



**MetroTex Association of REALTORS®**  
**Application for**  
**Designated REALTOR® Membership**  
**(For use by the principal or sponsoring broker only)**

If you are interested in joining the Association as a **Designated REALTOR® (Broker)**, please note that **any** licensed real estate salesperson, sponsored by or affiliated with you or one of your associates would become eligible for Non-Designated REALTOR® membership. If any licensed real estate salesperson sponsored by or affiliated with you, chooses **NOT** to become a member of the Association, your membership dues will be increased to reflect the addition of each such non-member licensee. Should your agents choose not to join our Association they cannot receive services from our Association or training programs at member prices. If they do choose to join the Association, they would do so under your sponsorship and you would be responsible for any unpaid fees these individuals incur. **Please make sure you read and understand the implications of the Designated REALTOR Dues Formula found on page 2 of this packet.**

If you are joining the Association as a **State Certified or Licensed Appraiser** you **must** join as a **Designated REALTOR®**, and the Designated REALTOR® Dues Formula (outlined in step 2) applies to any certified appraisers, licensed appraisers, and trainees who are associated with you.

### QUALIFICATIONS

**Principal Broker:** ACTIVE Texas Real Estate Broker license or Texas State Certified Appraiser Certificate, no record of current or pending bankruptcy.

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#### STEP 1 Submission of Application **IMPORTANT: Submission of Application does not ACTIVATE all services:**

Fully complete application and return to MetroTex with:

1. Application Fee: \$300.00. (*Application fee must be attached for Membership consideration*).
2. Photocopy of TX. Broker's License or TX. State Certified Appraisal Certificate.
3. Annual Membership Dues (*Dues are payable at the time your application is submitted*)

If for any reason you withdraw your application prior to the first orientation offering but after processing begins, there will be an administrative charge deducted from your application fee, \$65.00 plus Association expenses. If the application is withdrawn after the first orientation offering, no refund will be made.

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#### STEP 2

### ANNUAL DUES

**Annual dues are payable at the time the application is submitted.**

If you activate your license :

	<u>MTAR</u>	<u>TAR</u>	<u>NAR</u>	<u>TECHNOLOGY ASSESSMENT</u>	<u>TAR ISSUES MOBILIZATION POLITICAL ASSESS</u>	<u>TAR LEGAL</u>	<u>NAR ASSESS</u>	<u>YOUR 2017 DUES WILL BE</u>
January, 2017	\$117.00	\$117.00	\$120.00	\$10.00	\$30.00	\$5.00	\$35.00	<b>\$434.00</b>
February, 2017	\$107.25	\$107.25	\$110.00	\$10.00	\$30.00	\$5.00	\$35.00	<b>\$404.50</b>
March, 2017	\$97.50	\$97.50	\$100.00	\$10.00	\$30.00	\$5.00	\$35.00	<b>\$375.00</b>
April, 2017	\$87.75	\$87.75	\$90.00	\$10.00	\$30.00	\$5.00	\$35.00	<b>\$345.50</b>
May, 2017	\$78.00	\$78.00	\$80.00	\$10.00	\$30.00	\$5.00	\$35.00	<b>\$316.00</b>
June, 2017	\$68.25	\$68.25	\$70.00	\$10.00	\$30.00	\$5.00	\$35.00	<b>\$286.50</b>
July, 2017	\$58.50	\$58.50	\$60.00	\$10.00	\$30.00	\$5.00	\$35.00	<b>\$257.00</b>
August, 2017	\$48.75	\$48.75	\$50.00	\$10.00	\$30.00	\$5.00	\$35.00	<b>\$227.50</b>
September, 2017	\$39.00	\$39.00	\$40.00	\$10.00	\$30.00	\$5.00	\$35.00	<b>\$198.00</b>
October, 2017	\$29.25	\$29.25	\$30.00	\$10.00	\$30.00	\$5.00	\$35.00	<b>\$168.50*</b>
November, 2017	\$19.50	\$19.50	\$20.00	\$10.00	\$30.00	\$5.00	\$35.00	<b>\$139.00*</b>
December, 2017	\$9.75	\$9.75	\$10.00	\$10.00	\$30.00	\$5.00	\$35.00	<b>\$109.50*</b>

\*In addition to the above fees, any member joining after September 30, 2017 will also be required to pay 2018 annual dues at the time their application is submitted..

## DESIGNATED REALTOR® DUES FORMULA

The annual dues for each Designated REALTOR® member shall be \$434.00 for the DR's individual license, plus an additional \$354.00 for each of the real estate salespersons, non-principal brokers, and licensed or TX. state certified appraisers who are:

- (1) employed by or affiliated as independent contractors, or who are directly or indirectly licensed with such Designated REALTOR® Member and,
- (2) are not REALTOR® Members or Institute Affiliate Members of any local board or association in the State of Texas.

### ENFORCEMENT OF THE D.R. DUES FORMULA

Designated REALTORS® - DR's - have 30 days to report any new individuals licensed with their firm either directly or indirectly. (Indirectly means through another broker in the firm or a corporation in which the DR has an ownership interest or management position. Any licensee not reported to the MetroTex after the 30 day period will show up in the data we receive

quarterly from the Texas Association of REALTORS and the Texas Real Estate Commission.

The Designated REALTOR® of these unreported individuals listed in the TAR/TREC report are then billed directly by the MetroTex for sponsorship dues based on the month in which the license became active with that sponsoring broker.

If the Designated REALTOR® does not pay the invoice within 30 days - or require the licensee to fulfill membership criteria – the DR will be subject to suspension and ultimately termination of membership. To avoid future liability concerning sponsorship dues, the DR should return the license(s) to TREC and maintain a copy in their files.

### THE DUES FORMULA: History and Rationale

The delegates to the 1972 Convention of the National Association of REALTORS®, meeting in Honolulu, Hawaii, overwhelmingly approved a new dues formula for computing the dues of REALTOR® members. This formula called for assessment of REALTOR® dues computed on the basis of the size of the REALTOR's organization, i.e., on the number of individuals licensed with the REALTOR®.

This was selected as the most accurate and equitable method for assessing dues proportional to the membership benefits and services accruing to the REALTORS® and through the REALTORS® to all individuals licensed with him or her. Other possible methods of computing the dues that were considered included the sales volume of the firm, the number of offices, and other such measures. However, after extensive and careful deliberation, it was determined that the number of individuals licensed with the REALTORS® was the fairest measure of benefits accruing to the REALTOR® from his membership, and this was selected as the foundation for membership dues in NAR.

At the same time, two contingent provisions were adapted and approved as a part of the dues formula.

*First*, it was recognized that if some or all of the individuals licensed with the REALTOR® also held REALTOR® or REALTOR®-Associate membership, and paid dues for such membership, it would not be equitable to also charge the REALTOR® in respect to such persons; so a credit set off against the REALTORS® dues obligation was provided for each individual licensed with the REALTOR® who voluntarily held

REALTOR® or REALTOR®-Associate membership as a matter of personal option and election.

*Secondly*, in respect to any given firm comprised of more than one REALTOR® principal, only one of the principals designated by the firm would be charged on the basis of the size formula. Furthermore, it was specified that all other principals of the firm would be charged only a base amount of dues as determined and not charged any dues in respect to the number of individuals licensed with the firm. Thus, in the final analysis, the Designated REALTOR® pays dues (his own personal dues) for membership benefits and services received which are proportional to the number of such persons affiliated with the REALTOR® who benefit from his REALTOR® membership and its benefits and services, but do not personally hold membership and pay no dues.

It must be clearly understood that the Designated REALTOR® is not paying dues for individuals affiliated with him who elect not to be board members. They are not Board members and therefore have no dues payable to the Board. Any benefits or Board services that such licensees realize accrue to them solely through their relationship with the Designated REALTOR® and not provided to them directly by the Board. Rather, the REALTOR® pay his dues (his own and not the dues paid for others) as computed on the number of individuals licensed with him, but who are not members of the Board

*.-From NAR's "The Executive Officer," June 1981, written by William D. North, current Executive V.P. of the Association.*

## STEP 3

All Designated REALTORS Application are presented to the Board of Directors.

**Application must be submitted by 5:00PM on:**

January 19, 2017  
 February 16, 2017  
 March 16, 2017  
 April 20, 2017  
 May 18, 2017  
 June 15, 2017  
 July 20, 2017  
 August 17, 2017  
 September 21, 2017  
 October 19, 2017  
 November 9, 2017  
 December 14, 2017

**To Be Presented to Board of Directors On:**

January 26, 2017  
 February 23, 2017  
 March 23, 2017  
 April 27, 2017  
 May 25, 2017  
 June 22, 2017  
 July 27, 2017  
 August 24, 2017  
 September 28, 2017  
 October 26, 2017  
 November 16, 2017  
 December 21, 2017

*The Applicant is not required to be present at the Board of Directors Meeting.*

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## STEP 4 MANDATORY ORIENTATION

All REALTOR® applicants will be required to complete the new member orientation **within 60 days** of their join date. The orientation class is only offered at the Association headquarters, and includes lunch. The cost of the course is included in your application fee.

Additionally, MLS services are contingent upon completion of a separate training course. The MLS training course can be completed in a computer lab environment or it can be completed online. You are responsible for registering for the MLS training.

To register for orientation and MLS training see the mandatory new member orientation registration and MLS training information form in this packet.

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## STEP 5 PAYMENT OF DUES & FEES

Payment of the application fee(s) and annual dues are required at the time the application is submitted. The Association accepts cash, personal check, cashiers check, money order, credit card or bank debit card. If paying by credit or debit card, simply complete the information in the box below and email or fax with your application and other paperwork, or bring this form with you to submit to the membership department if submitting your application in person.

<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Discover	<input type="checkbox"/> American Express
Amount: _____	Expiration: _____		
Card #: _____	Code: _____	Signature: _____	
Be sure to include the 3 or 4 digit security code found on your credit card			

**WE KNOW YOU'RE BUSY. AVOID LATE FEES AND NEVER WORRY ABOUT MISSING A PAYMENT DUE DATE. SIGN UP FOR METROTEX AUTO-PAY TODAY.**

Pre-Authorized Payment Agreement

Fax Completed Form To:  
214-637-5951

For Office Use Only

M# \_\_\_\_\_

Date Entered \_\_\_/\_\_\_/\_\_\_

**The following account information is to be used for:**

Name \_\_\_\_\_ Real Estate License # \_\_\_\_\_  
(Please Print)

- Please enroll me in the Automatic Debit Service
- Please update my:  Selections AND/OR  Credit Card
- Please cancel my enrollment in this service: Signature \_\_\_\_\_

**Please select the items below that you are requesting to be included in this service:**

- Enroll me in all four of the items described below.**
- Annual Voluntary TREPAC Contribution of \$45** (Fair Share) or \$ \_\_\_\_\_
- Quarterly MLS Subscriber Fees** and applicable tax.  
*(Debited quarterly in advance on the following dates: 2/28, 5/31, 8/31, and 11/30)*
- Annual Keycard Fees** and applicable tax.  
*(dKey & eKey Basic debited annually 5/31, )*
- Annual Board Dues** (includes local, state, and national association dues)  
*(Debited Annually 10/31)*
- Charge My Credit Card**

VISA     MasterCard     AMEX     Discover

Account Number: \_\_\_\_\_ Expiration Date \_\_\_/\_\_\_

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

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

(Please print name exactly as it appears on your credit card)

I authorize MetroTex Association of Realtors to keep my signature on file and to charge my VISA/MasterCard/American Express/Discover, or debit my checking/savings account for the fees selected above on an ongoing basis. I understand that this voluntary form is valid as long as I am a member of MetroTex Association of Realtors, or until I cancel this voluntary authorization with written notice to MetroTex Association of Realtors. To prevent service interruption and reinstatement fees, please notify MetroTex Association of Realtors of ANY CHANGE in your VISA/MasterCard/American Express/Discover, or Checking/Savings account. All fees & charges are non-refundable. **ALL CHANGES MUST BE SUBMITTED IN WRITING ON THIS FORM.**

## AN EXPLANATION OF YOUR 2017 REALTOR DUES

**2017 MetroTex Local Dues** – The annual dues of each REALTOR member as established annually in advance by the Board of Directors in accordance with Article X, Section 8(a) of the Association Bylaws. It funds all Association member benefits and services.

**MetroTex Technology Assessment** – This assessment funds the MetroTex Technology Reserve Fund, which was established in 2016. It allows for the designation of restricted reserves that can be used solely for new technology initiatives for the Association. It will allow for upgrades to current Association technology, the investment in new technology equipment, and/or for the installation of new technology systems for the benefit of the membership. This fund is reviewed annually by the MetroTex Budget & Finance Committee, and voted on annually by the MetroTex Board of Directors.

**2017 TAR Dues** – The annual dues of each REALTOR member as established annually in advance by the Board of Directors in accordance with Article III, Section 1(A) of the Association Bylaws. It funds all Association member benefits and services.

**TAR Legal Fund Assessment** – The Legal Fund was created and approved annually by the TAR Board of Directors for the express purpose of:

- Helping Texas REALTORS® understand their legal rights and duties under law.
- Providing legal assistance for matters pending in court or governmental agencies.
- Defraying all or a portion of legal expenses for pending litigation in which a member is a party.
- Defraying legal expenses for cases in which the association intervenes or files briefs as a friend of the court.
- Monitoring and participating in the actions of governmental agencies.
- Reimbursing travel expenses of Texas REALTORS® who participate in form-development task forces.

**TAR Issues Mobilization/Political Advocacy Assessment** – The Issues Mobilization Program was created and approved by the TAR Board of Directors to help local REALTOR Associations who've identified local ordinances that could affect all Texas REALTORS or property owners. If a local Association identifies such a proposal, it applies for assistance. Help may come in the form of political expertise, strategic guidance, marketing, and/or funding.

**2017 NAR Dues** – The annual dues of each REALTOR member as established annually in advance by the Board of Directors in accordance with Article II, Section 1(A) of the Association Constitution and Bylaws. It funds all Association member benefits and services.

**NAR Consumer Advertising Campaign** – This funds the NAR Public Awareness Campaign that includes TV ads highlighting the value a REALTOR brings to a transaction.

- The funds allow the campaign to support NAR's strategic objective of reaching and engaging consumers, increasing the association's reach and impact to the public by driving home the value of home ownership and importance of hiring a REALTOR®.
- Research shows that NAR's national advertising is accomplishing its goals of persuading consumers of the value of homeownership and real estate investment and assuring them of the value REALTORS® bring to the real estate transaction. In our most recent tracking study, 70 percent of consumers surveyed said the ads made them want to contact a REALTOR® for more information, and 82 percent said that the ads made them feel more positive about homeownership.
- The Consumer Advertising Campaign is also one of NAR's most popular membership services. According to the latest membership survey, 96 percent of all members like the ad program and 91 percent would like to see even more advertising than is currently run, a number unchanged through the past three years.
- The National Association of REALTORS® Board of Directors voted to maintain the assessment level of \$35 for 2014-2016 when it approved the current 3-year budget during the Midyear Meetings in May 2013. The assessment has remained at this level since 2009.

# MANDATORY NEW MEMBER ORIENTATION

All REALTOR® applicants will be required to complete the new member orientation **within 60 days** of their join date. The orientation class is only offered at the Association headquarters, and includes lunch. The cost of the course is included in your application fee.

**Classroom Time:** New Member Orientation is held from 9:00 AM to 1:00 PM. Registration is required. You are responsible for reserving your seat for the orientation you wish to attend. Reservations are on a first come first served basis. Registration for any scheduled orientation closes two business days prior to the class. If you have made a reservation and find you are unable to attend, email [membership@dfwre.com](mailto:membership@dfwre.com) at least 48 hours prior to the course for cancellation. **If you have made a reservation and do not attend or cancel your reservation, you will be charged a cancellation fee of \$25.00.**

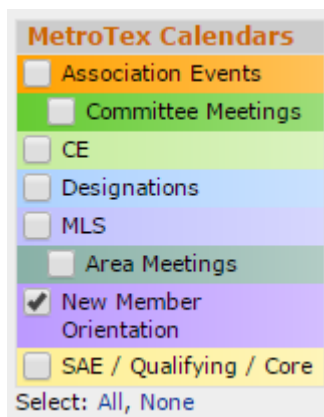
**Why must I attend?:** As a real estate professional, it is critical that you know about your professional trade organization and the many ways it can assist you in your business. Along with the many benefits, educational programs and resources that are available to members, the networking and business building that you can achieve by attending the orientation and other Association events more than pays for the cost of your annual membership.

Statistics show that early engagement leads to a higher level of knowledge and understanding about the industry, its practices, and the critical rules and regulations that govern your activities as a real estate professional. This in turn leads to fewer TREC and MLS complaints, and a more conscientious effort to practice in a professional and ethical manner.

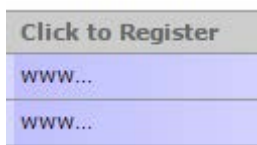
Class Location: **Dallas:** Training Room 1 (Second Floor) - 8201 N. Stemmons Freeway, Dallas, TX 75247  
Located on the West service road of Highway 35E between Empire Central and Mockingbird exit.

## New Member Orientation Registration Steps

- After submitting your application, please allow 48 hours for your member record to be set up in our system. At that time, you may schedule your Orientation.
- Register for New Member Orientation at <http://www.trumba.com/calendars/metrotex>
- Filter the calendar to display New Member Orientation only



- In the **Click to Register** column, click on the registration link next to your preferred date. Your Logon ID is your 7-digit license number and your initial password is metrotex.



- After you have successfully completed your registration, you will receive a confirmation email immediately; and a reminder email with course materials 2-5 days prior to your orientation date.

## MANDATORY MLS TRAINING INFORMATION

MLS services are contingent upon completion of the **Intro to Matrix MLS Course**.

This course can be completed in a hands on computer lab environment or it can be completed online. You are responsible for registering for the MLS training in one of the following two ways:

1. MLS training courses are scheduled regularly throughout the month, after you have applied for membership you can register for the hands on training using MetroTex ESERVICES at [www.mymetrotex.com](http://www.mymetrotex.com) OR by contacting the MLS Department at 214-540-2755 OR 817-796-5350.

**OR**

2. If you prefer to take the MLS Training Online, the 1 hour webinar: INTRODUCTION TO MATRIX is available for viewing at [www.mymetrotex.com](http://www.mymetrotex.com) . You can find this webinar by clicking on the Tools & Resources Link, then click on the Technical Support Link, scroll down to the video and press play.

For questions please contact us at: [membership@dfwre.com](mailto:membership@dfwre.com) 214-637-6660 (Dallas) or 817-796-5400 (Grapevine)

ELECTRONIC SUPERKEY RISK REDUCTION MEMORANDUM  
**Adopted: June 22, 2000**

TO: All Designated REALTORS®/Principal Affiliates and brokerage/affiliate firms having lease agreements with the MetroTex Association of REALTORS®, Inc. ("MetroTex") for Electronic Superkeys

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The Texas Association of REALTORS® has alerted all local associations of the potential liability associated with permitting certain high risk individuals who have been convicted of felony crimes or certain misdemeanor crimes to have unsupervised access to homes listed with a Multiple Listing Service via Superkeys.

The MetroTex requires each Designated REALTOR®/Principal Affiliate to sign a lease agreement before issuing a Superkey to a Keyholder. Additionally, the lease agreement provides for comprehensive indemnification of the MetroTex by the brokerage firm/affiliate firm of any claims which arise out of the use of the Superkey.

Based on the foregoing, you may want to obtain an agreement from each Keyholder sponsored by you before signing the lease agreement for the Superkey with the MetroTex that such Keyholder will:

1. warrant that the Keyholder has not been convicted of a felony or misdemeanor involving moral turpitude;
2. notify the brokerage firm/affiliate firm immediately if the Keyholder is arrested and charged with a felony or misdemeanor involving moral turpitude; and
3. surrender possession of the Superkey to the brokerage firm/affiliate firm to hold in custody and possession upon request of the brokerage firm/affiliate firm.

These recommendations are submitted to you for the purpose of minimizing your liability if a claim arises as a result of criminal or other inappropriate actions taken by the Keyholder you sponsor. MetroTex is recommending to TAR that they revise the current form of Independent Contractor Agreement to incorporate the points listed above. If you become aware of the arrest of a Keyholder for the type of criminal conduct referred to above or other inappropriate conduct by such Keyholder, the MetroTex recommends that you take prompt action to assume control of the Superkey and make arrangements for a chaperone to accompany that Keyholder when entering a home listed with the MLS via a Superkey.

Brokers who wish to incorporate routine background checks in their hiring procedures can purchase such checks for a fairly reasonable fee. These checks will identify convictions of record in the State of Texas for an individual. Some Internet site resources you may wish to use are:

Texas Department of Public Safety - <http://records.txdps.state.tx.us>. This site mandated by House Bill 1176 allows you to search the conviction records and sex offender registration database of the Texas Department of Public Safety. There is no charge for the sex offender search. Recently, the charge for the conviction search was \$3.50 per search. There is a lag time of several months before convictions are posted on this site.

BackgroundChecks.com - [www.backgroundchecks.com](http://www.backgroundchecks.com). This is a private company that offers a variety of searches. Their pricing varies according to types of searches and the number of searches performed.

PublicData.com.ai - [www.publicdata.com](http://www.publicdata.com). A private company offering various searches and various fee plans.





**MetroTex Association of REALTORS®** 2017  
 8201 N. Stemmons Freeway Dallas, Texas 75247  
 Phone: 214-637-6660 Fax: 214-637-5951  
 or  
 1681 W. Northwest Hwy Grapevine, TX 76051  
 Phone: 817-796-5400 Fax: 817-796-5421

<b>MetroTex USE ONLY</b>		
DATE	_____	
MEM #	_____	
FIRM #	_____	
BY	_____	
Cash	Check	CC
_____	_____	_____

**Application and Agreement for Designated REALTOR® Membership**

- Name of Applicant: \_\_\_\_\_  
 (Exactly as is appears on your real estate license) Mr./Mrs./Ms. (First) (Middle) (Last) (Nickname for MLS)
- Name of Real Estate Firm: \_\_\_\_\_  
 Office Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Office Phone:(\_\_\_\_) \_\_\_\_\_ Office Fax #:(\_\_\_\_) \_\_\_\_\_ Web Page: \_\_\_\_\_
- Type of Firm:  Sole Proprietorship or Partnership  Limited Liability Co.  Corporation  
 \*You **are required** to register your firm name with the Texas Real Estate Commission as either a DBA (for a sole proprietorship or partnership) or through an LLC or Corporate License. Please indicate below that you have complied with this TREC requirement:  
 Firm is registered with TREC If an LLC or Corporation, please provide the license number \_\_\_\_\_
- Please complete all that apply and check **ONE** box to indicate the number that will be listed as your main contact number.  
 Home phone #: (\_\_\_\_) \_\_\_\_\_  Voice Mail #: (\_\_\_\_) \_\_\_\_\_  Mobile Phone #: (\_\_\_\_) \_\_\_\_\_  
 Personal Fax #: (\_\_\_\_) \_\_\_\_\_ (If you wish to receive MetroTex information via your personal fax number and not your office fax.)
- Residence Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
- Social Security Number: \_\_\_\_\_ E-mail Address\* \_\_\_\_\_  
 \*Required for Keycard and Annual Dues Billing
- Texas Real Estate License Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 Date of Birth
- Race/Ethnicity:  African American  Asian  American Indian or Alaskan Native  Hispanic or Latino  
 Native Hawaiiin or Pacific Islander  White or Caucasian  
 Answer to question 8 is optional. Failure to check a box has no adverse effect.
- Will the MetroTex Association of REALTORS® be your primary Board/Association?  Yes  No  
 If No, list Primary Board/Association name: \_\_\_\_\_
- Have you paid current year NAR and TAR dues to another Association?  Yes  No  
 If Yes, state name and Location of Board/Association \_\_\_\_\_
- Please list all REALTOR® Associations/Boards which you hold membership in:  
 \_\_\_\_\_
- Addresses of all branch offices: \_\_\_\_\_  
 \_\_\_\_\_
- List names and real estate license numbers of all licensed persons with your firm:  
 [Attach separate sheet if necessary].  
 \_\_\_\_\_

14. Have there been any official sanctions against you or of your real estate license by a governmental agency or court of law within the last three years?  
 Yes  No If yes, describe the nature of each sanction, the agency or court issuing such sanction, and current status or resolution of such complaint. [Attach separate sheet(s) if necessary.]
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15. Do you have any unpaid financial obligation to any other Association/Board or Association/Board MLS?  Yes  No
16. Within the past three years, have you or any real estate firm in which you are the sole proprietor, general partner, corporate officer or branch office manager been involved in any pending or recent bankruptcy or insolvency proceedings or adjudged bankrupt?  Yes  No If yes, describe the nature of such proceedings, including the case number, court, and date of such proceedings. [Attach separate sheet(s) if necessary.]
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17. Are you an owner of 10% or more of the real estate firm?  Yes  No  
 If you checked No, identify the principal owner or the person authorized to bind the real estate firm ("Authorized Representative")
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I do hereby request and authorize any person or persons to furnish any information and to answer all questions asked concerning my credit worthiness or moral character in connection with this application. The foregoing facts and statements are true and correct to the best of my knowledge and belief:

I hereby apply for Designated REALTOR® Membership in the MetroTex Association of REALTORS®, Inc., ("MetroTex"). I certify that I hold a valid current Texas real estate license and that I am actively engaged in the real estate business. My office is located within the State of Texas (or a state contiguous to Texas). I agree as a condition of my membership to complete the indoctrination courses(s) as prescribed by MetroTex. On my own initiative I will thoroughly familiarize myself with the Code of Ethics of the National Association of REALTORS®, Bylaws and Rules and Regulations, from time to time in effect, of MetroTex, the Texas Association of REALTORS® and the National Association of REALTORS®; and will also familiarize myself with my mandatory duty to arbitrate business disputes with other REALTORS® in accordance with the Code of Ethics and Arbitration Manual of NAR. I agree that my act of paying dues shall evidence my initial and continuing commitment to abide by the aforementioned Code of Ethics, Constitutions, Bylaws, Rules and Regulations and duty to arbitrate, all as from time to time amended, revised, supplemented or altered. I acknowledge and confirm that the Bylaws of MetroTex provides that I am required to arbitrate and I do hereby irrevocably agree to arbitrate any dispute or controversy hereafter arising between me and one or more members of MetroTex in accordance with the rules and regulations governing such arbitration, from time to time in effect as adopted by MetroTex or its Board of Directors. I consent and authorize MetroTex 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 MetroTex by any member or 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. I agree that my membership in MetroTex and the MLS will authorize me unlimited access to the MLS database and to personal information of other members of MetroTex. Accordingly, I expressly promise to use such access and information only in pursuit of my real estate activities within the scope of my license and not to utilize such access or information for commercial ventures or endeavors that are not within the scope of my license.

I agree, if my membership is approved as a (Designated) REALTOR® of MetroTex, I will pay the prescribed dues and fees in accordance with the Bylaws of the Association, from time to time in effect. I agree to assume responsibility of reporting, in writing, all names of persons to MetroTex, within thirty (30) days, who become licensed with me as an employee or affiliated with me as an independent contractor. I understand that I am responsible for financial obligations incurred by licensed persons with my firm for dues, fees, keybox lease access fees, MLS fees, and other expenses regularly billed by MetroTex to me for Association services. I understand that if I subsequently resign, it must be in writing.

I acknowledge that if accepted as a member and I subsequently resign or am expelled from membership in MetroTex with an unpaid financial obligation, an ethics complaint or arbitration request pending, the Board of Directors of MetroTex may condition renewal of membership upon payment of the financial obligation owed, my verification that I will submit to the pending ethics or arbitration proceeding and will abide by the decision of the Hearing Panel; or if I resign or am expelled from membership without having complied with an award in arbitration, the said Board of Directors may condition renewal of my membership upon my payment of the award, plus any costs that have previously been established as due and payable in relation thereto, provided that the award and such costs have not, in the interim, been otherwise satisfied.

I further acknowledge that my current and/or future office location(s) will be in compliance with applicable zoning ordinances affecting my office location(s).

I represent that the Authorized Representative is authorized to bind the real estate firm and that MetroTex may rely upon this representation until notified in writing to the contrary.

If this application is withdrawn prior to the first available orientation, a \$65.00 processing fee will be deducted from the \$300.00 application fee before a refund is made. If a withdrawal request is made after the first available orientation, no refund will be made of dues or application fee. All requests for withdrawals and/or refunds of application fees must be made in writing by the applicant. All REALTOR® member applicants are **required** to attend Orientation **within 60 days**. By signing below, I acknowledge that if I fail to attend orientation within 60 days of my join date my membership will be inactivated and my services discontinued until I complete the new member orientation course. In order to obtain active membership again, I agree to pay a \$50.00 reinstatement fee and register and attend the next Orientation being offered.

\_\_\_\_\_  
 (Applicant's Signature)

\_\_\_\_\_  
 (Date)

\_\_\_\_\_  
 (Authorized Representative's Signature)

\_\_\_\_\_  
 (Date)

The following price sheet is for MLS and/or Keycard services. The forms necessary to activate these services are included for your convenience.

If your office receives MLS services from GMMLS, you will be required to pay MLS quarterly fees at the time you submit your application.



**GREATER METRO MULTIPLE LISTING SERVICE**  
(THE MLS PROVIDER OF THE METROTEX ASSOCIATION OF REALTORS®, INC.)

<b>3rd QUARTER 2017 (Pricing Subject to Change)</b>	<b>REALTOR® PRICE</b>	<b>NON-MEMBER BROKER AND NON-MEMBER PRICE</b>
<b>PARTICIPATION FEE</b> <i>This is a one time fee as long as membership is maintained. Only the MLS participant pays the participation fee. Non-principals subscribe through the MLS participant. To be the participant you must possess an active TX Brokers license or Texas State Certified Appraisal Certificate, cannot be involved in a current bankruptcy and agree to attend the orientation course.</i>	\$250.00-1 time fee	\$375.00-1 time fee
<b>SUBSCRIBER FEES</b> <i>Subscriber fees are per licensee, paid quarterly. Fees fluctuate each quarter-based on the overall number of subscribers to the MLS system. Subscriber fees for all users are billed via email to each individual MLS subscriber and are due 30 days from the invoice date. Make sure you provide a valid email address to our membership department. MLS refunds are not made after the quarter begins</i>	\$109.00-quarterly	\$163.50-quarterly
<b>MLS ACCESS:</b> <b>NTREIS Matrix:</b> (Accessible from all popular web browsers, operating systems and platforms.) The class for this access can be taken online, or in our computer lab. Register online for the hands on training at <a href="http://www.mymetrotex.org">www.mymetrotex.org</a> <b>NTREIS Innovia:</b> A secondary backup system that allows access to MLS listings and data for search and report purposes only.	No Charge	No Charge
<b>COMPARABLE DATA (On-Line Sold Listings and Tax Data for Affiliate Members):</b> <i>CURRENT ACTIVE LISTINGS ARE NOT AVAILABLE ON THIS TYPE OF SERVICE. Comparable Data and the Tax Data services are MLS Services. You may subscribe to the MLS to obtain Comparable and Tax Service by attending mandatory training. Access options are the same as listed above; this serves as an option for Affiliate members of the Association</i>		
On-Line Sold Listings and Tax Data:	\$109.00-quarterly	Not Available

## ASSOCIATION SERVICES

### SUPRA SERVICES

#### REALTOR®/Affiliate Member of Participating Associations

Display Key (refunds are made on a quarterly basis); OR	\$100.00 setup+annual fee of \$220.99	Not eligible for Service
Ekey Basic (requires Supra approved SmartPhone device); OR	\$50.00 setup+annual fee of \$204.59	Not eligible for Service
Electronic iBox	\$129.90 ea.(tax included)	Not eligible for Service

#### REALTOR®/Affiliate Members of NON Participating Associations

1ststplay Key (refunds are made on a quarterly basis); OR	\$100.00 setup+annual fee of \$220.99	Not eligible for Service
Ekey Basic (requires Supra approved SmartPhone device); OR	\$50.00 setup+annual fee of \$204.59	Not eligible for Service
Electronic iBox (available for purchase only if you are a MetroTex Keycard Holder)	\$129.90 ea.(tax included)	Not eligible for Service

- Supra services are Association services. \$50.00 of the keycard activation fee will be refunded upon return of your KeyCard, subject to account status and condition of the equipment.
- Ekey requires an iPhone adaptor or an Android fob that is purchased separately for \$54.13.
- Participating Associations are: MetroTex, and Stephenville Associations of REALTORS®. KeyCard access fees are billed separately based on a July 1 through June 30 service year. Fees are prorated monthly when service begins, and refunds are calculated on a quarterly basis from date of termination of service.
- Service indicated is only available to REALTOR® members. REALTOR® pricing applies to all REALTOR® members of an Association or Board.

[PRICING SUBJECT TO CHANGE]

# What Choices DO I Have When it Comes to KeyCard Services?

## [Supra Key Lease Agreement](#)

### **DisplayKEY**

- You are issued a separate device that is used to access Keyboxes
- You will receive a cradle that serves as the DisplayKEY charger
- The DisplayKEY cradle provides access through a phone line or USB connection
- You must cradle your Display key weekly in order to receive update codes
- The number of showings at your listings are delivered to your DisplayKEY
- 100 KeyBox entries from a single KeyBox can be retrieved and read

#### DisplayKEY Cost:

\$100.00 – one-time setup fee (includes a \$50 refundable deposit)

\$220.99 – Annual Key Service Fee (July1 through June 30 annually)

### **EKEY**

- Your iPhone or Android is your KeyCard
- Your phone is updated wirelessly on a nightly basis
- Allows you to keep track of all your boxes from your phone
- Manage and program your boxes from your phone
- Easily place and remove keyboxes from listings using your phone
- Change your own shackle codes using your phone

#### EKEY Cost:

\$50.00 - one-time setup fee

\$54.13 - cost for the Fob

\$204.59 – Annual Key Service Fee (July1 through June30 annually)

**APPLICATION FOR PARTICIPATION  
IN  
NORTH TEXAS REAL ESTATE INFORMATION SYSTEMS, INC. (“NTREIS”)**

NAME OF APPLICANT: \_\_\_\_\_

TEXAS BROKER LICENSE OR STATE CERTIFIED APPRAISAL CERTIFICATE #: \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_

NAME OF FIRM OR COMPANY: \_\_\_\_\_

OFFICE STREET ADDRESS (No P.O. Boxes): \_\_\_\_\_  
Street

City State Zip Code

OFFICE PHONE NUMBER: \_\_ (\_\_\_\_) \_\_\_\_\_ OFFICE FAX NUMBER: \_\_ (\_\_\_\_) \_\_\_\_\_  
1+ area code 1+ area code

OFFICE MAILING ADDRESS (if different): \_\_\_\_\_  
Street City State Zip

HOME ADDRESS (if different): \_\_\_\_\_  
Street City State Zip

HOME TELEPHONE: \_\_ (\_\_\_\_) \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_  
1+ area code

WEB PAGE: \_\_\_\_\_

LOCAL MULTIPLE LISTING SERVICE PROVIDER: METROTEX ASSOCIATION OF REALTORS®

Utilize the Status Report to report all persons licensed, directly or indirectly, with you or your firm/company

DATE: \_\_\_\_\_

1. This Application must be completed in full, legible, and returned to your local Multiple Listing Service Provider, with the Participation Agreement attached and signed.
2. The Application fee must accompany the Application (\$\_\_\_\_\_).
3. Attach a letter of good standing from your primary Board or Association of REALTORS® for yourself and each agent licensed under you or your firm/company.
4. Attach a photocopy of your Texas Real Estate Brokers License or Texas State Certified Appraisal Certificate.
5. Attach a complete Status Report for each individual licensed either directly or indirectly with you or your firm/company.
6. Attach a complete MLS Waiver Form for each individual in your firm/company who meets the requirements set forth in such MLS Waiver Form.

The attached document(s) are made a part of this Application for all purposes.

**PARTICIPATION AGREEMENT  
APPLICATION FOR SERVICE FROM THE  
NORTH TEXAS REAL ESTATE INFORMATION SYSTEMS, INC. ("NTREIS")  
THROUGH METROTEX, LOCAL MULTIPLE LISTING SERVICE ("MLS") PROVIDER**

STATE OF TEXAS  
COUNTY OF DALLAS

THIS AGREEMENT is made and entered into by the undersigned party ("Participant") in conjunction with Participant's Application for MLS service from NTREIS, through the local MLS provider.

FOR AND IN CONSIDERATION of the privileges of service from NTREIS, the benefits to be derived by the Participant, and other good and valuable consideration, the receipt and sufficiency of which is acknowledged, upon acceptance of the Application of the Participant, the Participant agrees as follows:

1. Participant acknowledges that Participant has read all Rules and Regulations of the MLS and of the National Association of REALTORS® ("NAR"), understands such Rules and Regulations, and agrees to observe, comply with, and uphold the Rules and Regulations so long as Participant is a member of the MLS.
2. Participant covenants and agrees that, for every listing of property filed with the MLS, Participant will obtain a written listing agreement from the owner or owners of the property, which listing agreement will provide:
  - (a) a good and sufficient legal description of the property;
  - (b) that the listing broker on the property has either an exclusive right to sell or lease the property, or that the listing broker is appointed as the exclusive agent of the owner for the sale or lease of the property;
  - (c) for the listing broker to make blanket unilateral offers of cooperation and compensation to all other participants in the MLS; and
  - (d) authorization for the listing broker to submit statistical information to the MLS after the property is sold or exchanged, including, but not limited to, the true sales price, whether the sale was for cash or financed by the owner, and, in the event of an exchange, the value allocated to the property by the parties to the exchange transaction.
3. Participant agrees to retain in Participant's files an executed copy of the listing agreement for a period of 365 days after the date on which the property is sold or the date on which the listing for the property is terminated, whichever is later.
4. Participant covenants and agrees, with respect to each listing of property filed with the MLS by Participant, to complete a profile sheet on a form made available by the MLS. By filing the information concerning each listing with the MLS by Participant, Participant warrants and represents to the MLS that Participant has obtained a written listing agreement described in paragraph 2 and a duly completed profile sheet containing the information required by the MLS. Participant agrees to retain in Participant's files each of the profile sheets for a period of 365 days after the date on which the property is sold or the date on which the listing for the property is terminated, whichever occurs later.
5. Participant agrees to indemnify and hold harmless NTREIS, the local MLS provider, and all other participants of the MLS of and from any and all claims, causes of action, damages, losses or injuries sustained as a result of the failure of Participant to comply with the terms and provisions of this Agreement or of the Rules and Regulations of the MLS, as amended from time to time. The indemnification provisions of this paragraph shall survive any resignation or termination of service from NTREIS by Participant. Participant acknowledges that all data included in the MLS system belongs to and is owned by NTREIS.
6. I hereby authorize representatives of NTREIS and/or the local MLS provider to request information concerning my creditworthiness in connection with this Application.
7. I agree that as a conditions of my participation in NTREIS, through the local MLS provider, to complete the orientation course(s) as prescribed by NTREIS.

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

DATE: \_\_\_\_\_

**MetroTex Association of REALTORS® , Inc.  
8201 N. Stemmons Freeway Dallas, Texas 75247 or 1681W. Northwest Hwy. Grapevine, TX 76051  
Dallas Phone: (214) 540-2745 Fax: (214) 637-5951 Grapevine Phone: 817-796-5400 Fax: 817-796-5421**