

How to Schedule an Appointment to Join

1. Call the Membership Services Department at 408.445.8500 to schedule an in-office appointment between 9 a.m. and 3 p.m. Monday to Friday. We are flexible in working with your timetable. Allow one hour for the appointment. We are located at 1651 N. First Street, San Jose, CA 95112.
2. Email your completed application to membership@sccaor.com, at least 24 hours prior to your appointment.
3. If you are unable to make your appointment, please call the Membership Services Department to reschedule at 408.445.8500.
4. **Dues:** Santa Clara County Association of REALTORS® dues are prorated from the month you join through December of that year. See below for MLSListings, Inc. fees. SCCAOR accepts all forms of payment for membership. **All applicants must apply for and maintain the same type of membership as their firm’s broker and/or MLSListings Participant.**
5. It is mandatory to come in person to activate an eKey or Xpresskey. Please be sure to include a four-digit PIN code as your personal access code for your Supra Key (See Page 2). You are required to be an active member of MLSListings, Inc. to have an active key.

To join MLS, sign up online at www.pro.mlslistings.com.

MLSListings, Inc Fees

One Time Processing Fees		Access Fees			Broker Total	Agent Total
Subscriber/Agent	\$200.00	Annual	\$72.83 x 12 months	\$874.00	\$1174.00	\$1074.00
Participant/Broker	\$300.00	Semi-Annual	\$81.50 x 6 months	\$489.00	\$789.00	\$689.00
		Quarterly	\$92 x 3 months	\$276.00	\$576.00	\$476.00

For MLSListings, Inc., payment options are American Express, VISA, MasterCard, checks, or money orders.
 Make your payments to MLSListings, Inc.

SUPRA eKey and Xpresskey Information

Make your Smartphone your lockbox key and carry only one device! eKey is an 'app' that turns your Smartphone into your lockbox key. See the Smartphone **certified device list** at <http://utcsfiresecurityproducts.com/index.html> that can turn into your lockbox key. To download the eKey 'app':

iPhone – Select 'App Store' icon, select Search and search for Supra eKEY, select the app, & tap Install
Android – Select 'Market' icon, select Search and search for Supra eKEY, select the app, & tap Install
BlackBerry – On your phone, open the internet browser, type www.ekeymobile.com and download

Key Types Comparison

	Xpress key	eKey Basic Plan	eKey Professional Plan
Pricing	\$275+ tax Usage Fee Billed Annually by Supra	\$22.90, billed monthly by SUPRA	\$36.89 billed monthly by SUPRA
Functionality	Basic lockbox functions	Basic lockbox functions available by application	Basic lockbox functions, plus MLS, maps, and showing activity
Additional Accessories / Fee	\$75 Supra processing fee.	iPhone users: recommend \$65.54 for Fob and \$50 Supra processing fee.	iPhone users: recommend \$65.54 for Fob and \$50 Supra processing fee.

eKey Plans

	Basic	Professional
Open iBoxes	*	*
Read iBoxes at listings; view showing agent name and phone	*	*
Customize iBox access hours as you take the listing	*	*
Add business card, flyer, showing notes to iBox	*	*
Track iBox inventory and view settings on your device	*	*
Send showing feedback to listing agents when you update your key	*	*
View showing activity details on KIMweb	*	*
Retrieve specific MLS info wherever you are		*
MLS info and agent roster refreshed daily on your key device		*
View HotSheets		*
Search MLS five ways (Most used is Address Search)		*
Free Mapopolis maps linked to listings		*
Create and save buyer profiles and mini-CMA searches on device		*
View showing details and feedback on your device		*

Application for REALTOR® Membership

Type of membership applying for:

Primary REALTOR®
 Secondary REALTOR®
 MLS Only

1. Name: _____ Nickname: _____
2. Home Address: _____ Zip: _____
 Home Phone: _____ Cell Phone: _____ Personal Fax: _____
 Preferred Phone: Home Office Cell Date of Birth: _____
 Mother's Maiden Name: _____ or Your Birthplace: _____
(This information will be used as verification of Identity when pin numbers or passwords are requested)
3. E-mail: _____ Personal Website: _____
4. 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.
5. Name of Designated REALTOR® (Broker): _____ DRE #: _____
6. Firm Name: _____
 Firm Address: _____
 Firm Phone: _____ Fax: _____
 Office email: _____ Website: _____
 Your Preferred Mailing: Office Home Your Preferred Fax: Office Home
7. List all Boards/Associations of REALTORS® to which you **now and/or previously** belong as a member:

8. If you are currently a member of another Association or have been in the past, please include your 9-digit NRDS/CAR member number: _____
9. Have you ever been disciplined by any of the above Associations/Boards? YES NO
10. Have you ever been disciplined by the DRE? YES NO If yes, please attach copy of discipline

SCCAOR OFFICE USE ONLY: Date: _____ Prepared by: _____
 MEMBER # _____ OFFICE # _____
 NRDS # _____ Letter of Good Standing _____

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.

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.

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.

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.

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 BRE, 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.

I hereby acknowledge receipt of the following:

***You will receive the following documents during your in-office appointment.**

___ Key Etiquette ___ Association Bylaws ___ Code of Ethics

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 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.

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

Signature of Applicant

Date

Signature of Designated REALTOR®

Date