



# Columbia-Greene Board of Realtors, Inc.

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## **Application for REALTOR Membership in the Columbia-Greene Board of REALTORS** 11/05

### **SECTION 1**

Applicants for Primary, Secondary, Designated and Principal REALTOR membership are required to complete Sections 1, 2 and 4. Applications for non-principal REALTOR members must complete Section 1, 3 and 4.

To: Columbia Greene Board of REALTORS

From: \_\_\_\_\_  
Applicant's Name

I hereby apply for REALTOR (primary, secondary, principal or Designated) membership in the above named board and enclose my check in the amount of \$\_\_\_\_\_ (application fee), which I understand will be returned to me in the event I am not accepted to membership. In the event my application is approved, I agree as a condition to membership to complete the mandatory Orientation course of the above named Board, and otherwise on my own initiative to thoroughly familiarize myself with the Code of Ethics of the National Association of REALTORS, including the duty to arbitrate business disputes in accordance with the Code of Ethics and Arbitration Manual of the Board, the Constitution, Bylaws and Rules and Regulations of the above named Board, the state association and the national association. I agree to take the next available Orientation class offered by the CGBR and if unable to attend this class, must take the following class in order to maintain membership in the Board. If due to extenuating circumstances I am unable to take the second class, I will submit, in writing, the reasons that I cannot attend to the President of the Board, which will be reviewed by the Directors. I understand and accept that it is the Board of Director's decision to grant an excuse or have me suspended until I can take the Orientation class. No dues or fees will be refunded if my membership is suspended due to the fact that I have not taken the Orientation class. I further agree to complete satisfactorily a reasonable and nondiscriminatory written examination covering such Code, Constitution Bylaws, Rules and Regulations and duty to arbitrate. I further agree that my act of paying dues shall evidence my initial and continuing commitment to abide by the aforementioned Code of Ethics, Constitution, Bylaws, Rules and Regulations and duty to arbitrate, all as from time to time amended. Finally I consent and authorize the Board through its membership committee or otherwise to invite and receive information and comment about me from any member or other person, and I agree that any information and comment furnished to the board by any member or other person in response to any such invitation shall be conclusively deemed to be privileged and not form the basis of any action by me for slander, libel, or defamation of character.

**Note:** Applicant acknowledges that the Board will maintain a membership file of information which may be shared with other Boards/Associations where applicant subsequently seeks membership. This file shall include, but not be limited to: previous applications for membership, all final findings of Code of Ethics violations and violations of other membership duties within the past three (3) years, pending complaints

alleging violations of the Code of Ethics or alleging violations of other membership duties, incomplete or pending disciplinary measures, pending arbitration requests, and information related to unpaid arbitration awards or unpaid financial obligations to the Board or its MLS.

**Note:** Applicant acknowledges that if accepted as a member and s/he subsequently resigns from the Board or otherwise causes membership to terminate with an ethics complaint pending, the Board of Directors may condition renewal of membership upon applicant's certification that s/he will submit to the pending ethics proceeding and will abide by the decision of the hearing panel. If applicant resigns or otherwise causes membership to terminate, the duty to submit to arbitration continues in effect even after membership lapses or is terminated, provided the dispute arose while applicant was a REALTOR.

**Note:** Dues payments to the Board are not tax deductible as charitable contributions. Portions of such payments may be tax deductible as ordinary and necessary business expenses.

I hereby submit the following information for your consideration:

Name as shown on License \_\_\_\_\_

Name as to appear on Roster \_\_\_\_\_

License Number \_\_\_\_\_ License Type \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Office Address : \_\_\_\_\_

\_\_\_\_\_

Office Tel # \_\_\_\_\_ Office E Mail \_\_\_\_\_

Office FAX # \_\_\_\_\_

**Circle one:**      Sole Proprietor      DBA      Partnership      Corporation

**Position with Firm:**    Principal      Partner      Corporate Officer      Employee

                 Branch Office Manager      Independent Contractor      Other

If Other: please explain \_\_\_\_\_

I agree that if accepted for membership in the Board, I will pay the fees and dues as from time to time established.

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

Applicant's usual form of signature

I hereby give consent to receive faxes from the Board/MLS (if applicable) at the following fax numbers: \_\_\_\_\_ (Note: faxes can only be sent to these numbers. If the numbers change I agree to provide the Board/MLS office with the new information).

Signature \_\_\_\_\_ Date; \_\_\_\_\_

**Section 2**

This section must be completed by applicants for REALTOR membership who are principals, partners, corporate officers or branch office managers (i.e. individuals in positions of management control on behalf of individual who are not physically present an engaged in the real estate profession). All other applicants should proceed to Section 3.

State the names and titles of all other principals, partners or corporate officers of your firm.

\_\_\_\_\_  
Name Title

\_\_\_\_\_  
Name Title

\_\_\_\_\_  
Name Title

Is the office address specified in Section 1 your principal place of business? Yes \_\_\_\_ No \_\_\_\_

List the names and addresses of all branch offices or other real estate firms in which you are a principal, partner or corporate officer.

\_\_\_\_\_  
Name Address

\_\_\_\_\_  
Name Address

Are you currently a member or have you ever been a member within the past three years of another Board or Association which is affiliated with the National Association of REALTORS? Yes \_\_\_\_\_ No \_\_\_\_\_ If Yes, list name of Board(s)/Association(s), type of membership and approximate dates

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

Have you participated in a multiple listing service which is owned and operated by a Board or Association affiliated with the National Association of REALTORS? Yes \_\_\_\_ No \_\_\_\_ If Yes, list names of each MLS and approximate dates of participation.

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

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**Bank Reference:** Escrow Account:

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Name of Bank

**Business and Credit References:**

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List 2 references, with phone numbers

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Are you or is any real estate firm in which you are a sole proprietor, general partner or corporate officer involved in any pending bankruptcy or insolvency proceeding or have you or any real estate firm in which you are a sole proprietor, general partner or corporate officer been adjudged bankrupt in the past three years?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, specify the place(s) and date(s) of such action, and detail the circumstances relating thereto: (attach separate sheet if necessary)

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**Note:** Applicant acknowledges that if the applicant or any real estate firm in which the applicant is a sole proprietor, general partner or corporate officer is involved in any pending bankruptcy or insolvency proceedings or has been adjudged bankrupt in the past three years, the Board may require, as a condition of membership, that the applicant pay cash in advance for Board and MLS fees for up to one year from the date that membership is approved or from the date that the applicant is discharged from bankruptcy (whichever is later) or in the event that bankruptcy proceedings are initiated subsequent to obtaining membership in the Board, that the member may be placed on a ‘cash basis’ from the date that bankruptcy is initiated until one year from the date that the member has been discharged from bankruptcy.

Do you hold or have you ever held a real estate license in any other state? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, specify state and license number \_\_\_\_\_

Has your real estate license in this or any other state, been suspended or revoked? Yes \_\_\_\_\_  
No \_\_\_\_\_

If yes please specify place(s), date(s) of such action and detail the circumstances relating there to:  
Attach separate piece of paper if necessary

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Are there now any pending or unresolved complaints, or have there been within the past 3 years, any complaints against you or the firm which you have been associated with any state real estate regulatory agency or any other agency of government? Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, please specify the substance of each complaint in each state, the agency before which complaint was made and the current status or resolution of such complaint: Attach separate sheet

if necessary

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Have you ever been convicted of a felony? Yes \_\_\_\_\_ No \_\_\_\_\_ If Yes, give details including state and court of conviction: Attach separate sheet if necessary

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**Section III** (to be completed by non-principal REALTORS)

Are there now any pending or unresolved complaints, or have there been within the past 3 years, any complaints against you or the firm which you have been associated with any state real estate regulatory agency or any other agency of government? Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, please specify the substance of each complaint in each state, the agency before which complaint was made and the current status or resolution of such complaint: Attach separate sheet if necessary

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Have you ever been convicted of a felony? Yes \_\_\_\_\_ No \_\_\_\_\_ If Yes, give details including state and court of conviction: Attach separate sheet if necessary

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Are you currently a member or have you ever been a member within the past three years of another Board of Association which is affiliated with the National Association of REALTORS? Yes \_\_\_\_\_ No \_\_\_\_\_ If Yes, list name of Board(s)/Association(s), type of membership and approximate dates

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Have you participated in a multiple listing service which is owned and operated by a Board or Association affiliated with the National Association of REALTORS? Yes \_\_\_\_\_ No \_\_\_\_\_ If Yes, list names of each MLS and approximate dates of participation.

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**Section 4** (to be completed by all applicants )

Home Address \_\_\_\_\_  
\_\_\_\_\_

Home Tel # \_\_\_\_\_

Personal E-mail \_\_\_\_\_ Do you wish to receive emails from the Board of REALTORS? Yes \_\_\_\_\_ No \_\_\_\_\_ (Checking no will not allow you to receive important messages from the CGBR that you may be ultimately responsible for responding to in a timely fashion.)

First entered the real estate business on \_\_\_\_\_ (date)

First licensed in this state on \_\_\_\_\_ (date) and continuously licensed since \_\_\_\_\_

How many years have you been active as a Salesperson \_\_\_\_\_ Broker \_\_\_\_\_ Other \_\_\_\_\_

In what phase of real estate do you specialize? \_\_\_\_\_

Established in present location on \_\_\_\_\_ (date)

Are you now employed by or engaged in any other business or profession? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, position and business  
\_\_\_\_\_

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, may be ground for revocation of my membership, if granted.

Signature \_\_\_\_\_  
Applicant Date

Signature: \_\_\_\_\_  
Principal Broker Date

Please attach a copy of your license.

Credit Card (Circle One) MasterCard VISA Amount to be Charged \_\_\_\_\_

Credit Card Number \_\_\_\_\_ Exp Date \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Name (Please Print) \_\_\_\_\_

