

HDAR HIGH DESERT Association of REALTORS®

11890 Hesperia Rd, Hesperia, CA 92345
Office 760-244-8841 Fax 760-244-5589

PROCESSING TIME FOR APPLICANTS

APPLICATIONS HAVE A 72 HOUR PROCESSING PERIOD. WE PROCESS IN THE ORDER IN WHICH THEY WERE RECEIVED PROVIDING THEY ARE COMPLETE. INCOMPLETE APPLICATIONS WILL BE VOID IF NOT COMPLETED WITHIN 7 DAYS.

Applications are accepted Monday through Friday between the hours of 7:30 a.m. and 4:00p.m. Incomplete applications will not be processed. Appropriate fees must accompany applications. Should you have any questions, you may contact the Association at (760) 244-8841. Applications may be faxed to (760) 244-5589.

MEMBER APPLICATION CHECKLIST

Please check off below

- Is the office/broker a member of the High Dessert Association of REALTORS®?
- Membership application completed and signed by applicant and or broker?
- Copy of your current BRE license
- Letter of Good Standing from your primary board
- Are you transferring from another association?
- Certification of Non-Use from Broker
- Agents must be under a broker's license
- Have you paid 2017/18 NAR and CAR dues to another association?

SUPRA KEY

HOURS: MONDAY – FRIDAY 7:30 – 4:00 p.m.

New members: Keys will be assigned after membership application has been processed. Member must be present to receive their SUPRA KEY. SUPRA fees are separate from MLS fees. Forms of payment for SUPRA are credit card or check. No cash will be accepted for keys. SUPRA accepts Visa, Discover, MasterCard or American Express.

Call for proration amount.

THANK YOU



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www.hdaor.com



REALTOR® Application
Type of Application

I apply for the following category of membership:

- [] Designated REALTOR®
[] REALTOR®
[] Designated REALTOR® Secondary
[] REALTOR® Secondary

Office Information

- 1. Firm:
2. Business Address (number) (street) (city) (zip)
3. Mailing Address: (number) (street) (city) (zip)
4. Bus Phone#:() Bus Fax#:()

Personal Information

- 1. Your Name:
2. *Home Address: (number) (street) (city) (zip)
3. Preferred Contact Phone #(published):() *Home Phone # (not published):()
4. *Date of Birth: / / Home Fax #
5. *E-Mail Address @ .

SUPRA KEY If you have a active key or E-Key your key must be programmed with the system code of 0411 to work in the High Desert. Take your key to your board to have it programmed.

*KEY XpressKey E-key Serial# 4 digit Pin #

*Board leased from
Supra access is generally granted within 24-72 hours of active membership.

Licensing Information

- 1. *Dept. Of Real Estate License#: Exp: / /
2. Type of License: Broker Salesperson
3. Professional Designations: ABR CCIM CRB CRS e-Pro GRI LTG SRES

4. Have you been a member of another Board/Association? If yes, please list Associations: _____

5. Do you have a NRDS number? _____ NRDS # _____

6. 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 separated sheet or form, please list all licensees under your license, including their name, the type of license, and their DRE or OREA License#.

7. I am a (check the applicable boxes): sole proprietor general partner
 corporate officer branch office manager

8. If you checked any box in question 7, 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 for membership dues and MLS fees.

c. I certify that I have no record of official sanctions rendered by the courts or other lawful authorities within the past three (3) years for violation of:

(i) civil rights laws Yes, I certify. No, I cannot certify.

9. 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.

10. Have you ever been disciplined by any of the above Boards/Associations or MLSs?

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

11. Have you ever been disciplined by the DRE?

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

Terms and Conditions of Membership

1. Bylaws, policies and rules. 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®, and the constitution, bylaws, policies, and rules of the National Association of REALTORS®, all as may from time to time be amended.

2. Use of the term REALTOR® OR REALTOR-ASSOCIATE®. I understand that the professional designations REALTOR® and REALTOR-ASSOCIATE® are federally registered trademarks of the National Association of REALTORS® ("N.A.R.") and use of these designations are subject to N.A.R. rules and regulation. I agree that I cannot use these professional designations until this application is approved, all my membership requirements are completed, and I am notified of membership approval in one of these designations. I further agree that should I cease to be a REALTOR® or REALTOR-ASSOCIATE®, I will discontinue use of the term REALTOR® or REALTOR-ASSOCIATE® in all certificates, signs, seals or any other medium.

3 Authorization to release and use information; waiver. I authorize the Board/Association or its representatives to verify any information provided by me in this application by any method including contacting the California Department of Real Estate., my current or past responsible broker or designated REALTOR®, or any Board/Association or MLS where I held, or continue to hold, any type of membership. I further authorize any Board/Association or MLS where I held, continue to hold, any type of membership to release all my membership or disciplinary records to this Board/Association, including information regarding (i) all final findings of Code of Ethics violations or other membership duties within the past three (3) years; (ii) pending ethics complaints (or hearings); (iii) unsatisfied discipline pending; (iv) pending arbitration requests (or hearings); and (v) unpaid arbitration awards or unpaid financial obligations. I understand that any information gathered under this authorization may be used in evaluating my application for membership and future disciplinary sanctions. I waive any legal claim or cause of action against the Board/Association, its agents, employees or members including, but not limited to, slander, libel or defamation of character, that may arise from any action taken to verify, evaluate or process this application or other use of the information authorized and released hereunder.

4. By signing below, I expressly authorize the Board/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 Board/Association.

5. 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 reproduce any portion of the active listings except as provided in the MLS rules.
- B. I agree not to download MLS data except as provided in the MLS rules.
- C. 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.
- D. 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 databases. I agree not to allow such unauthorized access by use of either any of my equipment or pass codes.
- E. The security of many homeowners in the area 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.
- F. I understand that Clerical Users may be authorized to have limited access to the MLS for clerical support only. I understand that Clerical Users are not allowed to use the information in any way other than to provide such information to me. Persons performing any activities that require a real estate license are not eligible for this clerical user classification. I further understand that any violation by a Clerical User not eligible for this clerical user classification. I further understand that any violation by a clerical user employed by me, under contract with me or used by me is my responsibility and can result in discipline and ultimate termination of MLS services.
- G. I understand and agree that the above statements are in addition to the MLS rules, to which I have also agreed. Violations of any MLS rule may result in discipline, fine, and ultimate termination of my MLS service. In addition to that, if my actions cause damage to the Association, which owns the MLS, the Association may pursue legal remedies against me to recover such damages.

Arbitration Agreement

A condition of membership in the Board/Association as a REALTOR® or REALTOR-ASSOCIATE® and participant in the MLS is that you agree to binding arbitration of disputes. As a REALTOR® (including Designated REALTOR®) or REALTOR-ASSOCIATE® 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 REALTOR® or REALTOR-ASSOCIATE® members of this Board/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 Board/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 Board/Association MLS which shares a common database with this Board/Association MLS through a Regional or Reciprocal Agreement. Any arbitration under this agreement shall be conducted using the Board/Association facilities and in accordance with the Board/Association rules and procedures for arbitration.

Fax / E-mail Authorization

My signature below authorizes the Association, including its local, state and national subsidiaries or representatives, to fax or e-mail me material advertising the availability of, or quality of, any property, goods or services offered, endorsed or promoted by the Association, at the fax number and e-mail address above.

Signature

I certify that I have read and agree to the terms and conditions of this application and that all information given in this application to be true and correct.

* _____ Date: ____/____/____

Applicant Signature

Print Broker Name

* _____ Date: ____/____/____

Broker of Record Signature

Applicants Please Note

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 entitle to a refund of my dues or fees. The subscribing parties understand that the unauthorized use of information, reports, printouts, passwords is prohibited and is a violation of MLS Rules regarding confidentiality of the MLS, which can result in the cancellation of passwords, and/or disciplinary action as provided in the MLS Rules and Regulation of the Association. All billing statements are emailed to the email address on file. The subscriber also understands that once membership has been cancelled for more than one year the current application fee will apply.

The subscriber also understands that there is a "No Refund" Policy._____ ***(Initial here)**

Orientation: I understand that Realtor and MLS orientation is mandatory for all new applicants. Failure to attend orientation within 60 days will result in suspended membership. Realtor® Orientation is held the first Thursday of every month at 7:45 a.m. and MLS orientation is held on the first Thursday of every month at 10 a.m. at the association office. _____ ***(Initial here)**

DUES AND FEES

Board/Association Fees	\$ _____	
C.A.R. Allocation & RAA	\$ _____	
N.A.R. Allocation	\$ _____	
MLS Dues	\$ _____	
Realtor Action Fund:	\$ _____	Total \$ _____

WE DO NOT TAKE CASH...

***Attached is check#** _____ **in the amount of** _____ . _____

- [] Visa
 - [] MasterCard
 - [] American Express
- *Amount \$** _____ . _____

**An amount must be written in order for use to be able to process your payment*

Card#: _____ **Exp:** _____ / _____

***** _____ **Date:** _____ / _____ / _____
Applicant's Signature

**Required to process*

For Broker Use Only

Additional Information

MANAGER

If you have an office manager and would like to add them please check the appropriate box below:

If this agent is the "**Acting Manager**" and a current member with HDAR they will have all their normal rights on the MLS including have the right to sign on applications as an authorized signature and to act on the brokers' behalf.

If the manager is NOT a current member, the "**Manager Position**" with HDAR does **NOT** make them a member, it only provides the right to sign on applications for the broker.

Manager Position

Acting Manager

Office Name _____
print

Manager Name _____
print

**Manager Signature*

Broker Name _____
print

**Broker Signature*