



1651 North First Street, San Jose, CA 95112
 (408) 445-8500 • (408) 445-7766 • www.sccaor.com

Dear Real Estate Professional,

Thank you for your interest in joining the Santa Clara County Association of REALTORS® as a Secondary Member. To better serve the need of our valued affiliate community, the following fee structure has been established for 2011.

Secondary Membership Fees 2011			
	Local	*Key Usage	Total
Jan	\$224	\$185	\$409
Feb	\$224	\$169.58	\$393.58
Mar	\$224	\$154.17	\$378.17
Apr	\$168	\$138.75	\$306.75
May	\$168	\$123.33	\$291.33
June	\$168	\$107.92	\$275.92
July	\$112	\$92.50	\$204.50
Aug	\$112	\$77.08	\$189.08
Sept	\$112	\$61.67	\$173.67
Oct	\$56	\$46.25	\$102.25
Nov	\$56	\$30.83	\$86.83
Dec	\$56	\$15.42	\$71.42

*To obtain a SUPRA Key, there is a required deposit of \$125.

Please complete the checklist below before faxing in your application to 408-493-4466.

- Application(s):** The Santa Clara County Association of REALTORS® New Realtor Application and the MLSListings Inc. New Subscriber Form must be completed and signed by the responsible broker of your office.
- We will need you to bring the original application at the time of your appointment.**
- California Department of Real Estate & Driver's License:** Please include a copy of these licenses with your application. Note: You must have a DRE number and be assigned to a broker to be eligible for membership.
- Dues:** Santa Clara County Association of REALTORS® dues are prorated from the month you join through December of that current year. MLSListings Inc. offers six month or yearly plans. **Payment for SCCAOR and MLSListings Inc. required in TWO separate transactions.** SCCAOR accepts all forms of payment for membership and key service. MLSListings Inc. accepts Visa, MasterCard, Check, or Money Orders.

Supra Key: Please be sure to include a four-digit PIN code to be used as your personal access code for your Supra Key (on page 4 of SCCAOR membership application). It is a **requirement** to be an active member of MLSListings Inc. in order to have an active key.

CALIFORNIA'S FIRST REAL ESTATE BOARD

SCCAOR exists to meet the business, professional and legislative needs of the real estate industry and to protect private property rights.

APPLICATION FOR SECONDARY REALTOR® MEMBERSHIP

I hereby apply for REALTOR® membership to the Santa Clara County Association of REALTORS®, California Association of REALTORS® and National Association of REALTORS®.

- *Name: _____ Nickname _____
 Circle one: Mr. Mrs. Miss. Ms.
- *Home Address _____ Zip _____ * Date of Birth: _____
 *Home Phone: () _____ Cell Phone: () _____ Personal Fax: () _____
 *Preferred Phone: { } Home { } Office { } Cell Driver's License Number: _____ State: _____
 *Last Four Digits of Social Security Number: _____
 Mother's Maiden Name: _____ or Your Birth place: _____
(This information will be used as verification of Identity when pin numbers or passwords are requested)
- *E-mail: _____ Personal Website: _____
- *DRE License #: _____ { } Broker { } Salesperson Expiration Date: _____
- Persons other than principles, partners, branch office manager or corporate officers of real estate or appraisal firms must remain employed by or affiliated with a Designated REALTOR® to be eligible for REALTOR® membership.
 *Name of Designated REALTOR® (Broker) _____ DRE # _____
 *Firm Name: _____
 *Firm Address: _____
 *Firm Phone: () _____ Fax: () _____
 Office email: _____ Website: _____
 *Your Preferred Mailing Address: { } Office { } Home *Your Preferred Fax: { } Office { } Home
- Your Position:** Agent Office Manager Principle Member Licensed Assistant
- List any languages you speak other than English _____
(This information will appear on our website)

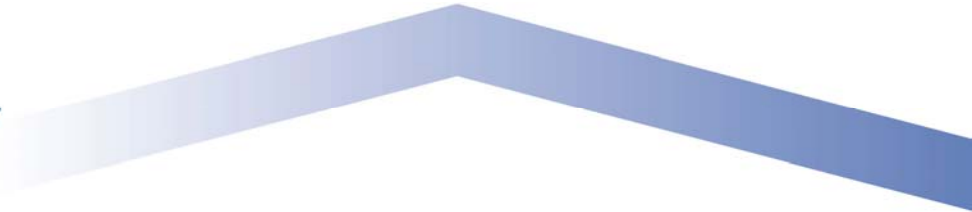
SCCAOR OFFICE USE ONLY:		Date: ___/___/___	Prepared by: _____
MEMBER # _____	KEY# _____	<input type="radio"/> Deposit	<input type="radio"/> Do Not Call
OFFICE # _____	PIN # _____	<input type="radio"/> Kim	<input type="radio"/> Key Presentation
NRDS # _____	<input type="radio"/> Double Checked	<input type="radio"/> Language	<input type="radio"/> Letter of Good Standing

* Required fields per National Association of REALTORS® and Santa Clara County Association of REALTORS®.

Note: SCCAOR will not publish e-mail addresses nor will we sell, loan or rent member e-mail addresses

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8. Are you currently or were you a member of a REALTOR® Association? { }YES { }NO

9. List all Boards/Associations of REALTORS® to which you *now* belong as a member:

10. List all Boards/Associations of REALTORS® to which you have *previously* belonged as a member:

11. Have you ever been disciplined by any of the above Associations/Boards? { }YES { }NO

Have you ever been disciplined by the DRE? { }YES { }NO If yes, please attach copy of discipline

12. **ASSOCIATION BYLAWS:** I understand that the above statements are in addition to the Association Bylaws, to which I have also agreed. Violations of Association Bylaws may result in discipline, fines, and ultimate termination of membership. My actions may cause damage to the Santa Clara County Association of REALTORS® and the Association may pursue its legal remedies against me to recover such damages.

Initial _____

13. **ARBITRATION AGREEMENT:** (a) I hereby agree, for myself and the firm for which I act, to binding arbitration of disputes with any client by the Board/Association rules. (b) Further, I agree to binding arbitration in accordance with Board/Association rules, with any other member of this Board/Association.

Initial _____

14. **USE OF THE TERM REALTOR® OR REALTOR-ASSOCIATE®:** I understand that the professional designations REALTOR® and REALTOR-ASSOCIATE® are federally registered trademarks of the National Association of REALTORS® (“N.A.R.”) and use of these designations are subject to N.A.R. rules and regulation. I agree that I cannot use these professional designations until this application is approved, all my membership requirements are completed, and I am notified of membership approval in one of these designations. I further agree that should I cease to be a REALTOR® or REALTOR-ASSOCIATE®, I will discontinue use of the term REALTOR® or REALTOR-ASSOCIATE® in all certificates, signs, seals or any other medium.

Initial _____

15. **NO REFUND:** I understand that my dues and fees are non-refundable. In the event that I fail to maintain eligibility for membership for any reason under the Association Bylaws, including but not limited to discipline by the Association, I understand I will not be entitled to a refund of my dues and fees.

Initial _____

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16. **AUTHORIZATION TO RELEASE AND USE INFORMATION AND WAIVER:** I authorize the Santa Clara County Association of REALTORS® or its representatives to verify any information on this application, including contacting any Board/Association/MLS, the DRE, current or past broker, or business associates. I further authorize any Board/Association /MLS in which I have been a member or MLS Participant or Subscriber to release all membership and disciplinary records to the Santa Clara County Association of REALTORS®. I further authorize the Santa Clara County Association of REALTORS® to use this information in determining further disciplinary sanctions. I waive any cause of action, including but not limited to, slander, libel, or defamation of character resulting from such verification, evaluation, or other processing of this application or use of information gathered by the Santa Clara County Association of REALTORS®, C.A.R., N.A.R., their agents, employees, committees, or members.

Initial _____

17. I hereby acknowledge receipt of the following:

Code of Ethics*

Initial _____

Association Bylaws*

Initial _____

*You will receive the Code of Ethics and Association Bylaws during your in-office appointment.

I understand that by becoming and remaining a member of the Santa Clara County Association of REALTORS®, I agree to the Association Bylaws, as from time to time amended, including but not limited to all of the above.

I hereby acknowledge that I am to attend the New Member Orientation class to maintain my SCCAOR membership. If I do not attend the New Member Orientation within 90 days of joining SCCAOR, my membership may be suspended.

I hereby acknowledge that the MLSListings, Inc. Supra Key Usage Agreement, Page 6.

I hereby acknowledge that the Key Etiquette form, Page 7, is made part of this agreement.

I hereby acknowledge that the SCCAOR Marketing & Arbitration Consent Form, Page 8, is made a part of this agreement.

I certify that the information given in this application is true and correct.

 Signature of Applicant

 Date

 Signature of Designated REALTOR®

 Date

BROKER SIGNATURE IS MANDATORY!!

Applications must have Broker's signature for processing to be complete.

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Key Etiquette

SCCAOR's mission is to promote professionalism in the real estate industry. One way to do this is to educate our members and the members of MLSListings, Inc. about the etiquette for using the lock box and key safe for listing and showing homes. Please use this information for the benefit of your fellow professionals and clients.

The MOST important rule is **never lend or borrow the lock box or key safes**. A heavy fine will be imposed and you are liable for any damage that occurs. **Do not store or put your password on, in or around your key.**

For Listing Agents, please do the following:

- Explain how the key safe works to your sellers.
- Test the key to make sure it works before putting it in the key safe.
- Put the key safe in a place people can easily find and use it.
- Key goes into only the key safe. Put any instructions on the MLS, Line 4.

For Buyer's Agents, please do the following:

- Follow the instructions on the MLS on show time, pets, call first, etc.
- Knock and ring the doorbell even on a vacant house. Allow enough time for someone to answer.
- Carry the key and key holder in your hand while showing.
- Wipe your feet upon entry and ask your clients to do the same.
- Announce yourself loudly a REALTOR® (if you are an SCCAOR Member) or real estate agent when you enter the home, go up the stairs, get into the backyard, or open any closed doors.
- Stay with your clients – do not leave them unattended. Keep your clients' children with your client!
- Do not touch or allow your clients to touch the belongings of a seller. If you, or your client, break anything (or notice something broken), immediately notify the listing agent.
- Leave the house like you found it after the clients exit. Make sure no water is running. Turn off any lights that you have turned on. Lock all doors and windows, whether you opened them or not.
- Leave your business card.
- Replace key in key safe and be sure it is properly closed.

NEW MEMBERS ACKNOWLEDGE THAT THEY HAVE WATCHED THE POWERPOINT PRESENTATION ON KEY ETIQUETTE TIPS AND READ AND COMPREHEND THIS INFORMATION:

SIGNATURE _____

DATE: _____

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SCCAOR Marketing Consent Form

Non-profit associations, under the 'Do Not Call' law, need to have their members provide signed approval to receive communications (which may include fax, e-mail, telephone or mail, any communications and/or other materials) from SCCAOR. Thank you for your understanding.

By signing below, I expressly authorize the Santa Clara County Association of REALTORS®, the California Association of REALTORS®, and the National Association of REALTORS®, their subsidiaries, affiliates or representatives ("Associations") to transmit to me by fax, e-mail, telephone or mail, any communications and/or material advertising the availability of or quality of any property, goods or services offered, endorsed or promoted by Associations, at the following contact information noted below.

Name: _____

Address: _____

City, State & Zip: _____

Telephone: _____

FAX: _____

Email: _____

Signature

NRDS Number (for Office Use Only)

Date

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