



APPLICATION FOR REALTOR® AND/OR MLS MEMBERSHIP

To process application you MUST HAVE:

1. Signature of Broker (Designated REALTOR®)
2. Attached photocopy of your DRE license. ◀ **PLEASE SEE NOTE**
3. Attached photocopy of your driver's license
4. Submit check payable to PFAR or charge to Visa, MasterCard, or American Express

NOTE: New agents must be added to the Broker's license before PFAR or MLS membership is activated.

Application Fees

\$275

PFAR Application Fee	~ \$175
C.A.R. New Member Fee	~ \$100

Annual Dues*

\$539

Pasadena-Foothills Association of REALTORS® (PFAR)**	~ \$170
California Association of REALTORS® (C.A.R.)**	~ \$184
National Association of REALTORS® (NAR)**	~ \$150
NAR Public Awareness Campaign (mandatory)	~ \$35

MLS Fees

Flexmls Access, quarterly **	\$138
CRMLS Access, quarterly **	\$123 (plus 1-time \$25 security fee)
Broker Initial Participant Fee (<i>broker only</i>)	\$300

*Dues are payable when application is submitted

**Pro-rated monthly for new C.A.R. and NAR members only

PFAR COMMUNICATES ELECTRONICALLY

Invoices for ALL DUES will be sent by email only.

Please be sure to check your email for messages and billing from PFAR.

There is a \$15 fee for each paper statement request

All fees are subject to change



Take advantage of automatic recurring billing and never be late again! Be sure to submit a Credit Card Authorization Form.

Please visit www.pfar.org for all the latest news and information.

Return your completed form to the PFAR office, Fax:
626.795.7155 or email to membership@pfar.org

QUESTIONS?

626-795-2455
membership@pfar.org
billing@pfar.org
mls@pfar.org



TYPE OF APPLICATION

I would like to apply for the following categories of membership (check all applicable boxes):

- Designated REALTOR® (Principal Broker)
- Flexmls Subscriber
- Non-Principal REALTOR® (Salesperson or Broker)
- CRMLS Subscriber (see separate form)
- Secondary REALTOR®
- MLS Appraiser Participant: *Flexmls / CRMLS* (Circle One)
- MLS Broker Participant

Name (as it appears on your License) _____

Preferred Name _____

Mailing Address _____ City _____ State _____ Zip _____

Home Address _____ City _____ State _____ Zip _____

Home Phone _____ Home Fax _____ Mobile _____ Other _____

E-Mail Address _____

Birth Date ____ / ____ / ____ Social Security ____ - ____ - ____ Driver's License # _____

Firm Name _____

Firm Address _____ City _____ State _____ Zip _____

Firm Phone _____ Firm Fax _____

Preferred mailing address? Firm Home

OREA Appraisers License # _____ Expiration Date _____

DRE License # _____ Original Issue Date _____ Expiration Date _____

Type

- Broker
- Salesperson
- Corporate

Professional Designations

- GRI
- CRS
- CRB

Other(s) _____

Associations of REALTORS® and MLSs to which you CURRENTLY BELONG

Associations of REALTORS® and MLSs to which you PREVIOUSLY BELONGED



Tell Us About Yourself

This will help us tailor your membership experience and let you know about opportunities that can support your business.

Languages. Which languages do you speak?

Volunteer Experience. Do you volunteer or work for any organizations in our community (including Homeowners' Associations)?

Non-real estate related licenses. Do you hold any non-real estate related licenses or professional designations? (CPA, JD, MBA, MFT, Teaching Credentials, etc.)?

Hobbies? (Photography, Golf, etc.)?



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®.

Persons others 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:

Designated REALTOR® Name _____ DRE License Number _____

MLS Broker or Appraiser Participant Name _____ DRE or OREA License Number _____

DESIGNATED REALTOR®/MLS BROKER AND APPRAISER PARTICIPANT APPLICANTS ONLY. Designated REALTOR® and MLS Broker and Appraiser Participant applicants must provide the Association a list of licensees employed by or affiliated with them and must also regularly update the 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 OREA License #.

GENERAL TERMS AND CONDITIONS OF MEMBERSHIP

Mandatory Broker Compliance—Variable Dues Formula In accordance with the National Association of REALTORS® Bylaws, the California Association of REALTORS® (C.A.R.) requires that all associations comply with the "Variable Dues Formula" for Designated REALTOR® brokers. The California Department of Real Estate (DRE) records are used by C.A.R. to compare licensees under each broker against the licensees who are dues-paying REALTOR® members. The options for compliance include: (1) the licensee joins any local association, PFAR, C.A.R., and NAR and pays REALTOR® dues (and receives all REALTOR® benefits); (2) the broker is billed \$474 for that individual as a non-member licensee (there are no REALTOR® benefits realized with this option); (3) the broker terminates the non-member licensee by removing the licensee from his/her DRE record; or (4) licensees working for a separate entity owned by the broker, which is solely engaged in referring clients to the broker, can be excluded from the dues calculation. Brokers must submit PFAR's LFRO form, which recognizes these referral agents; (5) affiliated MLO licensees in your firm may be excluded from your dues calculation provided they meet the required criteria. Brokers must submit PFAR's MLO Certification Form that recognizes these individuals. Failure to comply with the Variable Dues Formula may result in suspension of your REALTOR® membership, which may affect your membership benefits and those of the REALTORS® under your license. Please visit our website at www.pfar.org to read the "Broker Compliance" details within the Policies Rules & Standards section and to also retrieve the LFRO and/or MLO Certification forms (if needed)

Broker's Initials: _____

Bylaws, policies and rules. I agree to abide by the bylaws, policies and rules of the Association, the bylaws, policies and rules of the California Association of REALTORS®, and the constitution, bylaws, policies and rules of the National Association of REALTORS®, all as may from time to time be amended. **Broker's Initials:** _____

Use of the term REALTOR®. I understand that the professional designation REALTOR® is a federally registered trademark of the National Association of REALTORS® ("N.A.R.") and use of this designation is subject to N.A.R. rules and regulation. I agree that I cannot use this professional designation until this application is approved, and all of my membership requirements are completed. 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. **Initials:** _____

Orientation. I understand in order to achieve REALTOR® status, I must attend such orientation as provided by PFAR. **Initials:** _____

No refund. I understand my membership dues and MLS fees are nonrefundable. 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. **Initials:** _____

Authorization to release and use information; waiver. I authorize the 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 Association or MLS where I held, or continue to hold, any type of membership. I further authorize any Association or MLS where I held or continue to hold, any type of membership to release all my membership or disciplinary records to this 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 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.

By signing below, I expressly authorize the Association, including the local, state and national, or their subsidiaries or representatives to fax, e-mail, telephone or send by U.S. mail to me, at the fax numbers, e-mail, telephones and addresses above, material advertising the availability of or quality of any property, goods or services offered, endorsed or promoted by the Association.

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 active 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 receiving MLS information. I agree not to transmit the information to any participants, subscribers and clerical users 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 either any of my equipment 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 users 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. The security of homeowners depends on the security of the lockbox system. I will not lend or make available my lockbox key to any person, even if an authorized MLS user. I further understand that the Association can incur costs in securing the system if I fail to take adequate measures to protect my key and lockbox and that I may be held responsible for these costs.
- 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 the Association which owns the MLS and the Association may pursue its legal remedies against me to recover such damages.

REALTOR® and MLS applicants; Arbitration Agreement. A condition of membership in the Association as a REALTOR® or a Participant in the MLS is that you agree to binding arbitration of disputes. As a REALTOR® (including Designated REALTOR®) 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® 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. As a MLS Broker or Appraiser Participant or MLS Subscriber, 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 MLS participants and subscribers; or (ii) any other MLS Broker or Appraiser Participant or MLS Subscriber of another Association MLS which shares a common database with this Association MLS



through a Regional or Reciprocal Agreement. Any arbitration under this agreement shall be conducted using the Association facilities and in accordance with the Association rules and procedures for arbitration.

PFAR Ethics/Orientation Agreement (please read carefully before signing)

I understand that my admission to membership in the Association is subject to the completion of the required Ethics Training within **90 days** and the subsequent Orientation within **90 days** from the date of my application. I further understand that my membership will be subject to automatic suspension/termination if I fail to do so. In the event of such suspension/termination, I waive the right to receive a refund of any amounts I have paid in connection with my membership and application thereof.

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 _____

Signature of Designated REALTOR® _____ Date _____

Signature of MLS Participant _____ Date _____



Credit Card Payment Authorization Form

Sign and complete this form to authorize Pasadena-Foothills Association of REALTORS® to make debit(s) to your credit card listed below. You will be charged for the total amount due and a receipt will be emailed to the email address we have on file. **If your email address has recently changed, please be sure to include it on this form.**

I, _____, authorize Pasadena-Foothills Association of REALTORS® to charge my credit card account as indicated below.

THIS PAYMENT IS FOR (SELECT ALL THAT APPLY)			
ONE TIME CHARGE			
<input type="checkbox"/> Joining Fees (includes application fee, C.A.R. fee, annual dues, and MLS quarterly dues)			
<input type="checkbox"/> Other (please specify) _____			
AUTO PAY	BILLING FREQ.	CHARGE AMOUNT * (SUBJECT TO CHANGE)	DUE DATE **
<input type="checkbox"/> MLS Quarterly	Quarterly	\$138	1/1, 4/1, 7/1, 10/1
<input type="checkbox"/> CRMLS Quarterly	Quarterly	\$123 + one-time \$25 Security Fee	1/1, 4/1, 7/1, 10/1
<input type="checkbox"/> Annual Dues	Annual		1/31
CREDIT CARD INFORMATION			
Cardholder Name _____ Card Type: <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> AMEX			
Account Number _____ Exp Date _____			
BILLING INFORMATION			
Address _____ City _____ State _____ Zip _____			
Phone _____ Email _____			

****Automatic payment withdrawals will be charged one week prior to each due date.**

***Amounts will be posted to your account for review in advance of automatic payments (Quarterly and Annually)**

SIGNATURE _____ DATE _____

I authorize the Pasadena-Foothills Association of REALTORS® to charge the credit card indicated in this authorization form according to the terms outlined above. If the above noted payment dates fall on a weekend or holiday, I understand that the payments may be executed on the next business day. I understand that this authorization will remain in effect until I cancel it in writing, and I agree to notify the business in writing of any changes in my account information or termination of this authorization at least 15 days prior to the next billing date. This payment authorization is for the type of bill indicated above. I certify that I am an authorized user of this credit card and that I will not dispute the scheduled payments with my credit card company provided the transactions correspond to the terms indicated in this authorization form.

Return your completed form to the PFAR Office, Fax: 626.795.7155 or email to membership@pfar.org

READ ME!



ACKNOWLEDGEMENT OF MEMBERSHIP DUTIES

Pasadena-Foothills Association of REALTORS® is committed to conducting its responsibilities with the highest degree of integrity by accurately following all the provisions of its governance. The success of the Association is dependent on the efforts of each member in executing his or her responsibilities with good judgment and in an ethical manner.

In exercising these responsibilities each PFAR member should comply with the various policies, rules, and standards as indicated below:

- ✓ **National Association of REALTORS® Code of Ethics;**
- ✓ **CARETS Rules and Regulations of the MLS Listing Service;**
- ✓ **CARETS MLS Data Integrity Standards.**

By signing below, I acknowledge that:

- ✓ I have **read and understand the duties** of PFAR membership as outlined above;
- ✓ I understand that copies of the aforementioned documents are **available and downloadable from pfar.org/policies;**
- ✓ I agree that if I **fail to abide by the policies, rules, and standards** described, I may be **subject to sanctions, including fines and suspension of services**, until the fines have been met and the violation(s) corrected.
- ✓ I understand that I am required to **complete NAR Ethics Training within 90 days** and the subsequent **Orientation* within 90 days** from the date of my application.

Applicant Name _____

Signature _____ Date _____

* Please see Welcome Letter for Orientation details