



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

**TYPE OF APPLICATION**

1. I am applying for the following categories of membership (check all applicable boxes):

**If joining the KC Board of REALTORS®:**

**If joining the KCBOR MLS ONLY:**

Designated REALTOR®  
(Principal, Partner, Corporate Officer or  
Branch Office Manager)

MLS Broker Participant  
(Responsible Broker of Record)

REALTOR®

MLS Appraiser Participant

Secondary REALTOR®  
(Principal, Partner, Corporate Officer, Branch Office  
Manager or REALTOR® joining an additional REALTOR®  
Assoc.)

MLS Subscriber  
(REALTOR® or Salesperson)

**GENERAL INFORMATION**

2. Name (as it appears on your license): \_\_\_\_\_

3. Nickname: \_\_\_\_\_

4. Firm Name: \_\_\_\_\_  
**(This is the broker/brokerage/Appraiser's name under which you will be doing business and under which the 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: \_\_\_\_\_

\*\*\* PLEASE NOTE: All **COMPLETED** applications will be processed as quickly as possible. However, they may take up to 2 full business days to process. (Excluding weekends and Holidays) \*\*\*

**Revised: May 13, 2024**

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: \_\_\_\_\_
- BREA Appraiser's License**, Certified General, License #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_
- BREA Appraiser's License**, Certified Residential, License #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_
- BREA 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 an MLS Broker Participant or MLS Appraiser Participant of the MLS in order to join as an 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®: \_\_\_\_\_  
**(Broker of Record signs if applicant is joining the REALTOR® Association.)**

Designated REALTOR® DRE or DREA License #: \_\_\_\_\_

Name of MLS Broker or Appraiser Participant: \_\_\_\_\_  
**(Broker of Record/Appraiser Participant signs if applicant is joining the MLS.)**

MLS Broker or Appraiser Participant DRE or DREA License #: \_\_\_\_\_

18. **MLS BROKER PARTICIPANT APPLICANTS ONLY.** To be eligible for MLS membership, MLS Broker Participants **must** offer and/or accept compensation in the capacity of a real estate broker.

I certify that I actively endeavor during the operation of my real estate business to list real property of the type listed on the MLS and/or to accept offers of cooperation and compensation made by listing brokers or agents in the MLS.

- Yes, I certify.       No, I cannot certify.

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**Revised: May 13, 2024**

19. **DESIGNATED REALTOR®/MLS BROKER AND APPRAISER PARTICIPANT APPLICANTS ONLY.**

Designated REALTOR® and MLS Broker and Appraiser Participant applicants must provide the Board/Association a list of licensees employed by or affiliated with them and must also regularly update the Board/Association on any changes, additions, or deletions from the list. On a separate sheet or form, please list all licensees under your license, including their name, the type of license, and their DRE or BREA License #.

- (a) I am a (check the applicable boxes):  Sole Proprietor  General Partner  
 Corporate Officer  Branch Office Manager

(b) If you checked any box in 19(a) above, you must answer the following:

a. Are you or your firm subject to any pending bankruptcy proceedings?

- Yes  No

b. Have you or your firm been adjudged bankrupt within the last three (3) years?

- Yes  No

If you answered yes to (a) or (b), you may be required to make cash payments in advance for membership dues and MLS fees.

20. **DESIGNATED REALTOR® APPLICANT ONLY.** Each sole proprietor, partner or corporate officer of the real estate firm who is actively engaged in the real estate business within California or within the state in which the real estate firm is located shall be required to become a REALTOR® member if any other principal of such firm, partnership or corporation is a REALTOR® member with those states.

I certify that each sole proprietor, partner, or corporate officer of the real estate firm, if any, who is actively engaged in the real estate business within California or within the state in which the real estate firm is located is a REALTOR® member.

- Yes, I certify.  No, I cannot certify.

21. I certify that I have **NO** record of official sanctions rendered by the courts or other lawful authorities for violations set forth below:

(i) I have no record of official sanctions for violations of civil rights laws within the last three (3) years:

- True. I certify.  False. I cannot certify.

(ii) I have no record of official sanctions for violations of real estate license laws within the last three (3) years:

- True. I certify.  False. I cannot certify.

(iii) I have no record of criminal convictions within the past ten (10) years where the crime was punishable by death or imprisonment more than one (1) year under the law under which the applicant was convicted (ten (10) years is measured from the date of the conviction or the release of the applicant from the confinement imposed for that conviction, whichever is the later date)

- True. I certify.  False. I cannot certify.

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

1. **Bylaws, Policies, Rules and Regulations.** 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.
2. **Use of the term REALTOR®.** I understand that the term REALTOR® is a federally registered trademark of the National Association of REALTORS® ("N.A.R.") and use of this term is subject to N.A.R. rules and regulations. I agree that I cannot use the term REALTOR® until this application is approved, all my membership requirements are completed, and I am notified of membership approval. 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.
3. **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.
4. **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.
5. **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

**All dues, assessments and fees are non – refundable.**

6. **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 or 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 and Regulations, 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 and Regulations.
  - 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.

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**Revised: May 13, 2024**





**EXHIBIT A: MEMBERSHIP DUES AND ASSESSMENTS; MLS FEES**

**1. MEMBERSHIP DUES AND ASSESSMENTS**

Local Association Allocation \$ \_\_\_\_\_

Local Board/Association Application/Initiation Fees \$ \_\_\_\_\_

C.A.R. Allocation and REALTOR® Action Assessment\* \$ \_\_\_\_\_

**(Select amount from below proration schedule)**

**2024 C.A.R. Allocation and REALTOR® Action Assessment Proration Schedule**

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
\$231.00	\$211.75	\$192.50	\$173.25	\$154.00	\$134.75	\$115.50	\$96.25	\$77.00	\$57.75	\$38.50	\$19.25

C.A.R. New Member Fee\*\* \$ 200.00

N.A.R. Allocation \$ \_\_\_\_\_

**(Select amount from below proration schedule)**

**2024 N.A.R. Allocation Proration Schedule**

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
\$156.00	\$143.00	\$130.00	\$117.00	\$104.00	\$91.00	\$78.00	\$65.00	\$52.00	\$39.00	\$26.00	\$13.00

N.A.R. Special Assessment (not prorated) \$ 45.00

REALTOR® ACTION FUND\*\*\* (optional) \$148.00 or \$49.00

C.A.R. HOUSING AFFORDABILITY FUND (optional) \$ 10.00

**MEMBERSHIP DUES AND ASSESSMENTS TOTAL** \$ \_\_\_\_\_

Political contributions are not deductible as charitable contributions for federal and state income tax purposes. Dues payments & assessments (Local Association, C.A.R., and NAR) and contributions to "REALTOR® Action Fund" are not tax deductible as charitable contributions. Contributions to the C.A.R. Housing Affordability Fund are charitable and tax deductible to the extent allowable under both Federal and State law. However, the dues portion of your bill, excluding the portion of dues used for lobbying activities, REALTOR® Action Assessment and REALTOR® Action Fund, may be deductible as ordinary and necessary business expenses. Please consult your tax professional.

\* The REALTOR® Action Assessment is a mandatory, pro-rated \$69 state political assessment which may be satisfied in one of two ways: either (1) a voluntary contribution to CREPAC, CREIEC, and/or IMPAC and/or other related political purposes or (2) a designation of the funds for political purposes in the C.A.R. general fund. You may include the entire amount on one check and if you do so, the assessment will go into CREPAC, CREIEC, and/or IMPAC or other related political purposes. If you choose not to contribute to a C.A.R. Political Action Committee (PAC), you must do so in writing and the entire assessment will be placed in the C.A.R. general fund and used for other political purposes. PAC contributions from the REALTOR® Action Assessment will be allocated among CREPAC, CREIEC, IMPAC and possible ALF. The allocation formula is subject to change. Payment of the assessment is a requirement of maintaining membership.

\*\* \$70 of the \$200 C.A.R. New Member Fee will automatically be deposited into the C.A.R. Issues Mobilization Political Action Committee ("IMPAC"). The \$70 assessment is mandatory. If you choose not to contribute to IMPAC, you must do so in writing and the entire \$70 assessment will be placed in the C.A.R. general fund and used for other political purposes.

\*\*\* Make a difference by helping promote REALTOR® interests through the political process and designate an additional \$49 or more to the REALTOR® Action Fund. \$49 is the suggested additional voluntary contribution but you may give more, or less, or nothing at all. See additional information on the political contribution structure and allocation in the Legal Notices and Disclosures set forth below. No member will be favored or disfavored by reason of the amount of his/her contribution or his/her decision not to contribute.

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**Revised: May 13, 2024**

Contributions to the REALTOR® Action Fund will be allocated among C.A.R.'s political action committees (CREPAC, CREIEC, and CREPAC/Federal) according to a formula approved by C.A.R. depending on whether it is a personal or corporate contribution. The allocation formula is subject to change including re-designating a portion to IMPAC and ALF. Failure to contribute to RAF will not affect an individual's membership status in C.A.R.

**Applicant's initials**  **All dues, assessments and fees are non – refundable.**

**Applicant's initials**  **I consent to the C.A.R. Privacy Policy found at [www.car.org/privacy](http://www.car.org/privacy).**

## **LEGAL NOTICES AND DISCLOSURES**

### **REALTOR® ACTION ASSESSMENT & FUND: Explanation and Legal Notice**

California Association of REALTORS® (C.A.R.) Political Action Committees: C.A.R. sponsors four Political Action Committees (PACs). CREPAC is used to support state and local candidates to further the goals of the real estate industry. CREIEC is an independent expenditure committee that independently advocates for or against candidates in accordance with the interests of the real estate industry. CREPAC/Federal supports candidates for the U.S. Senate and House of Representatives. IMPAC supports local and state ballot measures and other advocacy oriented issues that impact real property in California. IMPAC is funded by your dues dollars. C.A.R. also supports the Advocacy Local Fund (ALF), a non-PAC fund for expenditures on general advocacy activities.

REALTOR® Action Assessment (RAA): This mandatory \$69 state political assessment (pro-rated based on when you join) may be satisfied in one of two ways: either (1) a voluntary contribution to CREPAC, CREIEC and/or IMPAC and/or other related political purposes or (2) a designation of the funds for political purposes in the C.A.R. general fund. You may include the entire amount on one check and if you do so, \$69 or your pro-rated amount (based on when you join) will go into CREPAC, CREIEC and/or IMPAC or other related political purposes. If you have an assessment that is over \$138 due to your DR nonmember count, then any amount over \$138 contributed to the state PACs (i.e. CREPAC, CREIEC and IMPAC) will go into CREIEC. If you choose not to contribute to a PAC, you must do so in writing and the entire assessment of \$69 (or your pro-rated amount based on when you join) will be placed in the C.A.R. general fund and used for other political purposes. PAC contributions from the REALTOR® Action Assessment will be allocated among CREPAC, CREIEC, IMPAC and possibly ALF. The allocation formula is subject to change. Payment of the assessment is a requirement of maintaining membership.

REALTOR® Action Fund (RAF): REALTORS®, and REALTOR-ASSOCIATES® may also participate in RAF by including an additional voluntary contribution on the same check as your dues and assessment payment. Forty-nine dollars (\$49) is the suggested additional voluntary contribution but you may give more, or less, or nothing at all. No member will be favored or disfavored by reason of the amount of his/her contribution or his/ her decision not to contribute. Contributions to the REALTOR® Action Fund will be allocated among C.A.R.'s political action committees (CREPAC, CREIEC, and CREPAC/Federal) according to a formula approved by C.A.R. depending on whether it is a personal or corporate contribution. The allocation formula is subject to change including re-designating a portion to IMPAC and ALF. Failure to contribute to RAF will not affect an individual's membership status in C.A.R.

CORPORATE CONTRIBUTIONS to C.A.R.'s PACs are permissible and may be used for contributions to state or local candidates or for independent expenditures to support or oppose federal, state, or local candidates. However, current C.A.R. practice is to deposit all corporate contributions into CREPAC, CREIEC, IMPAC and possible ALF in an allocation to be determined by C.A.R. A corporate contribution includes any contribution drawn from a corporate account.

PERSONAL CONTRIBUTIONS to C.A.R.'s PACs may be used for both state and federal elections and therefore may be deposited into CREPAC/ Federal in addition to all other C.A.R. political action committees. Up to \$200 of a REALTOR® Action Fund contribution will be divided between CREPAC/Federal and CREPAC, CREIEC, IMPAC and possibly ALF in an allocation to be determined by C.A.R. Any amount above \$200, up to applicable legal limits, will be allocated to CREPAC/Federal.

If you are a California major donor and need specific information regarding your contributions, please contact the C.A.R. Controller's office at (213) 739-8252. Contributions in excess of the contribution limits will be reallocated to another PAC connected with C.A.R. Under the Federal Election Campaign Act, an individual may contribute up to \$5,000 in a calendar year to CREPAC/Federal.

Political contributions are not deductible as charitable contributions for federal and state income tax purposes. **Federal and State law prohibit any individual from making political contributions (either RAA or RAF) in the name of or on behalf of any other person or entity.**

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**Revised: May 13, 2024**

# **NOTICE REGARDING DEDUCTIBILITY OF DUES, ASSESSMENTS AND CONTRIBUTIONS**

## **2024 ESTIMATED PORTION OF YOUR DUES USED FOR LOBBYING THAT ARE NON-DEDUCTIBLE:**

**N.A.R. 27.36% of your total N.A.R. Allocation and Special Assessment (amount as pro-rated depending on the month you join)**

**C.A.R. 34.01% of your total C.A.R. Allocation and RAA (amount as pro-rated depending on the month you join) plus 70% of your C.A.R. New Member Fee (not prorated)**

**Local: KCBOR 0% of your Local Allocation (amount as pro-rated depending on the month you join)**

Dues payments and assessments for your local association, C.A.R. and NAR, and contributions to RAF are not tax deductible as charitable contributions. However, the dues portion of your bill, excluding the portion of dues used for lobbying activities, REALTOR® Action Assessment and REALTOR® Action Fund, may be deductible as ordinary and necessary business expenses. Contributions to C.A.R. Housing Affordability Fund are charitable and tax-deductible to the extent allowed under both federal and state law. Please consult your tax professional.

**Applicant's initials**

**All dues, assessments and fees are non – refundable.**

## **C.A.R. HOUSING AFFORDABILITY FUND:**

REALTORS® and REALTOR-ASSOCIATES® may make a voluntary, tax-deductible, charitable contribution to the C.A.R. Housing Affordability Fund (HAF) on the same check as the dues payment. HAF is a charitable nonprofit organization whose purpose is to address the statewide housing crisis. It receives contributions from REALTORS® and other individuals as well as businesses and other organizations and distributes funds through local associations of REALTORS® toward programs that increase homeownership and the supply of housing across the state.

HAF is exempt under Section 501(c)(3) of the IRS Code. Contributions to HAF from both individuals and businesses are charitable and tax-deductible to the extent allowed under both federal and state law.

Individual contributions are designated by 'Keys to California' Pins: Ambassador (\$25), Bronze (\$100), Silver (\$500) with an option to renew annually for \$250, Gold (\$1,000) with an option to renew annually for \$350, and Founder's Circle (\$1,500) with an option to renew annually for \$500. For information about HAF, including major non-cash gifts or corporate sponsorships, visit [www.carhaf.org](http://www.carhaf.org) or contact the HAF at 213-739-8200 or by mail at 525 S. Virgil Ave., Los Angeles, CA 90020.

**YOUR SUBSCRIPTION TO CALIFORNIA REAL ESTATE MAGAZINE IS PAID FOR WITH YOUR DUES AT A RATE OF \$6.00 AND IS NON-DEDUCTIBLE THEREFROM.**

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REALTOR® Action Fund (RAF): REALTORS® and REALTOR-ASSOCIATES® may also participate in RAF by including an additional voluntary contribution on the same check as your dues and assessment payment. Forty-nine dollars (\$49) is the suggested additional voluntary contribution, but you may give more, or less, or nothing at all. No member will be favored or disfavored by reason of the amount of his/her contribution or his/her decision not to contribute. Contributions to the REALTOR® Action Fund will be allocated among C.A.R.'s political action committees (CREPAC, CREIEC, and CREPAC/Federal) according to a formula approved by C.A.R. depending on whether it is a personal or corporate contribution. The allocation formula is subject to change including re-designating a portion to IMPAC and ALF. Failure to contribute to RAF will not affect an individual's membership status in C.A.R.

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**Revised: May 13, 2024**



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PERSONAL CONTRIBUTIONS to C.A.R.'s PACs may be used for both state and federal elections and therefore may be deposited into CREPAC/Federal in addition to all other C.A.R. political action committees. Up to \$200 of a REALTOR® Action Fund contribution will be divided between CREPAC/Federal and CREPAC, CREIEC, IMPAC and possibly ALF in an allocation to be determined by C.A.R. Any amount above \$200, up to applicable legal limits, will be allocated to CREPAC/Federal.

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Political contributions are not deductible as charitable contributions for federal and state income tax purposes.

## 2. MLS FEES

MLS Broker Participant Office Application Fee: \$ \_\_\_\_\_

MLS Broker Participant MLS Dues Semi-Annual Fee: \$ \_\_\_\_\_

MLS Agent/Subscriber MLS Dues Semi-Annual Fee: \$ \_\_\_\_\_

MLS Fees: SentiAccess Annual Fee: \$ \_\_\_\_\_

MLS Fees: SentiLock Lockbox Fee: \$ \_\_\_\_\_

MLS Appraiser Participant Office Application Fee: \$ \_\_\_\_\_

MLS Appraiser Participant MLS Dues Semi-Annual Fee: \$ \_\_\_\_\_

**MLS FEES TOTAL** \$ \_\_\_\_\_

### 2024 MLS Semi-Annual Dues Schedule

(Select amount from below proration schedule)

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
\$250.00	\$208.33	\$166.66	\$124.99	\$83.32	\$41.65*	\$250.00	\$208.33	\$166.66	\$124.99	\$83.32	\$41.65*

\*\* Members joining the MLS in June or December will be required to pay the amount of that month's dues of \$41.65 plus the next Semi-Annual dues amount of \$250.00. **Total Due: \$291.65**

### 2024 MLS Annual SentiAccess Fees Schedule

(Select amount from below proration schedule)

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
\$80.00	\$66.67	\$53.33	\$40.00	\$26.67	\$13.33*	\$160.00	\$146.67	\$133.33	\$120.00	\$106.67	\$93.33

\*\* Members receiving SentiAccess in June will be required to pay the amount of that month's pro-rated fees of \$13.33 plus the Annual fees amount of \$160.00. **Total Due: \$173.33**

## 3. TOTAL AMOUNT PAID

\$ \_\_\_\_\_

Please indicate here if payment is by personal check.

 Yes

 No

Please indicate here if payment is by credit card.

 Yes

 No

\*\*\* PLEASE NOTE: All **COMPLETED** applications will be processed as quickly as possible. However, they may take up to 2 full business days to process. (Excluding weekends and Holidays) \*\*\*

Revised: May 13, 2024



## MLS ACCESS LEVEL

I give my permission and take full responsibility for \_\_\_\_\_

(Please Print Agent's Name)

to have level **three (3)** access for MLS Rapattoni.  Add capability option to add their own photos.

*This will enable the above listed Agent to look up and view the listings in the MLS.*

\_\_\_\_\_  
Broker/Owner (Please Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Broker/Owner Signature

\_\_\_\_\_  
Office Name and Address

I give my permission and take full responsibility for \_\_\_\_\_

(Please Print Agent's Name)

to have level **four (4)** access for MLS Rapattoni.

*This will enable the above listed Agent to input and maintain his/her own listings in the MLS.*

\_\_\_\_\_  
Broker/Owner (Please Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Broker/Owner Signature

\_\_\_\_\_  
Office Name and Address

I give my permission and take full responsibility for \_\_\_\_\_

(Please Print Agent's Name)

to have level **five (5)** access for MLS Rapattoni.

*This will enable the above listed Agent to input and maintain everyone's listings in your office in the MLS.*

\_\_\_\_\_  
Broker/Owner (Please Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Broker/Owner Signature

\_\_\_\_\_  
Office Name and Address

### CHOOSE SELECT ONE (1) ACCESS Level:

- **Level 3** Provides access to look up and view listings
- **Level 4** Provides access to input and maintain his/her own listings
- **Level 5** Provides access to input and maintain for whole office including Broker/Owner

### IMPORTANT:

Please email completed form to [mls@kcbor.com](mailto:mls@kcbor.com).



## MLS RULES/REGULATIONS SENTRIKEY ACCESS SMARTPHONE APP CONTRACT

I \_\_\_\_\_ have read the Rules/Regulations for the SentiKey  
(Please Print Name of Person Applying for SentiKey Access Smartphone App/Keycard)  
Access Smartphone App – SentiKey Access contract and I understand and agree to comply with its  
terms and conditions.

Dated: \_\_\_\_\_

SentiAccess Applicant's Signature: \_\_\_\_\_  
(Signature of Person Applying for SentiAccess Smartphone App)

SentiAccess Applicant's Driver's License #: \_\_\_\_\_

Office Name: \_\_\_\_\_

Office Phone: \_\_\_\_\_

Broker's Name: \_\_\_\_\_  
(Please Print)

Broker's Signature: \_\_\_\_\_

Broker's Office Address: \_\_\_\_\_

Broker's DRE License #: \_\_\_\_\_

---

### This section to be completed by KCBOR Office Staff:

SentiKey Serial Number as it Appears on the Issued Card: \_\_\_\_\_

Purchase Amount: \_\_\_\_\_ REALTOR® Member: \_\_\_\_\_

Payment Type:    Credit Card:     Check:     Free:

Authorized Representative of the Board's Association: \_\_\_\_\_  
(KCBOR Staff Signature)

Dated: \_\_\_\_\_



## SENTRIACCESS/SENTRILOCK LOCKBOX SALE AND USE AGREEMENT

This Agreement is between the Kings County Board of REALTORS®/Multiple Listing Service (“Association”) and MLS Participant or Subscriber (“Cardholder”).

WHEREAS the Association has contracted with SentiLock to obtain the SentiLock system (“System”).  
WHEREAS the Association is making the System available to its MLS Participants and Subscribers.  
WHEREAS LockBox Access was issued from the Association via a SentiKey Application for a SmartPhone.

WHEREAS the Association wishes to make its MLS Participants and Subscribers ultimately responsible for the purchase and safekeeping of the LockBoxes and SentiKey Application access.

WHEREAS the SentiKey user wishes to use the System.

NOW THEREFORE, the Association hereby licenses the SentiKey to use the System on the following terms and conditions:

**1. SENTRIKEY SMARTPHONE APPLICATION:** The Association does hereby convey through the SentiLock System SentiKey # \_\_\_\_\_ to be held and used by authorized SentiKey user pursuant to this Agreement.

**2. SECURITY OF THE SENTRIKEY ACCESS APP:** The SentiKey App user acknowledges that it is necessary to maintain security of the SentiKey Access they have been granted and they agree:

- A. To keep the SentiKey Application in their possession or in a safe place at all times;
- B. To not allow his/her PIN or access information to be attached to the SmartPhone;
- C. To not provide their assigned SentiKey or the contents of the LockBox to any other non-authorized person.
- D. To notify the Association within 24 hours in writing of the loss or theft of the SentiKey Access information granted to them and the circumstances surrounding such loss or theft;
- E. To follow all additional security procedures as specified by the Association;
- F. To notify the Association within 24 hours of any changes in company/office affiliation or termination.

**3. STATUS:** The Cardholder must be in good standing and maintain MLS Access with the MLS Association to use the System. The SentiKey Access will not work if MLS access is dropped.

**4. AUTHORIZATION:** The SentiKey Access user will secure written authorization from the owner of any property listed for sale/lease for the installation and use of a LockBox on such property. Extreme care should be taken by the SentiKey user to ensure the LockBox is securely locked as well as all doors and windows of the listed property. SentiKey Access user shall disclose to the owner that the LockBox is not designed or intended as a security device.

**5. DEFAULT:** If the SentiAccess user fails to observe, keep or perform any obligation or provision of the agreement, the Association, in addition to any specific right set out herein, shall have the further right to exercise any and all of the following:

- A. To deactivate the SentiKey.
- B. To terminate this Agreement.
- C. To take legal action against the SentiAccess user to recover all damages incurred by the Association resulting from such default and/or improper use of the SentiKey; and
- D. To pursue any other remedy at law or in equity.

**6. INDEMNITY:** SentiKey user covenants and agrees to indemnify and hold the Association harmless from any and all liability, obligations or demands against the Association arising out of the loss or use by the SentiKey user, LockBox or System, including, but not limited to, any and all liabilities, including attorneys fees, incurred by the Association as a result of damage or injury to premises arising out of the use by the SentiAccess user or by any other person of the SentiKey Application user, LockBox or System.

**7. RULES AND REGULATIONS:** The MLS Rules and Regulations of the Association regarding a violation of this the Agreement shall constitute a violation of the MLS Rules and Regulations.

**8. WARRANTY:** The Association offers no warranty regarding the use or operation of a SentiKey Access or SentiLock LockBox.

**9. FINES:** An initial violation of this Agreement shall result in:

- A. A \$1,000.00 fine and a 30-day suspension of SentiKey Access privileges from the date their access is deactivated.
- B. A second violation of this Agreement shall result in a \$2,500.00 fine and a 60-day suspension of SentiKey Access privileges from the date their access is deactivated.
- C. A third violation of this Agreement shall result in a \$5,000.00 fine and a permanent revocation of SentiKey Access privileges from the date their access is deactivated.

**10. RENEWAL:** The Agreement shall automatically be renewed on a yearly basis unless terminated by either party.

**11. NO REFUND:** I understand that all SentiLock LockBox purchases will be final. Purchased LockBoxes must be picked up from the KCBOR Board Office within 30 days of purchase. Failure to pick-up within 30 days, will result in the LockBox being returned to KCBOR inventory.

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

Member MLS ID# \_\_\_\_\_

Member Name: \_\_\_\_\_  
(Please Print)

Member's Signature: \_\_\_\_\_



## MLS ACKNOWLEDGEMENT OF RULES, REGULATIONS AND POLICIES

I \_\_\_\_\_

(Please Print)

have received a pdf copy of the current KCBOR MLS Rules, Regulations and Policies. I am also able to view/download/read the MLS Rules, Regulations, and Policies found on the [www.kcbor.com](http://www.kcbor.com) website under the tab **RESOURCES/Documents & Forms**. I may also request a copy by contacting the Board office by phone at 559-582-2591 or by email at [mls@kcbor.com](mailto:mls@kcbor.com), [admin@kcbor.com](mailto:admin@kcbor.com) or [eo@kcbor.com](mailto:eo@kcbor.com).

If I have any questions regarding the MLS Rules, Regulations, and Policies I can contact the KCBOR office for assistance.

As an MLS Agent/Broker/Appraiser I understand that it is my responsibility to follow the MLS Rules, Regulations, and Policies that have been provided. ***By not following the MLS Rules, Regulations, and Policies I am subject to fines, suspension and even termination of my membership with KCBOR MLS.***

**NOTE:** As an MLS Broker/Appraiser that may have agents/associates licensed under me or contracted in my office, I understand it is my responsibility to ensure my Agents/Associates also follow the MLS Rules, Regulations, and Policies in the MLS.

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

Agents/Brokers/Appraisers Signature: \_\_\_\_\_

Office Name: \_\_\_\_\_  
(Please Print)

Office Phone Number: \_\_\_\_\_



## MLS MEMBERSHIP DUES – 2024

SENTRIKEY ACCESS ANNUAL DUES	
January*- June 2024	\$80.00
February	\$66.67
March	\$53.33
April	\$40.00
May	\$26.67
June	\$13.33
July* - June 2025	\$160.00
August	\$146.67
September	\$133.33
October	\$120.00
November	\$106.67
December	\$93.33
SENTRIKEY ACCESS	
SentriKey Access For REALTOR® Members	<b>FREE to KCBOR REALTOR® MEMBERS (KCBOR Benefit)</b>
SENTRILOCK LOCKBOXES	
SentriLock Bluetooth Lockbox	<b>\$120.00 plus tax</b>

MLS SEMI-ANNUAL DUES	
January*	\$250.00
February	\$208.33
March	\$166.66
April	\$124.99
May	\$83.32
June	\$41.65
July*	\$250.00
August	\$208.33
September	\$166.66
October	\$124.99
November	\$83.32
December	\$41.65
MLS FEES	
New Office Application Fee	\$250.00
Office – Reinstatement Fee	\$250.00
Agent – Reinstatement Fee	\$125.00
Secretary/Admin Semi-Annual Fee	\$90.00
RETS/API DATA FEED & VOW FEES	
Application Fee	\$400.00
Annual Fee	\$350.00
<b>Revised 5/2024</b>	

**NOTE:** Members receiving SentriKey Access in June will be required to pay next year's annual fee of \$160.00 in addition to June's prorated amount of \$13.33. **Total Due for June: \$173.33**

\*' SentriAccess Due Date changed. With Annual Due Date Changed to July 1<sup>st</sup>. January will be adjusted to \$80 Due for the ½ year (January – June). July will be billed Annual Dues of \$160 for the year (July – June).

\*' The MLS Quarterly Dues are now changed to a Semi-Annual Due Date of January 1<sup>st</sup> & July 1<sup>st</sup>. They will be adjusted to \$250 Due for the ½ year (January & July). If starting in June & December, the amount due will be pro-rated for the month joining, plus \$250. **Total Due: \$291.65**

**A 10% late fee will be assessed if payment is not received by 11:59pm on the 10<sup>th</sup> of the month due. If the 10<sup>th</sup> falls on a weekend or a holiday, the payment will be due the next business day by 11:59pm.**



## REALTOR® MEMBER DUES – 2024

MONTH	APP. FEE	C.A.R. NEW	K.C.B.O.R. DUES	C.A.R. DUES	N.A.R. DUES	IMAGE ASSMT.	TOTAL	*RAF	TOTAL w/RAF
January	\$125.00	\$200.00	\$225.00	\$231.00	\$156.00	\$45.00	\$982.00	\$49.00	\$1,031.00
February	\$125.00	\$200.00	\$206.25	\$211.75	\$143.00	\$45.00	\$931.00	\$49.00	\$980.00
March	\$125.00	\$200.00	\$187.50	\$192.50	\$130.00	\$45.00	\$880.00	\$49.00	\$929.00
April	\$125.00	\$200.00	\$168.75	\$173.75	\$117.00	\$45.00	\$829.50	\$49.00	\$878.50
May	\$125.00	\$200.00	\$150.00	\$154.00	\$104.00	\$45.00	\$778.00	\$49.00	\$827.00
June	\$125.00	\$200.00	\$131.25	\$134.75	\$91.00	\$45.00	\$727.00	\$49.00	\$776.00
July	\$125.00	\$200.00	\$112.50	\$115.50	\$78.00	\$45.00	\$676.00	\$49.00	\$725.00
August	\$125.00	\$200.00	\$93.75	\$96.75	\$65.00	\$45.00	\$625.50	\$49.00	\$674.50
September	\$125.00	\$200.00	\$75.00	\$77.00	\$52.00	\$45.00	\$574.00	\$49.00	\$623.00
October	\$125.00	\$200.00	\$56.25	\$57.75	\$39.00	\$45.00	\$523.00	\$49.00	\$572.00
November	\$125.00	\$200.00	\$37.50	\$38.50	\$26.00	\$45.00	\$472.00	\$49.00	\$521.00
December	\$125.00	\$200.00	\$18.75	\$19.25	\$13.00	\$45.00	\$421.00	\$49.00	\$470.00

**\*RAF – REALTOR® Action Fund is a voluntary amount paid. The funds collected are used for the lobbying of REALTOR® issues.**

Once you have paid the appropriate prorated dues to join and have been approved as a member, your annual Board dues will be as follows:

- C.A.R., N.A.R. & K.C.B.O.R. dues are collected in January of each year. The amount paid covers you through December of the same year.

**PLEASE NOTE:**

An invoice will be emailed from [support@kcbor.com](mailto:support@kcbor.com) for C.A.R., N.A.R., and K.C.B.O.R. dues 30 days in advance of the due date and emailed to you at the email address we have on file for you.

**IMPORTANT: Please keep us updated with your current email addresses.**

**If REALTOR® dues are not paid by January 10<sup>th</sup> a \$50.00 late fee will be assessed.**

**If REALTOR® dues are not paid by February 10<sup>th</sup> Membership will be terminated.**





## SECONDARY REALTOR® MEMBER DUES – 2024

MONTH	APP. FEE	K.C.B.O.R. DUES	TOTAL
<b>January</b>	\$125.00	\$225.00	\$350.00
<b>February</b>	\$125.00	\$206.25	\$331.25
<b>March</b>	\$125.00	\$187.50	\$312.50
<b>April</b>	\$125.00	\$168.75	\$293.75
<b>May</b>	\$125.00	\$150.00	\$275.00
<b>June</b>	\$125.00	\$131.25	\$256.25
<b>July</b>	\$125.00	\$112.50	\$237.50
<b>August</b>	\$125.00	\$93.75	\$218.75
<b>September</b>	\$125.00	\$75.00	\$200.00
<b>October</b>	\$125.00	\$56.25	\$181.25
<b>November</b>	\$125.00	\$37.50	\$162.50
<b>December</b>	\$125.00	\$18.75	\$143.75

**PLEASE NOTE:**

An invoice will be emailed from [support@kcbor.com](mailto:support@kcbor.com) for C.A.R., N.A.R., and K.C.B.O.R. dues 30 days in advance of the due date and emailed to you at the email address we have on file for you.

**IMPORTANT: Please keep us updated with your current email addresses.**

**If REALTOR® dues are not paid by **January 10<sup>th</sup>** a \$50.00 late fee will be assessed.**

**If REALTOR® dues are not paid by **February 10<sup>th</sup>** Membership will be terminated.**



## 2024 – KCBOR BILLING SCHEDULE

### **KCBOR MLS Dues are billed by email from [support@kcbor.com](mailto:support@kcbor.com) to each Individual Broker, Agent & Appraiser directly.:**

MLS Dues are **\$250.00** Semi-Annually. Due 1<sup>st</sup> of January & July.

- Semi-Annual Dues January – June **Billed on December 1<sup>st</sup> of the prior year. Due 1<sup>st</sup> of January.**
- Semi-Annual Dues July – December **Billed on June 1<sup>st</sup>. Due 1<sup>st</sup> of July.**

### **Proration of MLS Dues if joining month prior to next Semi-Annual Schedule:**

- \$291.65 If joining in the 6<sup>th</sup> month of the semi-annual billing cycle:  
**\$250.00 next semi-annual billing cycle dues plus \$41.65 (6<sup>th</sup> month of the semi-annual billing cycle amount)**  
*(Since KCBOR® has already processed the next billing cycle.)*

### **MLS ADMIN/Secretary MLS Dues are billed to the Broker of Record or to the Agent who has an ADMIN (with Brokers Approval):**

ADMIN/Secretary MLS Dues are **\$90.00** Semi-Annually Per ADMIN/Secretary. Due 1<sup>st</sup> of January & July.

- Semi-Annual Dues January – June **Billed on December 1<sup>st</sup> of the prior year. Due 1<sup>st</sup> of January.**
- Semi-Annual Dues July – December **Billed on June 1<sup>st</sup>. Due 1<sup>st</sup> of July.**

**(ONLY 1 person per ADMIN/Secretary ID)**

### **SentriAccess Dues are billed by email from [support@kcbor.com](mailto:support@kcbor.com) to each Individual MLS Broker, Agent & Appraiser directly.:**

SentriAccess Dues are billed to **each individual** with MLS only SentriAccess annually. (The Board approved moving the annual due date for the \$160 annual dues to July 1<sup>st</sup>. With this change the amount billed and due January 1<sup>st</sup> will be \$80 and pro-rated for the time frame of January – June 2024.

- **\$80.00** January – June 2024 **Billed on December 1<sup>st</sup> of the prior year. Due 1<sup>st</sup> of January.**
- **\$160.00** July 2024 – June 2025 **Billed on June 1<sup>st</sup> of the prior year. Due 1<sup>st</sup> of January.**

If your agent is joining MLS only and needs SentriAccess, please call the board office for the SentriAccess dues amount. The SentriAccess dues is prorated throughout the year depending on what month the applicant is joining.

### **Please Note:**

**(KCBOR REALTOR® Members receive their Annual SentriAccess for *FREE* as a *BENEFIT* of KCBOR membership. It is a **\$160.00 Annual Savings**)**

***A 10% late fee will be assessed if payment is not received by 11:59pm on the 10<sup>th</sup> of the month due. If the 10<sup>th</sup> falls on a weekend or a holiday, the payment will be due the next business day by 11:59pm. (If mailing the payment, please note per MLS Policy post marks DO NOT count as timely payment of dues.)***

### **Reactivation Fee:**

**If an invoice has not been paid by the member by the end of the month due, the MLS and SentriAccess will be deactivated. A \$125 Reactivation Fee will be assessed if payment is not received by 11:59pm on the last day of the month due.**

### **Questions:**

Please contact KCBOR office at (599) 582-2591 or MLS Coordinator at (599) 584-7179