



## New Member Application Materials

Dear New Member:

In this packet you'll find:

- 2020 Application for HCAR REALTOR® membership
- 2020 Application for High Country MLS membership
- Information about fees and dues
- Details about the application process

If you have any questions, please contact the Association office at 828-262-5437 or email [realtor@highcountryrealtors.org](mailto:realtor@highcountryrealtors.org).

We look forward to serving you!

Sincerely, HCAR Staff

## Association Fees and Dues

Primary Members gain membership to the National Association of REALTORS® and North Carolina State Association of REALTORS® (NC REALTORS®) in addition to HCAR, meaning they pay their National and State dues through us.

To join the High Country Association of REALTORS® as a Primary Member, the initial fees and dues will include:

- One-time application fee of \$325
- Prorated National, State, and Local dues (see fee schedule below)

Secondary members join only the local High Country Association of REALTORS®, as they belong to another association as a primary member and pay national and state dues through them.

To join the High Country Association of REALTORS® as a Secondary Member, the initial fees and dues will include:

- One-time application fee of \$325
- Prorated Local dues (see fee schedule below)

Month	HCAR (Local)	NCAR (State)	NAR (National)	NAR Special Assessment	Total
January	\$151.00	\$185.00	\$150.00	\$35.00	\$521.00
February	\$138.42	\$169.58	\$137.50	\$35.00	\$480.50
March	\$125.84	\$154.17	\$125.00	\$35.00	\$440.01

April	\$113.26	\$138.75	\$112.50	\$35.00	\$399.51
May	\$100.68	\$123.33	\$100.00	\$35.00	\$359.01
June	\$88.10	\$107.92	\$87.50	\$35.00	\$318.52
July	\$75.52	\$92.50	\$75.00	\$35.00	\$278.02
August	\$62.94	\$77.08	\$62.50	\$35.00	\$237.52
September	\$50.36	\$61.67	\$50.00	\$35.00	\$197.03
October	\$37.78	\$46.25	\$37.50	\$35.00	\$156.13
November	\$37.78	\$30.83	\$25.00	\$35.00	\$128.21
December	\$37.78	\$15.42	\$12.50	\$35.00	\$100.30

## MLS Fees and Dues

REALTORS® may join the High Country MLS by affiliating with a firm that is already a member of our MLS. The initial fees and dues will include:

- One-time application fee of \$325
- Prorated quarterly dues (see fee schedule below)

	Dues		
<b>Quarter</b>	\$135	\$90	\$45
<b>First</b>	January	February	March
<b>Second</b>	April	May	June
<b>Third</b>	July	August	September
<b>Fourth</b>	October	November	December

## SentriCard

The High Country MLS utilizes SentriLock lockboxes, which are accessible through the use of a SentriCard or one-day codes.

**The cost of a SentriCard is \$20.** *If you would like to be issued a SentriCard, please indicate this by checking the appropriate box at the top of your MLS application.*

## Application Process

1. Complete the Application for REALTOR membership and the Application for MLS Subscriber and return them to the Association office at 4469 Bamboo Rd., Boone, NC 28607 or [realtor@highcountryrealtors.org](mailto:realtor@highcountryrealtors.org). Please be sure the applications are signed by both yourself and your Broker-in-Charge.
2. If your license does not yet appear on the North Carolina Real Estate Commission, please request that your Broker-in-Charge submit the **License Activation & Affiliation** form and send a copy of it to [realtor@highcountryrealtors.org](mailto:realtor@highcountryrealtors.org).
3. Pay all required fees and dues (as mentioned above). You will receive two separate invoices via email, one for Association fees and dues and another for MLS fees and dues. Payments may be made by credit card or by checks made out to either HCAR or HCMLS as indicated on your applications.

4. Once fees and dues have been paid, a member of the Association staff will present your application to a membership committee for approval, which typically happens within 1-2 days.
  
5. After your membership has been approved, you will receive an email with a link to take the Code of Ethics online training (required by the National Association of REALTORS®), as well as directions on how to complete the required MLS training online. The Association will be automatically notified when you complete your training.
  
6. Once training is complete, a member of the Association staff will email you your MLS login credentials.
  
7. You will be invited to attend an optional HCAR 101 orientation session in person at the Association office. These sessions take place the first Tuesday of every month from 10 a.m. to noon and serve as an introduction to the Association and a networking opportunity to connect with other new members.

Once the application and required documents have been received, please allow for a minimum of 5 business days if all paperwork is complete and accurate, timely payments are made, and online training is finished immediately. Applicant failure to complete the application, send proper documents, make payments, and complete training within 30 days may be subject to termination with no refund.



ALL REAL ESTATE IS LOCAL AND SO ARE WE.

4469 Bamboo Rd. ♦ Boone, NC ♦ 28607 ♦ Phone: (828) 262-5437 ♦ Fax: (828) 262-1530  
[realtor@highcountryrealtors.org](mailto:realtor@highcountryrealtors.org)

## APPLICATION FOR REALTOR® MEMBERSHIP

I hereby apply for  Primary REALTOR® Membership  Secondary REALTOR® Membership in the

**High Country Association of REALTORS®** (“the Association”).

**Application Fee and Dues:** I understand I will be invoiced the amount of \$325.00 for my one-time application fee. I will also be invoiced for my prorated membership dues according to the fee schedule included in this application. Application fee and dues are NONREFUNDABLE. In the event of non-election, the dues will be returned to me. Please allow for a minimum of 5 business days to process your application.

**Qualifications for Membership:** I understand that membership brings certain privileges and obligations that require compliance, including the following:

- I will attend the online code of ethics training within 30 days of the Association confirming my membership. Failure to meet this requirement may result in having my membership terminated.
- Membership in the Association necessarily means that I am also a member of the State Association and National Association of REALTORS<sup>®</sup>, and I agree to abide by the Code of Ethics of the National Association, which includes the duty to arbitrate (or to mediate if required by the association), as well as the Constitution, Bylaws, and Rules and Regulations of the Association, the State Association, and the National Association. Further, if required, I agree to satisfactorily complete the periodic Code of Ethics training and a reasonable and non-discriminatory written examination on such Code, Constitutions, Bylaws, and Rules and Regulations.
- I acknowledge that as a member of the Association, I will be licensed to use the REALTOR<sup>®</sup> trademarks to indicate such membership, and I agree to abide by the rules governing use of those trademarks. I understand that REALTOR<sup>®</sup> is a federally registered trademark of the National Association and use of this designation is subject to rules promulgated by the National Association. Upon termination of my membership in the Association for any reason, my license to use the term REALTOR<sup>®</sup> is automatically revoked and I will immediately discontinue use of the term REALTOR<sup>®</sup> and all REALTOR<sup>®</sup> trademarks.
- Membership is final only upon approval by the Board of Directors and may be revoked should any membership requirement not be completed within the timeframe established in the Association's bylaws.

**NOTE:** *The duty to submit to an ethics complaint continues in effect even after membership lapses or is terminated. Any ensuing discipline will be held in abeyance until such time as the respondent rejoins an association of REALTORS<sup>®</sup> (see Code of Ethics and Arbitration Manual, Section 20(e)). The duty to submit to arbitration continues in effect even after membership lapses or is terminated, provided the dispute arose while the former member was a REALTOR<sup>®</sup>.*

Contact Information			
First Name		Middle Name	
Last Name		Suffix	<input type="checkbox"/> Sr <input type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/> Other <input type="checkbox"/> Jr
Nickname (or preferred name)			
Home Address		City, State, Zip	

Home Phone		Cell Phone		Fax	
Primary Email		Secondary Email			
May the Association, as well as the State and National Associations, communicate with you via text message?			<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Preferred Contact Method</b>					
Phone	<input type="checkbox"/> Home	<input type="checkbox"/> Office	<input type="checkbox"/> Cell		
Email	<input type="checkbox"/> Primary <input type="checkbox"/> Secondary				
Mail	<input type="checkbox"/> Home <input type="checkbox"/> Office				
<b>License Information</b>					
Broker or Salesperson's License #		Appraisal License #			
State of Licensure					
Do you hold, or have you ever held, a real estate license in any other state?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If so, where?					
<b>Company Information</b>					
Office Name					
Office Address					
Office Phone		Fax			
Company Type	<input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> LLC <input type="checkbox"/> Other, specify:				
Your Position	<input type="checkbox"/> Principal <input type="checkbox"/> Partner <input type="checkbox"/> Corporate Officer <input type="checkbox"/> Majority Shareholder <input type="checkbox"/> Branch Office Manager <input type="checkbox"/> Non-principal Licensee <input type="checkbox"/> Appraiser				
Names of other Partners/Officers of your firm					
Is the office address provided above your principal place of business? <input type="checkbox"/> Yes <input type="checkbox"/> No					
If not, or if you have a branch office, please provide that address below:					
<b>Additional Applicant Information</b>					
Do you acknowledge that your use of the REALTOR® trademarks must comply with the National Association's trademark rules? <sup>1</sup> <input type="checkbox"/> Yes <input type="checkbox"/> No					
Are you currently a member of another Association of REALTORS®? <input type="checkbox"/> Yes <input type="checkbox"/> No					
If yes, name of Association					
Type of membership held		NRDS#			
If yes, please provide documentation as a member in good standing.					
Have you previously held membership in another Association of REALTORS®? <input type="checkbox"/> Yes <input type="checkbox"/> No					
If yes, name of Association					
Type of membership held		NRDS#			
Do you have any unsatisfied discipline pending for violation of the Code of Ethics? <sup>2</sup> <input type="checkbox"/> Yes <input type="checkbox"/> No					

If yes, please provide details:
If you are now or have been a REALTOR® member, what year did you last complete required Code of Ethics training?
<b>Additional Application Information (Continued)</b>
Have you ever been refused membership in another Association of REALTORS®? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, state the basis for each such refusal and detail the circumstances related thereto:
Do you have any record of civil judgments imposed within the past seven (7) years involving judgments of civil rights laws, real estate license laws, or other laws prohibiting unprofessional conduct rendered by the courts or other lawful authorities? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide details:
Do you have a record of criminal conviction(s) within the past seven (7) years? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide details:
Have you been found in violation of the Code of Ethics or other membership duties in any Association of REALTORS® in the past three (3) years? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide details:
Are there pending ethics complaints against you? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide details:
Do you have any unsatisfied discipline pending? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide details:
Are you a party to pending arbitration request? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide details:
Do you have any unpaid arbitration awards or unpaid financial obligations to another Association of REALTORS® or an Association MLS? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide details:

<sup>1</sup>The term REALTOR® is a federally registered collective membership mark which identifies a real estate professional who is a member of the National Association and subscribes to its strict Code of Ethics. The National Association's Trademark Rules are set forth in the Membership Marks Manual, available at [www.realtor.org/mmm](http://www.realtor.org/mmm).

<sup>2</sup>Article IV, Section 2 of the NAR Bylaws prohibits Member Boards from knowingly granting REALTOR® or REALTOR-ASSOCIATE® membership to any applicant who has an unfulfilled sanction pending which was imposed by another association of REALTORS® for violation of the Code of Ethics. (Adopted 1/01)

I hereby certify that the foregoing information furnished by me is true and correct, and I agree that failure to provide complete and accurate information as requested, or any misstatement of fact, shall be grounds for

revocation of my membership if granted. I further agree that, if accepted for membership in the Association, I shall pay the fees and dues as from time to time established. NOTE: Payments to the Association of REALTORS are not deductible as charitable contributions. Such payments may, however, be deductible as an ordinary and necessary business expense. No refunds.

By signing below, I consent that the REALTOR Associations (local, state, national) and their subsidiaries, if any (e.g. MLS, Foundation) may contact me at the specified address, telephone number(s), fax number(s), email address, or other means of communication available. This consent applies to changes in contact information that may be provided by me to the Association(s) in the future. This consent recognizes that certain state and federal laws may place limits on communications that I am waiving to receive all communications as part of my membership.

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

Broker-in-Charge Signature: \_\_\_\_\_ Date: \_\_\_\_\_



4469 Bamboo Rd ♦ Boone, NC ♦ 28607 ♦ Phone: (828) 262-5437 ♦ Fax: (828) 262-1530  
[mls@highcountryrealtors.org](mailto:mls@highcountryrealtors.org)

## APPLICATION FOR MULTIPLE LISTING SERVICE REALTOR®/MLS Subscriber

Application fee is \$325.00. MLS online orientation is mandatory prior to accessing the MLS.

Would you like a **SentriCard** (\$20.00) and/or a **Card Reader** (\$30.00)?  SentriCard

Card Reader

If paying by check, please make checks payable to High Country  MLS.

Once the application and required documents have been received, please allow for a minimum of 5 business days to process your application. Applicant failure to complete the application, send proper documents, make payments and complete training within **30 days** may be subject to termination with **no refund**.

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

### Subscriber Information

Name: \_\_\_\_\_  
As it appears on your Real Estate License

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

Email: \_\_\_\_\_

NC Real Estate License Number: \_\_\_\_\_  Provisional Broker  Broker  
Appraiser

NRDS Number: \_\_\_\_\_

Do you hold licenses (active or inactive) other than the ones listed above?  No  Yes | If yes, please list. Type of

license held: \_\_\_\_\_ State licensed in: \_\_\_\_\_ License number: \_\_\_\_\_ Name

and address of the Board or Association of REALTORS® where you are a member, if other than High Country:

\_\_\_\_\_  
\_\_\_\_\_

**Please note:** If you have Primary membership with a Board or Association of REALTORS® other than High Country, please request that a Letter of Good Standing be emailed to [mary@highcountryrealtors.org](mailto:mary@highcountryrealtors.org).

### Office Information

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_



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

Company Mailing Address (if different from above):  
\_\_\_\_\_

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

Company Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Principal Broker or Designated REALTOR®: \_\_\_\_\_  
(Please Print)

As a Subscriber, I certify that I have read the Bylaws of the High Country Multiple Listing Service and agree to be bound by said Bylaws and Rules and Regulations as given to me and as amended by the Association from time to time in the future.

\_\_\_\_\_  
Subscriber Signature

As Broker-in-Charge, I certify that the above listed subscriber is hereby working for me and I am in agreement with the subscriber's affiliation to my firm.

\_\_\_\_\_  
Broker-in-Charge/Designated REALTOR® signature

Subscriber: \$325.00  
Quarterly MLS fee: \$135.00 per member  
SentiCard (optional): \$20.00  
SentiCard reader (optional): \$30.00 Please make  
checks payable to High Country MLS.

Updated September 2020

