



## PLEASE READ BEFORE CONTINUING

**Listed below are the items needed to process your application for membership.**

### **Application Checklist**

- ✓ Broker & Office location NEED to be active members of Citrus Valley Association of REALTORS®
- ✓ Application must be completed & signed by both the BROKER (and designated REALTOR®) and the APPLICANT. Application signature pages can be digitally signed through zipForm®. (Non-member signature pages will be forwarded through the association.)
- ✓ Valid California Department of Real Estate License
- ✓ Copy of valid state-issued photo ID or driver's license
- ✓ Transfer/Secondary Members: a letter in good standing or dues waiver with NRDS IDENTIFICATION NUMBER (if applicable) from former or primary board verifying payment of current CAR & NAR dues and New Member Orientation completion date is required.
- ✓ Payment using Credit Card Permission form (Visa, Master Card, American Express) or Check or Cash
- ✓ All applications must be submitted by email or fax to: [memberservices@CVAR.net](mailto:memberservices@CVAR.net). Please note: New members joining in person (by appointment) are still required to submit the application online (access available at all CVAR locations).

### **MEMBERSHIP HOURS AND PROCEDURES**

New Members: 9 a.m. – 4 p.m. Monday thru Friday at Glendora, South El Monte and Rancho Cucamonga offices.

OPEN Saturday: 9 a.m. – 1 p.m. in the Rancho Cucamonga and South El Monte locations only.

Supra Key will be issued at the time of application. A separate form of payment to Supra is required in the form of a check or credit only. Supra fees are in addition to dues, application fees, and MLS fees. You must have an active MLS service to obtain Supra Key Service.

Processing Time: Walk-in applicants should plan to spend approximately 30-45 minutes for processing and issuing of Supra Key Service. (Supra Key Service only takes about 15 minutes.)



CALIFORNIA ASSOCIATION OF REALTORS®
APPLICATION FOR
REALTOR® AND/OR MLS MEMBERSHIP
BOARD/ASSOCIATION OF REALTORS®

TYPE OF APPLICATION

- 1. I apply for the following categories of membership (check all applicable boxes):
[ ] Designated REALTOR® (Principal, Partner, Corporate Officer or Branch Office Manager)
[ ] REALTOR®
[ ] Affiliate member
[ ] Other:
[ ] MLS Broker Participant (Responsible Broker)
[ ] MLS Appraiser Participant
[ ] MLS Subscriber
[ ] MLS Clerical User

GENERAL INFORMATION

- 2. Name (as it appears on your license):
3. Nickname:
4. Firm Name: (This is the broker/brokerage name under which you will be doing business and under which DRE has issued your license and/or approved your DBA)
5. Firm Address: (Street) (City) (State) (Zip code)
6. Firm Telephone Number: Firm Telephone Number-Direct: Cell Number: Firm Fax Number:
7. Which do you want as the primary phone? [ ] Firm [ ] Firm-Direct [ ] Cell
8. List all other DBAs:
9. Home Address: (Street) (City) (State) (Zip code)
10. Home Telephone Number: Home Fax Number:
11. Which do you want as the primary mailing address? [ ] Firm [ ] Home
12. E-Mail Address: Birth Date (M/D/Y): Website address: Social Media handles:



13. Please list your applicable license(s) corresponding with this application:

- Broker's License, DRE License #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_
- Salesperson's License, DRE License #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_
- Corporate License, DRE License #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_
  
- BRE A Appraiser's License, Certified General, License #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_
- BRE A Appraiser's License, Certified Residential, License #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_
- BRE A Appraiser's License, License #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

14. Please list Professional Designations: (ex: GRI, CRS, etc.) \_\_\_\_\_

15. Primary Specialty:
- |  |   |
|--|---|
| <input type="checkbox"/> Residential Brokerage           | <input type="checkbox"/> Property management              |
| <input type="checkbox"/> Commercial/Industrial Brokerage | <input type="checkbox"/> Appraising                       |
| <input type="checkbox"/> Farm and Land Brokerage         | <input type="checkbox"/> Mortgage Financing               |
| <input type="checkbox"/> Building and Development        | <input type="checkbox"/> other(s) (please specify): _____ |

16. List all Boards/Associations of REALTORS® and MLS to which you CURRENTLY BELONG:

\_\_\_\_\_

\_\_\_\_\_

List all Boards/Associations of REALTORS® and MLS to which you PREVIOUSLY BELONGED:

\_\_\_\_\_

\_\_\_\_\_

My NRDS # is: \_\_\_\_\_

My NRDS Office # is: \_\_\_\_\_

17. Persons other than principals, partners, corporate officers or branch office managers of real estate or appraisal firms must remain employed by or affiliated with a Designated REALTOR® to be eligible for REALTOR® membership. Persons other than principals, partners, corporate officers or branch office managers of real estate or appraisal firms who hold a valid California real estate license must remain employed by or affiliated with a MLS Broker Participant or MLS Appraiser Participant of the MLS in order to join as a MLS Subscriber. If applicable, please complete below:

(Note: at the end of the application, those named below will be necessary signers of this application)

Name of Designated REALTOR®: \_\_\_\_\_

Designated REALTOR® DRE or BRE A License #: \_\_\_\_\_

Name of MLS Broker or Appraiser Participant: \_\_\_\_\_

MLS Broker or Appraiser Participant DRE or BRE A License #: \_\_\_\_\_





If you could not certify any of the above, please attach additional sheets with all relevant details about the violation(s), including the date(s), type of violation(s), and a copy of the discipline, if any.

22. Have you ever been disciplined by any Boards/Associations or MLSs?

Yes. If yes, attach copies of the discipline.  No.

23. Have you ever been disciplined by the DRE?

Yes. If yes, provide all relevant details and dates (or attach copies of discipline).  No.

### GENERAL TERMS AND CONDITIONS OF MEMBERSHIP

- Bylaws, policies and rules.** When applying for Designated REALTOR® and REALTOR® membership, upon acceptance and payment of all dues and assessments, I will automatically become a member of the California Association of REALTORS® and the National Association of REALTORS®, as well as my local Board/Association. I agree to abide by the bylaws, policies and rules of the Board/Association, the bylaws, policies and rules of the California Association of Realtors®, including the [California Code of Ethics and Arbitration Manual](#) and the constitution, bylaws, policies and rules of the National Association of REALTORS®, including the NAR Code of Ethics, all as may from time to time be amended.
- Use of the term REALTOR®.** I understand that the professional designations REALTOR® 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®, I will discontinue use of the term REALTOR® in all certificates, signs, seals or any other medium.
- Orientation.** I understand that if the Board/Association or the MLS requires orientation, I must complete such orientation prior to becoming a member of the Board/Association or MLS, or by the deadline set by the Board/Association or the MLS if provisional membership is allowed. I understand that unless or until I complete required orientation, my application for membership will not be granted, including that in the event a Board/Association or MLS granted any introductory provisional membership pending timely completion of orientation, that said provisional membership will be dropped upon expiration of the deadline set.
- License validity.** I understand that if my license is terminated, lapses or inactivated at any time, my REALTOR® membership and/or MLS participation/subscription is subject to immediate termination.
- No refund.** I understand that my Board/Association membership dues and MLS fees are non-refundable. In the event I fail to maintain eligibility for membership or for MLS Services for any reason, I understand I will not be entitled to a refund of my dues or fees.

**Applicant’s initials** \_\_\_\_\_

- Authorization to release and use information; waiver.** I authorize the Board/Association or its representatives to verify any information provided by me in this application by any method including contacting the California Department of Real Estate, my current or past responsible broker or designated REALTOR®, or any Board/Association or MLS where I held, or continue to hold, any type of membership. I further authorize any Board/Association or MLS where I held, continue to hold, any type of membership to release all my membership or disciplinary records to this Board/Association, including information regarding (i) all final findings of Code of Ethics violations or other membership duties within the past three (3) years; (ii) pending ethics complaints (or hearings); (iii)



unsatisfied discipline pending; (iv) pending arbitration requests (or hearings); and (v) unpaid arbitration awards or unpaid financial obligations. I understand that any information gathered under this authorization may be used in evaluating my application for membership and future disciplinary sanctions. I waive any legal claim or cause of action against the Board/Association, its agents, employees or members including, but not limited to, slander, libel or defamation of character, that may arise from any action taken to verify, evaluate or process this application or other use of the information authorized and released hereunder.

7. By signing below, I expressly authorize the Board/Association/MLS, including the local, state and national, or their subsidiaries or representatives to fax, e-mail, telephone, text or send by U.S. mail to me, at the fax numbers, e-mail, telephone and text numbers and addresses above, for any and all Board/Association/MLS (including the local, state and national, or their subsidiaries or representatives) communications, including but not limited to those for political purposes and/or material advertising the availability of or quality of any property, goods or services offered, endorsed or promoted by the Board/Association/MLS (including the local, state and national, or their subsidiaries or representatives) .
8. **Additional terms and conditions for MLS applicants only.** I understand and agree that by becoming and remaining a broker participant or subscriber to the MLS, I agree to abide by the MLS rules, as from time to time amended, including but not limited to the following:
  - A. I agree not to use the MLS data for any purpose other than to market property or support market valuations or appraisals as specifically set forth in the rules.
  - B. I agree not to reproduce any portion of the listings except as provided in the MLS rules.
  - C. I agree not to download MLS data except as provided in the MLS rules.
  - D. I agree not to allow anyone other than authorized participants, their subscribers and the clerical users as defined in the MLS rules to access any computer or device receiving MLS information. I agree not to transmit to or share the information with any participants, subscribers and clerical users, or any other non-subscribing licensee or third party, not authorized to access the system by the rules. I agree not to use the MLS to create another product except as may be used by the participant who downloaded the data in compliance with the MLS rules.
  - E. I agree I will not give or sell my password to any person or make it available to any person. I further understand that the California Penal Code and the United States Code prohibits unauthorized access to computer data bases. I agree not to allow such unauthorized access by use of any of my equipment, devices or pass codes.
  - F. I understand that clerical users may be authorized to have limited access to the MLS for clerical support only. I understand that clerical users are not allowed to use the information in any way other than to provide such information to me. Persons performing any activities that require a real estate license are not eligible for this clerical user classification. I further understand that any violation by a clerical user employed by me, under contract with me or used by me is my responsibility and can result in discipline and ultimate termination of MLS services.
  - G. I will not lend or make available my lockbox key, code or device to any person, even if an authorized MLS user. I further understand that the Board/MLS can incur costs in securing the system if I fail to take adequate measures to protect my key, code or device and lockbox and that I may be held responsible for these costs. Failure to adhere to key and lockbox requirements could undermine the security of homeowners.
  - H. I understand and agree that the above statements are in addition to the MLS rules, to which I have also agreed. Violation of any MLS rule may result in discipline, fine and ultimate termination of the service. In addition to that, my actions may cause damage to Board/Association which owns the MLS and the Board may pursue its legal remedies against me to recover such damages.





### **ACKNOWLEDGEMENT BY PARTICPANT**

Through my participation in the Citrus Valley Multiple Listing Service, I acknowledge the following conditions as they apply to \_\_\_\_\_, a salesperson associated with my office. (Name)

I will be responsible for the Salesperson's compliance with the Multiple Listing Service Rules and Regulations.

I agree that any change, transfer, or deletion through my participation for the named Salesperson shall be submitted to the Association in Writing.

Signature: \_\_\_\_\_  
(Broker/Authorized Manager)

Date: \_\_\_\_\_