



### Member Services

4845 Ronson Court, San Diego, CA 92111

Phone: (858) 715-8040 ▪ (800) 525-2102

Fax: (858) 715-8090 ▪ www.sdar.com

E-mail: membership@sdar.com

# Membership Application New Agents/Transferees

## Local dues only \$110!

(MLS, C.A.R., NAR fees not included)

### Directions:

Complete and return to the San Diego Association of REALTORS®, 4845 Ronson Court, San Diego, CA 92111. Incomplete forms will delay processing and may be returned. For information call Member Services at (858) 715-8040 or fax (858) 715-8090.

### To process application you MUST HAVE:

1. Signature of broker of record or authorized signer.
2. Attached photocopy of your real estate license or I.D. card.
3. Submit check payable to SDAR or charge to Visa, MasterCard, Discover or American Express.
4. Transferring or dual memberships: necessary documentation must be attached (see instructions).

### Membership Categories:

- REALTOR® — Broker or salesperson licensee
- Secondary Membership — primary membership in another association
- Student — see instructions for enrollment requirements.

**Dues are non-refundable**



## Instructions

A membership year is January 1 through December 31.

### Dues Schedule\*:

SDAR local dues **\$110**

C.A.R. state dues **\$184**

NAR national dues **\$155**

**Total REALTOR® Dues \$449**

(pro-rated monthly)

\*Dues are payable when application is submitted

**Secondary Membership \$110**

(With BP100 Form or dues waiver)

**Student Membership FREE**

### Important Note:

#### Designated REALTOR® or Broker of Record

The Designated REALTOR® dues are increased by \$403 for each employed licensee who chooses not to be a member. This fee is a non-member assessment and is part of the broker's dues – not the agent's. Paying this additional amount will not qualify agents as a member of SDAR.

### APPLICATION PROCESS

1. Submit application and fees.
2. Member number and NRDS number are issued in 48 hours.
3. Attend orientation sessions if required (SDAR and NAR).
4. Approved by Board of Directors/Association.
5. Membership card mailed after Board of Directors approval.

### IMPORTANT!

All membership transferees are required to complete their NAR ethics requirement every four (4) years. If you have not satisfied your NAR Ethics requirement, you may do so by attending SDAR's New Member Orientation\* or through [www.realtor.org](http://www.realtor.org).

**\*Orientation may be waived if requirements have been met.  
SEE INSTRUCTIONS**

### TRANSFEEE APPLICATION PROCESS

1. Follow New Member Application Process above.
2. Obtain a **BP 100 Form** (dues waiver) from your former association. This form will:
  - a. Designate SDAR as your primary association
  - b. Verify if you have paid your state (C.A.R. \$184) and national (NAR \$155) dues for the current year
  - c. Verify the date of your orientation including the date of your last NAR ethics course.
3. Pay SDAR's local dues (pro-rated monthly). Note, your dues to C.A.R. (\$184) and NAR (\$155) may be waived if you have already paid them through your former association for the current year.
4. **NOTE:** If you have not satisfied your NAR ethics requirement, you may do so by attending SDAR's New Member Orientation or taking NAR's University Online course at [www.realtor.org](http://www.realtor.org).

### INSTRUCTIONS FOR SECONDARY MEMBERSHIP

Secondary membership conditions: Your primary association membership is in another association. To receive credit for dues paid for state and/or national dues, applicant must provide a DUES WAIVER from primary association.

**Dues Waiver:** Provided by primary association, this form allows you to add SDAR as a secondary membership while remaining a member in the other association. It also verifies dues payment of state and national dues, and orientation attendance.

**Application Fee:** Secondary membership requires completed application with application fee and local dues (pro-rated monthly).

### INSTRUCTIONS FOR CHANGE OF MEMBERSHIP STATUS

Please contact SDAR's Member Services to request appropriate applications for Honorary and Distinguished membership.

### STUDENT MEMBERSHIP

Individuals seeking an undergraduate or graduate degree with a specialization or major in real estate at institutions of higher learning and who have completed at least one college level course in real estate (and are currently enrolled), but are not engaged in the real estate profession on their own account nor associated with a real estate firm performing acts requiring a real estate license.

# All four parts must be complete before application can be processed

## 1. INFORMATION ABOUT YOU

Licensed as:  Broker  Salesperson Gender:  Male  Female Date of Birth \_\_\_\_\_

First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_ Last Name \_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Fax \_\_\_\_\_ Cell \_\_\_\_\_ Contact Ph (Agent phone for MLS) \_\_\_\_\_

Association E-mail\* \_\_\_\_\_ Web Address \_\_\_\_\_

Association e-mail is for internal use (SDAR and MLS only) and will not be transmitted to NAR

NAR / C.A.R. E-mail\* \_\_\_\_\_

Enter the e-mail that will be transmitted to NAR

\*Please Note: In order for your REALTOR® information to transmit to NAR, you MUST include an e-mail address on your application. If you have only one email address, it will be used for the Association E-mail and NAR/C.A.R. E-mail addresses. You may change your email address at any time.

"My Account" Password \_\_\_\_\_ CalBRE ID \_\_\_\_\_ Exp. Date \_\_\_\_\_  
(Minimum 6 characters, maximum 9 characters)

What languages do you speak other than English? \_\_\_\_\_

Volunteerism: \_\_\_\_\_  
(List any community organizations you are actively involved in)

## 2. FIRM INFORMATION

Firm Name \_\_\_\_\_  
Not to exceed 30 characters including spaces

Firm Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Mailing Address \_\_\_\_\_ Zip \_\_\_\_\_

Firm Phone \_\_\_\_\_ Fax \_\_\_\_\_

## 3. OTHER INFORMATION (Check all that apply)

- Yes No
- Transferring** from another Association of REALTORS®. Name of association transferring from \_\_\_\_\_  
Dues paid through \_\_\_\_\_ See instruction page of this form for additional information.
  - Have you paid your 2016 dues for another association? If yes, association name \_\_\_\_\_
  - Applying for **secondary membership** (primary membership in another association). See instruction page for additional information.
  - Attended orientation within last two years. Association name: \_\_\_\_\_  
(Orientation waived for transferees only)

**Preferred Mailing Address**  Office  Home **Preferred Billing/Communication Medium:**  E-mail  Fax  Mail

**I wish to sign up for Auto-Debit for billing purposes**  Yes  No If yes, fill out attached Auto-Debit Authorization Form.

**Preferred Fax Number**  Office  Personal **Other Preferences:**  Allow Home Phone on Roster  Allow Home Address on Roster

**How did you hear about SDAR?**  Broker  SDAR Welcome Letter  Fellow agent  Website / Internet  Other

Have you previously been a REALTOR® member of any association?  Yes  No

## 4. ETHICS VIOLATIONS

Do you have any pending ethics violations?  Yes  No Do you have ethics violations within the past 3 years?  Yes  No

If Yes, please explain: \_\_\_\_\_

### Office Use Only

#### Transfer Member #:

NRDS#	T	List Maker	Charge Code	Orient.	Date in Rap
Key# B	Boxes	MLS Token	Prospects	E/mail/Instr.	Initials

#### Secondary Member #:

NRDS#	Primary Ind.	List Maker	Orient.
	N/Waive/Natl	Office Primary	Supervisor

## Terms and Conditions of Membership

I agree to abide by the bylaws, policies and rules of the Greater San Diego Association of REALTORS®, the National Association of REALTORS® and the California Association of REALTORS® as they apply to the category of membership for which I am applying, and as may be amended from time to time, as well as the REALTOR® Code of Ethics.

**Orientation:** I understand I must attend an Orientation within 60 days of applying for REALTOR® membership. Failure to do so could result in the termination of all MLS privileges and fees forfeited. \_\_\_\_\_ **(please initial)**

**Non Refundable:** I understand that my REALTOR® membership dues are non-refundable. In the event I fail to maintain eligibility for membership for any reason, I understand I will not be entitled to a refund of my dues or fees. \_\_\_\_\_ **(please initial)**

**REALTOR® Members:** REALTOR® members shall have no record of official sanctions rendered by the courts or other lawful authorities for (i) violations for civil rights laws or real estate license laws within the past three years or (ii) criminal convictions if (1) the crime was punishable by death or imprisonment in excess of one year under the law under which the applicant was convicted and (2) no more than ten years have elapsed since the date of the conviction or the release of the applicant from the confinement imposed for that conviction, which ever is the later date.” SDAR Bylaws Article V: Section 2.C.

**Permission to communicate:** By signing below, I expressly authorize the Association, including the State and National associations and San Diego’s regional MLS to fax, e-mail, telephone or send by mail any material advertising benefits, dues, courses, notices and goods and services offered, endorsed or promoted by the Association. Withholding consent will affect your ability to receive other communications pertaining to your Association Membership. Please be advised that SDAR does not sell or rent the e-mail address of its members to any other organization. \_\_\_\_\_ **(please initial)**

**REALTOR® and MLS applicants Arbitration Agreement:** A condition of membership in the Association as a REALTOR® and Participant in the MLS is that you agree to binding arbitrations of disputes. As a REALTOR® including Designated REALTOR®, or REALTOR® Associate member, you agree for yourself and the corporation or firm for which you act as a partner, officer, principal or branch office manager to binding arbitration of disputes with (i) other REALTORS® or REALTOR® Associate members of this Association; (ii) with any member of the California or National Association of REALTORS® and (iii) any client provided the client agrees to binding arbitration at the Association.

**I certify that I have read and agree to the terms and conditions of this application and that all information given in this application is true and correct.**

**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_  
 (If applicant is Broker of Record, sign below)

**Broker of Record certifies that applicant is a real estate licensee and is employed by or affiliated with the firm listed on #2 on this form.**

**Signature of Broker of Record** \_\_\_\_\_ **Date** \_\_\_\_\_

### Application fees and dues are non-refundable

#### NEW APPLICANTS

SDAR Application Fee	\$65
C.A.R. Application Fee	\$30
SDAR Orientation Fee	\$25
SDAR Dues	\$110*
C.A.R. Dues	\$184*
NAR Dues	\$155*

#### TRANSFEREES

SDAR Application Fee	Waived
C.A.R. Application Fee	\$30 (Waived for Active REALTORS®)
SDAR Orientation Fee	Waived
SDAR Dues	\$110*
C.A.R. Dues	\$184*
NAR Dues	\$155*

#### Total fees to submit:

SDAR Application Fee	\$ _____
C.A.R. Application Fee	\$ _____
Orientation Fee	\$ _____
Annual dues	\$ _____ (pro-rate if applicable)*
<b>Total</b>	<b>\$ _____</b>

Total fees good through 12-31-16

#### Fees can be charged to:

Visa    MasterCard    Discover    AmEx

Card # \_\_\_\_\_

Amount to be charged \_\_\_\_\_

Expiration date \_\_\_\_\_

Signature \_\_\_\_\_

**\*PRORATED:** If prorated amount is not inserted please call the Member Service Department at (858) 715-8040 for correct amount. Students need proof of registration.



# Multiple Listing Service Subscriber Application AGENT

E-mail: [membership@sdar.com](mailto:membership@sdar.com)

## Member Services

4845 Ronson Court, San Diego, CA 92111  
Phone: (858) 715-8040 ■ (800) 525-2102  
Fax: (858) 715-8090 ■ [www.sdar.com](http://www.sdar.com)

### Office Use

Agent # \_\_\_\_\_ Firm # \_\_\_\_\_

### Agent Information:

Agent Name \_\_\_\_\_  
Print Name as it appears on CalBre License

Residence Address \_\_\_\_\_ Suite # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Agent Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
(Will appear in listings and directory)

CalBRE License # \_\_\_\_\_ Exp. Date \_\_\_\_\_ "My Account" Password \_\_\_\_\_  
(Copy of License Required) (Minimum 6 characters, maximum 9 characters)

E-mail Address \_\_\_\_\_ I am aware Tempo is ONLY compatible with Internet Explorer 6.0 and above \_\_\_\_\_ Initials.

### Office Information:

Firm Name \_\_\_\_\_ Firm # \_\_\_\_\_

Office Address \_\_\_\_\_ Suite # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Office Phone \_\_\_\_\_ Fax \_\_\_\_\_

- I have received and agree to abide by the rules and regulations and all administrative policies. I will observe these rules with such amendments as may be made hereafter as long as I remain a Subscriber.
- I am responsible for the security of my agent pass code and will not share or make available to any person.
- I agree to attend a MLS Orientation within 60 days of access to avoid termination of all MLS privileges.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Agent Signature certifying the above to be true and correct

The above licensee is affiliated with my office. This authorizes his/her access to the SANDICOR, Inc. Multiple Listing Service. Further I understand that I am responsible for the agent's use or misuse of receiving the service in accordance with the rules and regulations.

Broker of Record Signature \_\_\_\_\_ Date \_\_\_\_\_

### Application fees and MLS fees are non-refundable

#### Fees can be charged to:

Visa     MasterCard     Discover     AmEx

Credit Card \_\_\_\_\_

Amount to be charged \_\_\_\_\_ Expiration date \_\_\_\_\_

Signature \_\_\_\_\_

Application fee	\$25*
Quarterly fees	\$155**
Scout Fee	\$18

\*Application fee waived for agents transferring from other associations.

\*\*Pro-rated monthly

\*\*\*One-time purchase fee for SAFE/MLS®

# Auto-Debit Authorization and Fax Back Form

I understand if I should cancel, transfer, and/or become ineligible for membership all dues and fees paid as of that time are non-refundable. I also agree to the auto debit and dues plan agreement form set forth below. This agreement will remain in force until we receive a written cancellation form you.

## Credit Information

## Debit Information

<b>SDAR Member Number</b>	<b>Full Name</b>		
<b>Account Type-Checking/Savings</b>	<b>Bank Routing and Account Number</b>		
<b>Visa / MC / AmEx / Discover / Bank Debit</b>	<b>Credit Card Account Number</b>	<b>Expiration Date</b>	<b>Verification Code (CCV)</b>

**One-Time Payment Only**

## Auto-Debit Plan Terms and Agreement

(1) Auto debit is the only method of payment accepted for the dues payment plans. Accounts will remain in Auto-debit until written notice is received.

(2) In the event SDAR is unable to process by credit card, I understand I will be notified by email. A second attempt to charge the same credit card for the amount owed will be done at my request.

**Standard: \$623.00 or \$549.00**  Opt out of voluntary RAF contribution

The standard auto debit agreement will remain in force until written request to cancel is received.

**Early Bird: \$612.00 or \$538.00**  Opt out of voluntary RAF contribution

The early bird auto-debit option to enroll in the auto-debit plan is effective for 2018 SDAR REALTOR® dues. After the 2018 dues billing cycle, your account will transfer to a Standard Auto-Debit Plan which will remain in force until written notice is received.

**Deferred: \$568.00 or \$494.00**  Opt out of voluntary RAF contribution

I hereby agree that I owe \$110 in local dues to SDAR. I further agree to pay SDAR \$55 on Jan. 3, 2018 and \$55 on July 2, 2018. Each payment will be made by credit card provided and this plan is only valid for the 2018 dues year.

**Installments: \$618.00 or \$569.00**  Opt out of voluntary RAF contribution

I acknowledge that I owe the sum of \$618 to SDAR for my 2018 REALTOR® Dues Renewal. In lieu of making one payment, I agree to pay the \$549 dues and assessments with a convenience fee of \$20, plus the voluntary RAF contribution shown, totaling \$618 on the schedule shown. Debit and/or Credit card is the only method of payment accepted for this installment plan. I also agree that in the event I fail to make any installment payment for my REALTOR® Dues Renewal, the entire balance, if any, shall become immediately due and payable.

I understand that by opting in for this installment plan, my credit card will be debited on the specified dates with no notice or reminder, and there will be no grace period after the final installment due date if my card is refused. Failure to pay dues in full by March 20th, 2018 will result in a \$25 late fee and suspension of my membership until such time as the dues have been paid in full. After the 2018 dues billing cycle, your account will transfer to a Standard Auto-Debit Plan which will remain in force until written notice is received.

(3) I understand that the Quarterly MLS Participation Fees and Sandicor Annual Key Fee will also be auto-debited.

Signature of Cardholder: \_\_\_\_\_

By signing this form, I am agreeing to the terms and conditions set forth above and in the Auto-debit Plan Terms and Agreement.

Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email: Accounting@sdar.com  
Fax: (858) 715-8088

Mail: 4845 Ronson Ct, San Diego, CA 92111