitable contributions. Such payments may, however, be deductible as ordinary and necessary business expenses. NO refunds.

By signing below I consent that the REALTOR® Associations (local, state, national) and their subsidiaries, if any (e.g. MLS) 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: _____



**Participant Application
In the Brunswick County Association of REALTORS® MLS
(Designated Realtor)**

I, _____ of the firm
(BIC print name)
_____ hereby apply for membership in the Multiple
(office name)
Listing Service of the Brunswick County Association of REALTORS®.

I acknowledge reading the MLS Rules & Regulations and agree to abide by them as amended from time to time. I understand that I must provide the name of all licensees who affiliate with me within 72 hours and that I will be charged quarterly based upon the total number of licensees affiliated with me. I understand that MLS Orientation is mandatory. I understand that there is a Firm Initiation Fee and access fees assessed quarterly. I further understand that failure to notify the Association within 10 days of affiliation of a new licensee will result in a \$100 fine per licensee in addition to quarterly access fees based on date when member affiliated.

I acknowledge that as the Participant I agree to oversee Subscriber's compliance with the BCAR MLS Rules & Regulations and agree to pay all charges due to the Association on behalf of the Subscribers and to immediately notify the Association of the termination of any subscriber's association with Participant.

I acknowledge that as the Participant I shall maintain good standing as a member of any Board/Association of REALTORS® and am capable of offering and accepting cooperation and compensation to and from other Participants in North Carolina or are licensed or certified by an appropriate state regulatory agency to engage in the appraisal of real property in North Carolina.

Firm Address: _____
(Street) *(Suite or Other)*

(City) *(State)* *(Zip Code)*

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

Telephone: _____ Fax: _____

Email: _____ Web Site: _____

Signature

Date



Designated REALTOR® MLS Information

You have completed the Application for Designated REALTOR® membership and have applied for either:

Primary Membership with BCAR (you **are not** an active member with another Association/Board of REALTORS and have NOT paid either State (NCAR) and/or National (NAR) dues through another Association) and have been designated the Broker in Charge of the Firm ...

OR

Secondary Membership with BCAR (you **are** currently an active member with another Association/Board of REALTORS and HAVE paid either State (NCAR) and/or National (NAR) dues) and can provide a letter of good standing from your current Association/Board and have been designated the Broker in Charge of the Firm ...

And you would like your firm to have access to the Brunswick County Association of REALTORS® MLS.

Be sure to complete the Participant MLS Agreement on page 6.

2010 Fee Structure for BCAR MLS

An initiation fee of \$850 is assessed to all Designated REALTORS® requesting MLS access. You will be assessed for the quarter you join BCAR at time of application. There are NO REFUNDS.

| | Jan | Feb | March | Apr | May | June | July | Aug | Sept | Oct | Nov | Dec |
|--------------|--------------|-------|-------|--------------|-------|------|--------------|-------|------|--------------|-------|------|
| MLS | \$240 | \$160 | \$80 | \$240 | \$160 | \$80 | \$240 | \$160 | \$80 | \$240 | \$160 | \$80 |
| Security Fee | \$5 | \$5 | \$5 | \$5 | \$5 | \$5 | \$5 | \$5 | \$5 | \$5 | \$5 | \$5 |

These fees are as of January 1, 2010 and are subject to change.

Billing

MLS Fees are assessed QUARTERLY for MLS Access. The quarterly charge is currently \$105 per subscriber member and \$240 for Participant access plus a \$5 security fee per person due January 1, April 1, July 1, & October 1. One invoice will be sent to your email address for your entire office around the 15th of the month prior to the due date. BCAR DOES NOT accept payment from subscriber members directly. Payments for your office may be made online at www.bcarnc.com or by requesting a credit card be kept on file at the Association office.

You will be billed for all licensed members in your office that appear on the North Carolina Real Estate Commission website www.ncrec.gov. Failure to notify the Association within 10 days of affiliation of a new licensee will result in a \$100 fine per licensee. **You are responsible for maintaining the accuracy of the information on the Commission website.**

Listings

There is no listing fee charge. However, there are fines that can be levied to the PARTICIPANT if adherence to the MLS Rules & Regulations is not followed.

Lockbox Service Information

Lockboxes: BCAR utilizes the GE Supra lockbox system. Lockboxes are issued to the Participant (BIC) and are distributed based on the total number of active and active contingent listings in MLS on the day of request. For twenty (20) or more eligible listings, lockboxes are allocated at 110%. For nineteen (19) or fewer listings, allocation is one (1) more than the eligible listings. Lockboxes WILL NOT be distributed based on future listings, they will ONLY be distributed based on actual listings on the MLS. The Brunswick County Association of REALTORS® will perform periodic lockbox audits to determine proper conformance with the distribution rules. You may be required to return Lockboxes based on an audit. Failure to return Lockboxes within one week of a request by the Association will result in a charge of \$110 per box. **As Designated REALTOR® (BIC) Participant, you will be held responsible for all lockboxes issued to your Office.** The cost for lost or destroyed lockboxes is \$110 each.

Lockbox Keys: There are two lockbox key options: **ActiveKEY** or **eKEY**. Contact the Association to schedule an appointment to pickup your ActiveKey or eKey. With advance notice, the Key Agreement and your key can be prepared before you arrive. You may want to consider putting a credit card on file with BCAR to automatically charge the quarterly service fee.

ActiveKEY: BCAR has ActiveKeys available for sub-lease from GE Supra. The cost for ActiveKey service is a **\$75 refundable deposit plus a \$60 quarterly service fee**. The deposit is held in escrow and will be mailed to key holder upon return of the leased ActiveKey product.

All items must be returned in order to receive a deposit refund:

- ActiveKey
- USB Cable
- Wall Charger

If you do not return ALL of the above items, you will not be eligible for return of deposit.

If a Subscriber Member terminates affiliation with Designated REALTOR® (BIC) Participant and/or membership with Brunswick County Association of REALTORS®, it is the Designated REALTOR® (BIC) Participant's responsibility to ensure return of Subscriber's Key Products to Association office. If Key Products are not returned, a \$249 service charge will be assessed to the agent.

eKEY: The second option is the eKEY service which utilizes palm held devices that you own or purchase. Visit the Supra website www.supraekey.com and select "Certified eKEY Devices" under Related Links to view a list of the supported devices.

There are two levels of service for the eKEY, Professional or Basic. The Professional level provides access to MLS listings in addition to the lockbox access. The Basic service provides lockbox access only. However, if you can access the internet on your device, you can get access to the MLS system under the Basic level. The cost for eKEY service is as follows:

| | Initial Setup | Supra Monthly | BCAR Quarterly |
|--------------|---------------|---------------|----------------|
| Basic | \$50 | \$6.73 | \$52.50 |
| Professional | \$50 | \$9.79 | \$66.75 |

WRAR Members If you are a current ActiveKey or eKey holder with Wilmington Regional Association of REALTORS®, your key will work automatically on Brunswick County lockboxes.

CCAR Members If you are a current ActiveKey or eKey holder with Coastal Carolina Association of REALTORS®, we can "co-operate" your key for access in Brunswick County. Simply make a copy of the back of your key, write your name and 4 digit pin number on that copy and fax it with your application. If you have an eKey, write your name, the key serial number and pin number on paper and fax it with your application.



One of the most commonly asked questions is:

“How much will it cost to join?”

Because of the different membership types this answer is not always so easy. Below is a guideline of what a **NEW BIC MEMBER** can expect to pay at the time of membership application. The RPAC contribution is optional and the ActiveKey charges apply only if you wish to lease a key at the time of application. Please remember to call the Association Office before submitting payment to confirm the correct amount.

Fee & Dues Structure for 2010

| | Jan | Feb | March | Apr | May | June | July | Aug | Sept | Oct | Nov | Dec |
|--------------------------|---------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
| Application Fee | \$400 | \$400 | \$400 | \$400 | \$400 | \$400 | \$400 | \$400 | \$400 | \$400 | \$400 | \$400 |
| BCAR Dues | \$275 | \$252.08 | \$229.17 | \$206.25 | \$183.33 | \$160.42 | \$137.50 | \$114.58 | \$91.67 | \$68.75 | \$45.83 | \$22.92 |
| NCAR Dues | \$130 | \$119.15 | \$108.35 | \$97.50 | \$86.65 | \$75.85 | \$65 | \$54.15 | \$43.35 | \$32.50 | \$21.65 | \$10.85 |
| NAR Dues | \$115 | \$108.33 | \$101.67 | \$95 | \$88.33 | \$81.67 | \$75 | \$68.33 | \$61.67 | \$55 | \$48.33 | \$41.67 |
| RPAC (optional) | \$15 | \$15 | \$15 | \$15 | \$15 | \$15 | \$15 | \$15 | \$15 | \$15 | \$15 | \$15 |
| | | | | | | | | | | | | |
| MLS Initiation | \$850 | \$850 | \$850 | \$850 | \$850 | \$850 | \$850 | \$850 | \$850 | \$850 | \$850 | \$850 |
| MLS Part. | \$240 | \$160 | \$80 | \$240 | \$160 | \$80 | \$240 | \$160 | \$80 | \$240 | \$160 | \$80 |
| Security | \$5 | \$5 | \$5 | \$5 | \$5 | \$5 | \$5 | \$5 | \$5 | \$5 | \$5 | \$5 |
| | | | | | | | | | | | | |
| ActiveKey Deposit | \$75 | \$75 | \$75 | \$75 | \$75 | \$75 | \$75 | \$75 | \$75 | \$75 | \$75 | \$75 |
| AKey Use | \$60 | \$60 | \$60 | \$60 | \$60 | \$60 | \$60 | \$60 | \$60 | \$60 | \$60 | \$60 |
| | | | | | | | | | | | | |
| w/o Key | \$2,030 | \$1,909.56 | \$1,789.19 | \$1,908.75 | \$1,788.31 | \$1,667.94 | \$1,787.50 | \$1,667.06 | \$1,546.69 | \$1,666.25 | \$1,545.81 | \$1,425.44 |
| With Key | \$2,165 | \$2,044.56 | \$1,924.19 | \$2,043.75 | \$1,923.31 | \$1,802.94 | \$1,922.50 | \$1,802.06 | \$1,681.69 | \$1,801.25 | \$1,680.81 | \$1,560.44 |

Above figures are as of 1/1/10 and subject to change anytime



Credit Card Authorization

Authorization Agreement for Credit Card Payment

Brunswick County Association of REALTORS® is authorized to charge my credit card listed below for all **dues and fees incurred by joining the Association**. This may include (but is not limited to) application fees, donations, dues, MLS charges, and other. This authorization is only for the one transaction and **not for future dues or fees.**

Brunswick County Association of REALTORS® will provide me with a copy of the paid bill and or receipt.

Name: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Office Phone: _____

Type of Card: Visa MasterCard American Express Discover

Card Number: _____

Exp. Date: _____ Security Code: _____ *(3 digits on the back of the card)*

Signature: _____ Date: _____

BCAR is authorized to keep the above credit card on file to automatically charge for the **quarterly lockbox key fee payment only**. I understand that it will be charged on the second to the last day of the month for the payment due on the first day of the quarter (Jan, Apr, Jul, Oct). BCAR will provide me with a copy of the payment receipt.

- All records are kept completely confidential.

Signature: _____ Date: _____



ELIMINATE PAYMENT HASSLE

Have your Office Quarterly MLS Charges paid automatically!!

Complete this authorization form allowing the Brunswick County Association of REALTORS to automatically charge your credit card for **quarterly MLS & Security payments only**.

- **All records are kept completely confidential**

Authorization Agreement for Credit Card Payments

Brunswick County Association of REALTORS® is authorized to charge my quarterly MLS and Security billing on my credit card listed below. It will be charged on the second to the last day of the month for the payment due on the first day of the quarter. Brunswick County Association of REALTORS® will provide me with a copy of the paid bill and or receipt.

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Office Phone: _____

Type of Card: Visa MasterCard American Express Discover

Card Number: _____

Exp. Date: _____ Security Code: _____ (3 digits on the back of the card)

Signature: _____

Date: _____

You can also make payments online at www.bcarnc.com – anytime! See your Office bills or payment history there too.