



**REALTOR®**

**New Member Application  
& Information**

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## Welcome!

You are ready to begin your **REALTOR® membership** application process with the Brunswick County Association of REALTORS® (BCAR) if you are an agent or appraiser joining with an office that already has membership or is also joining, and 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*)

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. The letter of good standing should include your NRDS number, last completion date of Ethics course, 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.

The following items are required to be submitted with the completed Membership Application:

- Copy of Pocket Card or License
- Broker-In-Charge signature on Subscriber Agreement and License Verification pages
- A Letter of Good Standing for Secondary Membership
- Payment of fees in the form of check, cash, or credit card

### Dues Structure for 2010

(Dues are charged annually – on or about November 15, payment due by January 1)

	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.***

These fees are for Membership Application to BCAR ONLY – they DO NOT include MLS fees/charges, Supra fees/charges. See page 9 for a complete list of fees.



**APPLICATION FOR REALTOR® MEMBERSHIP**

To the Brunswick County Association of REALTORS®, I hereby apply for REALTOR® 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 2010 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, and, 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 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 hereby submit the following information for your consideration:

Name (as appears on license): \_\_\_\_\_  
(Please print)

NC Real Estate License # \_\_\_\_\_

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

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

Licensed/Certified Appraiser:  Yes  No      NC Appraisal License # \_\_\_\_\_

Firm Name: \_\_\_\_\_

Firm Address: \_\_\_\_\_  
(Street) (Suite or Other)

(City) (State) (Zip Code)  
Phone: \_\_\_\_\_ Fax : \_\_\_\_\_ Your Business E-mail: \_\_\_\_\_

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Residence Address: \_\_\_\_\_  
(Street) (Apartment #)

(City) (State) (Zip Code)

Personal E-mail: \_\_\_\_\_ Personal Web Site: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_ Home Phone#: \_\_\_\_\_ Personal Fax#: \_\_\_\_\_





**Subscriber Membership Agreement**  
**In the Brunswick County Association of REALTORS® MLS**

This Agreement is made this \_\_\_\_\_ Day of \_\_\_\_\_,  
*( date )* *( month )*  
20\_\_\_\_, by and between Brunswick County Association of REALTORS® MLS and  
\_\_\_\_\_  
*(BIC print name)* *(Subscriber/applicant print name)*  
located at \_\_\_\_\_  
*(Print office address)*

a licensed real estate agent, a certified real estate appraiser, or an office administrator under the direct supervision of the Participant (Broker-In-Charge.)

The Subscriber (Applicant) agrees to the following as a condition for access to and use of the Service:

1. Acknowledge completion of the Association's MLS orientation program.
2. Receipt of and agreement to abide by the Rules and Regulations of the Association at all times.

The Participant agrees to oversee the Subscriber's compliance with the BCAR MLS Rules & Regulations. Participant also agrees to pay all charges due to the Association on behalf of its Subscribers and to immediately notify the Association of the termination of the subscriber's association with Participant.

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

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Subscriber Signature

\_\_\_\_\_  
Broker-In-Charge Signature

\_\_\_\_\_  
Date



## LICENSE VERIFICATION

My Designated Realtor (BIC) has verified that my license is:

\_\_\_\_\_ Active/Current

\_\_\_\_\_ Inactive/Lapsed

\_\_\_\_\_ Expired

\_\_\_\_\_ Un-Licensed

Your application cannot be processed without verification that your license is ACTIVE with the North Carolina Real Estate Commission (or the NC Appraisal Board for Appraisers.) This can be done in one of two methods: either by viewing the agent's affiliation with the BIC on the NC Real Estate Commission website (or the Active Appraisal license at the Appraisal Board's website), or through receipt of a copy of the Agent Affiliation form sent to the NC Real Estate Commission.

\_\_\_\_\_  
Designated Realtor (BIC)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Name

\_\_\_\_\_  
Date



**REALTOR® Member (Subscriber) MLS Information**

You have completed the New Member Application 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

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 you would like to have access to the Brunswick County Association of REALTORS® MLS Service.

Be sure to complete the Subscriber MLS Agreement on page 5.

**2010 Fee Structure for BCAR MLS and Secure Logon Token Access**

You will be assessed for the quarter you join BCAR at time of application. There are NO REFUNDS.

	<b>Jan</b>	Feb	March	<b>Apr</b>	May	June	<b>July</b>	Aug	Sept	<b>Oct</b>	Nov	Dec
MLS Access	<b>\$105</b>	\$70	\$35	<b>\$105</b>	\$70	\$35	<b>\$105</b>	\$70	\$35	<b>\$105</b>	\$70	\$35
Security Fee	<b>\$ 5</b>	\$5	\$5	<b>\$5</b>	\$5	\$5	<b>\$5</b>	\$5	\$5	<b>\$5</b>	\$5	\$5

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

**Billing**

MLS fees are assessed QUARTERLY for MLS Access and billed to your BIC after your initial payment. The quarterly charge is currently \$105 for MLS access and a \$5 security fee. These fees are due January 1, April 1, July 1, & October 1 (bills are sent out the 15<sup>th</sup> of the month prior to due date). You are responsible for payment to the Participant (BIC) NOT the Association. MLS payments received by the Association from Subscriber members will be returned to the Subscriber member.

**Listings**

There is no listing fee charge. However, there are fines that can be levied to both the SUBSCRIBER and/or 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 available through your Participant (BIC) and are distributed based on the total number of active and active contingent listings in the MLS on the day of request. Lockboxes WILL NOT be distributed based on future listings, they will ONLY be distributed based on actual listings on the MLS.

**Lockbox Keys:** There are two lockbox key options: ActiveKEY or eKEY. Contact BCAR to schedule an appointment to pickup your ActiveKey or activate your eKey. With advance notice, the Key Agreement and your key can be prepared before you arrive. This will be a time-saver for you.

**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 the key holder upon return of the leased ActiveKey product.

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

- ActiveKey
- Wall Charger
- USB Cable

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

**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](http://www.supraekey.com) and select Certified eKEY Devices under Related Links to view a list of the devices that are supported.

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 ActiveKey, 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 include it with your application.

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



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 REALTOR® 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
<b>Application Fee</b>	<b>\$400</b>	<b>\$400</b>	<b>\$400</b>	<b>\$400</b>	<b>\$400</b>	<b>\$400</b>	<b>\$400</b>	<b>\$400</b>	<b>\$400</b>	<b>\$400</b>	<b>\$400</b>	<b>\$400</b>
<b>BCAR Dues</b>	<b>\$275</b>	<b>\$252.08</b>	<b>\$229.17</b>	<b>\$206.25</b>	<b>\$183.33</b>	<b>\$160.42</b>	<b>\$137.50</b>	<b>\$114.58</b>	<b>\$91.67</b>	<b>\$68.75</b>	<b>\$45.83</b>	<b>\$22.92</b>
<b>NCAR Dues</b>	<b>\$130</b>	<b>\$119.15</b>	<b>\$108.35</b>	<b>\$97.50</b>	<b>\$86.65</b>	<b>\$75.85</b>	<b>\$65.00</b>	<b>\$54.15</b>	<b>\$43.35</b>	<b>\$32.50</b>	<b>\$21.65</b>	<b>\$10.85</b>
<b>NAR Dues</b>	<b>\$115</b>	<b>\$108.33</b>	<b>\$101.67</b>	<b>\$95</b>	<b>\$88.33</b>	<b>\$81.67</b>	<b>\$75</b>	<b>\$68.33</b>	<b>\$61.67</b>	<b>\$55</b>	<b>\$48.33</b>	<b>\$41.67</b>
<b>RPAC (optional)</b>	<b>\$15</b>	<b>\$15</b>	<b>\$15</b>	<b>\$15</b>	<b>\$15</b>	<b>\$15</b>	<b>\$15</b>	<b>\$15</b>	<b>\$15</b>	<b>\$15</b>	<b>\$15</b>	<b>\$15</b>
<b>MLS Qtrly Security Fee-Qtrly</b>	<b>\$105</b>	<b>\$70</b>	<b>\$35</b>	<b>\$105</b>	<b>\$70</b>	<b>\$35</b>	<b>\$105</b>	<b>\$70</b>	<b>\$35</b>	<b>\$105</b>	<b>\$70</b>	<b>\$35</b>
<b>ActiveKey Deposit</b>	<b>\$75</b>	<b>\$75</b>	<b>\$75</b>	<b>\$75</b>	<b>\$75</b>	<b>\$75</b>	<b>\$75</b>	<b>\$75</b>	<b>\$75</b>	<b>\$75</b>	<b>\$75</b>	<b>\$75</b>
<b>AKey Srvc</b>	<b>\$60</b>	<b>\$60</b>	<b>\$60</b>	<b>\$60</b>	<b>\$60</b>	<b>\$60</b>	<b>\$60</b>	<b>\$60</b>	<b>\$60</b>	<b>\$60</b>	<b>\$60</b>	<b>\$60</b>
<b>w/o Key</b>	<b>\$1045</b>	<b>\$969.56</b>	<b>\$894.19</b>	<b>\$923.75</b>	<b>\$848.31</b>	<b>\$772.94</b>	<b>\$802.50</b>	<b>\$727.06</b>	<b>\$651.69</b>	<b>\$681.25</b>	<b>\$605.81</b>	<b>\$530.44</b>
<b>With Key</b>	<b>\$1180</b>	<b>\$1104.56</b>	<b>\$1029.19</b>	<b>\$1058.75</b>	<b>\$983.31</b>	<b>\$907.94</b>	<b>\$937.50</b>	<b>\$862.06</b>	<b>\$786.69</b>	<b>\$816.25</b>	<b>\$740.81</b>	<b>\$665.44</b>

*Above figures are as of 1/1/10 and subject to change at 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: \_\_\_\_\_