

# Cedar Rapids Area Association of REALTORS®

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Website: [www.crrealtors.org](http://www.crrealtors.org)

## Application for MLS Participation

**\*\*ALL fields are required. Incomplete applications will be returned.\*\***

REALTOR® \_\_\_\_\_

Appraiser \_\_\_\_\_

Full Name: \_\_\_\_\_  
First Middle Last

Nick Name: \_\_\_\_\_ (complete this field ONLY if you wish to use this in all of our systems)

Home Address: \_\_\_\_\_  
Address City State Zip Code

Cell Phone #: \_\_\_\_\_ Home Phone # (If different): \_\_\_\_\_

Date of Birth: \_\_\_\_\_

E-mail Address: (use permanent address) \_\_\_\_\_

Office Name: \_\_\_\_\_ Office Code: C\_\_\_\_\_

Office Address: \_\_\_\_\_  
Address City State Zip Code

Primary Association: \_\_\_\_\_

**Application must be accompanied by a Letter of Good Standing from Primary Association that indicates State and National Dues have been paid for current year.**

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

Real Estate or Appraiser License #: \_\_\_\_\_ (Attach a copy of license)

Has your real estate or appraisal license, in this or any other state, ever been suspended or revoked?

Yes \_\_\_ No \_\_\_

If yes, detail the circumstances related thereto: \_\_\_\_\_

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

Have you been refused or had your membership terminated in any Association of REALTORS®?  
Yes \_\_\_ No \_\_\_ If yes, state the basis for refusal and detail the circumstances related thereto:

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Are you currently being investigated by the Iowa Real Estate Commission (or any other  
State's Real Estate Commission) for any complaints? Yes \_\_\_ No \_\_\_ If yes, provide details:

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Upon approval of my application, I agree to abide by the Code of Ethics of the National Association of REALTORS®, including the obligation to arbitrate any existing or future disputes with another Member/Participant in accordance with the Association's arbitration procedures. I also agree to abide by the Constitution, Bylaws and Rules and Regulations of the above named Association, the State Association, and the National Association, and if required, I further agree to satisfactorily complete and reasonable and non-discriminatory written examination of such Code, Constitution, Bylaws and Rules and Regulations. I consent that the Association, through its Membership Committee or otherwise, may invite and receive information and comment furnished to the Association by any person in response to the invitation shall be conclusively deemed to be privileged and not form the basis of any action by me for slander, libel, defamation of character.

**NOTE:** Applicant acknowledges that if accepted as a participant that then subsequently resigns from the Association with an ethics complaint or arbitration request pending the Board of Directors, may condition the right of resigning participant to reapply for MLS Participation upon the applicant's verification that he/she will submit to the pending ethics or arbitration proceeding and will abide by the decision of the Hearing Panel or if the participant resigns without having complied with an award in arbitration, the Board of Directors may condition any reapplication of the former participant upon his/her promise to pay the award, plus any costs that have previously been established as due and payable by the former participant, provided that the award has not, in the meanwhile, been otherwise satisfied.

#### **CRAAR Late Fee Policy**

Section 4. Nonpayment of Financial Obligations. If dues, fees, fines, or other assessments including amounts owed to the Board or the Board's Multiple Listing Service are not paid by the due date, a \$25 late fee will be assessed. After being assessed a \$25 late fee, those participants who have not paid their statement in full will be charged a \$100 late fee on the following month's statement. Any participant that has been assessed a \$100 late fee is at risk of subscription termination. To avoid such termination, that participant shall pay their account in full with certified funds or credit card prior to the BOD meeting for the month in which the \$100 was assessed.

Participant subject to termination for nonpayment will be notified of the Board of Directors meeting date a minimum of 3 business days in advance of their potential termination. However, no action shall be taken to suspend or expel a participant for nonpayment of disputed amounts until the accuracy of the amount owed has been confirmed by the Board of Directors. A former participant who has had membership terminated for nonpayment of dues, fees, fines, or other assessments duly levied in accordance with the provisions of these Bylaws or the provisions of other Rules and Regulations of the Board or any of its services, departments, divisions or subsidiaries may apply for reinstatement in a manner prescribed for new applicants for participation, after making payment in full of all accounts due as of the date of termination.

**All Participants must offer or accept compensation to and from other participants (or be licensed or certified by a state regulatory agency to engage in the appraisal of real property). Participants actively—continually and on an ongoing basis—endeavor to a. list real property of the type listed on**

the MLS in which participation is sought and/or b. accept offers of cooperation and compensation made by listing brokers in the MLS.

Initials \_\_\_\_\_ Date \_\_\_\_\_

I agree that I will not share my MLS login credentials with ANY other person. Doing so will result in immediate termination of my MLS participation and myself and my broker may be fined.

Initials \_\_\_\_\_ Date \_\_\_\_\_

I agree to complete the required online MLS form training within 30 days of receipt of my new member email. Failure to do so will result in automatic suspension of my MLS participation and a \$100 reactivation charge in addition to any other charges as described in the CRAAR bylaws.

Initials \_\_\_\_\_ Date \_\_\_\_\_

I agree that if accepted for Participation in the CRAAR MLS, I shall pay the fees and dues as from time to time established. I understand the Associations Late Fee Policy.

Initials \_\_\_\_\_ Date \_\_\_\_\_

I hereby certify that the foregoing information 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 participation if granted.

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

### (To be completed by broker only)

I hereby certify that the named applicant for MLS participation will be associated with my office. I have read and approved the foregoing application and understand that I am personally responsible for the professional conduct of the applicant. If the applicant's license is sent to a referral company, transferred or made inactive, I agree to notify the CRAAR within 3 days or am subject to any dues/fees incurred by that member thereafter.

Broker, Full Name (Printed) \_\_\_\_\_ Date \_\_\_\_\_

Broker Signature \_\_\_\_\_ Date \_\_\_\_\_

**BROKER** must submit completed application and required documentation to  
[KristieSpeth@CRRealtors.org](mailto:KristieSpeth@CRRealtors.org)

Applications will be processed in order of receipt, typically within 5 business days.  
All fields are required, missing information will result in delays in processing time.