

# **HDAR HIGH DESERT** Association of REALTORS®

11890 Hesperia Rd, Hesperia, CA 92345  
Office 760-244-8841 [www.hdaor.com](http://www.hdaor.com)

## **PROCESSING TIME FOR APPLICANTS**

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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 8:30 a.m. and 4:00 p.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 emailed to [rosemary@hdaor.com](mailto:rosemary@hdaor.com).

## **MEMBER APPLICATION CHECKLIST**

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*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 2022/23 NAR and CAR dues to another association?

## **SUPRA KEY**

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HOURS: MONDAY – FRIDAY 8:30 – 4:00 p.m.

New members: Keys will be assigned after membership application has been processed. SUPRA fees are separate from MLS fees. Forms of payment for SUPRA are credit card. SUPRA accepts Visa, Discover, MasterCard or American Express. Download the Supra ekey app then call the association to have an ekey assigned.

**THANK YOU**



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**Multiple Listing-Only Application 2023**  
**Type of Application**

*I apply for the following category of membership:*

- MLS Broker Participant
- MLS Appraiser Participant
- MLS Agent
- Board of Choice

**Office Information**

Firm: \_\_\_\_\_

Business Address: \_\_\_\_\_  
(number) (street) (city) (zip)

Mailing Address: \_\_\_\_\_  
(number) (street) (city) (zip)

Bus Phone: \_\_\_\_\_ Bus Fax: \_\_\_\_\_

**Personal Information**

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

Home Address: \_\_\_\_\_  
(number) (street) (city) (zip)

Preferred Contact Phone #(published): \_\_\_\_\_ Home Phone # (not published): \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Home Fax # \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Dept. of Real Estate License # \_\_\_\_\_ exp: \_\_\_\_\_

**SUPRA KEY** If you have an 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** ◇Xpress Key ◇E-key Serial# \_\_\_\_\_ 4 digit Pin # \_\_\_\_\_

\*Board leased from \_\_\_\_\_

Supra access is generally granted within 24-72 hours of active membership.

What is your primary Board/Association? \_\_\_\_\_

Do you have a NRDS number? \_\_\_\_\_ NRDS # \_\_\_\_\_

I hereby apply for participation in the Multiple Listing Service of the High Desert Association of REALTORS®. I represent that I am a real estate broker, and duly licensed as such by the State of California. I acknowledge prior receipt of a current copy of the Multiple Listing Service Rules and Regulations for my personal use and retention. I represent that I have or will read the same and agree to abide by them as standing and amended.

1. I agree to pay the initial Participation Fee and all other financial charges required by the Multiple Listing Service Participants.
2. I acknowledge that I am a Multiple Listing Participant only and not entitled to serve on any Association committees, vote upon or otherwise participate in the operational aspect of the Multiple Listing Service, or to receive any service limited to Association REALTOR® members.
3. **I EXPRESSLY UNDERSTAND AND AGREE** to insure that all licensees accessing the MLS through my membership will join the MLS as a subscriber, pay all relevant fees, and attend the Multiple Listing portion of the Orientation Class.

**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, pursuant to the [California Code of Ethics and Arbitration Manual](#).

**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.

**Notice to Indemnify and Hold Harmless**

As a condition to permit broker-load listings to be entered into the High Desert Association of REALTORS® Multiple Listing System, the undersigned broker participant agrees to indemnify and hold the High Desert Association of REALTORS® Multiple Listing Service harmless, in the event that a violation of fair housing rules occurs on a broker-loaded listing.

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

\_\_\_\_\_  
Print Broker/Appraiser Name

\* \_\_\_\_\_ **Date:** \_\_\_\_\_ **2023**  
**Broker/Appraiser Signature**

**Applicants Please Note**

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)

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)

**I understand that MLS orientation is mandatory for all new applicants. Failure to complete orientation within 60 days will result in suspended of membership and is a fineable offence by CRMLS.**

| Rule        | Warning | Summary  | Fine  |
|-------------|---------|--|-------|
| 4.1-<br>4.4 | Yes     | Non-Completion of Required MLS Orientation Program Within Set Time | \$100 |

\_\_\_\_\_\*(Initial here)

**WE DO NOT TAKE CASH...**

MLS Quarterly Fees \$ \_\_\_\_\_

Broker App Fee \$250.00 Agent App Fee \$50.00 \$ \_\_\_\_\_

MLS Security Fee \$ \_\_\_\_\_

3. TOTAL AMOUNT PAID \$ \_\_\_\_\_

**\*Attached is check# \_\_\_\_\_ in the amount of \$ \_\_\_\_\_**

MasterCard       Visa       American Express       Discover

**Card#:** \_\_\_\_\_ **Exp:** \_\_\_\_\_ **\*Amount** \_\_\_\_\_

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

\* \_\_\_\_\_ Date: \_\_\_\_\_ 2023  
**Applicant's Signature**

\*Required to process.

**For broker use only**

**Office Manager**

**Additional Information**

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

1. 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.
2. 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.

**Acting Manager**

**Manager Position**

Name \_\_\_\_\_ Office Name \_\_\_\_\_  
print print

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**\*Manager Signature**

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**\*Broker Signature**

**Certification of Non-Use of the Multiple Listing Service for the  
High Desert Association of REALTORS®**

**Broker Applicants ONLY Must Complete**

Broker's Name \_\_\_\_\_ Office Name \_\_\_\_\_

Brokers: You must list every licensee working under your license that is not currently a H.D.A.R. MLS member. The above named Broker is requesting that the following individual(s) employed by or affiliated as independent contractor(s) with the Broker be exempt from MLS subscription fees. The Broker Participant is conceding that the named individual(s) ***will not*** be utilizing the MLS in any manner.

| <u>Name</u> | <u>*Reason #</u> | <u>D.R.E. #</u> |
|-------------|------------------|-----------------|
|             |                  |                 |
|             |                  |                 |
|             |                  |                 |

**(Attach additional page if needed or DRE printout)**

**Guidelines for Reviewing Certification of Non-use**

\*Each application of certification of non-use will be considered on a case-by-case basis and may be approved if the reason(s) for the request fit into one or more of the following categories (Select the reason which best applies):

1. Licensee is unable to perform real estate related functions due to medical reasons.
2. License of applicant is suspended / deactivated.
3. Licensee will be out of the area for an extended period of time and will not be accessing or using the MLS in any form.
4. Licensee acts solely as property manager, loan officer, or leasing agent. These are functions which may require a real estate license but do not require access to the MLS

Upon approval by the Board of Directors, the Broker shall be exempt from payment of MLS subscription fees for individual(s) employed by or affiliated with as an independent contractor(s) with the Broker who does not have access or use of the MLS.

**\*NOTE:** Certification of non-use approval will include the deactivation of the MLS key.

Exemption shall be effective for a period of 6 (six) months. The exemption, if recommended by the MLS committee, shall be effective when approved by the Board of Directors. **The exemption for any individual(s) shall automatically be revoked upon the individual's utilization of the Service in any manner.**

Exemption period (not to exceed 6 months) from \_\_\_\_\_ until \_\_\_\_\_

**\*If it is discovered that individual(s) employed by or affiliated as independent contractors with the Broker, are utilizing the HDAR MLS, the Broker is obligated to pay additional subscription fee(s) for that person(s).**

Note: For approval for any reason, licensee may not have any active market code or pending listing(s) in the MLS. Exception, those applicants for a Certification of Non-Use for medical may have listings in the pending status.

\* \_\_\_\_\_  
Broker's Signature Date