

# Cedar Rapids Area Association of REALTORS®

1860 1<sup>st</sup> Avenue NE  
Cedar Rapids, IA 52402

Phone (319) 363-9604  
E-mail: [KristieSpeth@crr Realtors.org](mailto:KristieSpeth@crr Realtors.org)

Fax (319) 363-0892  
Website: [www.crr Realtors.org](http://www.crr Realtors.org)

## Application for Firm Membership

REALTOR® \_\_\_\_\_

Appraiser \_\_\_\_\_

You MUST choose 1 from below

Primary \_\_\_\_\_

Secondary \_\_\_\_\_

MLS Participant \_\_\_\_\_

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

Designated Broker Name: \_\_\_\_\_  
First Middle Last

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

Firm Phone #: \_\_\_\_\_ Firm Fax #: \_\_\_\_\_

Firm E-mail Address: \_\_\_\_\_

Firm Web Page: \_\_\_\_\_

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

Do you, as the designated broker, hold or have you ever held a real estate firm license in any other state? Yes \_\_\_ No \_\_\_ If yes, where: \_\_\_\_\_

Is your firm presently or has it previously been a member of any Association of REALTORS®? Yes \_\_\_ No \_\_\_ If yes, state the association name and dates of membership:

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

If yes, Firm NRDS ID Number: \_\_\_\_\_

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

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

Has your real estate firm license, in this or any other state, been suspended or revoked? Yes \_\_\_ No \_\_\_ If yes, detail the circumstances related thereto: \_\_\_\_\_

Have you, your firm, or any members of your firm been found in violation of the Code of Ethics or MLS Rules & Regulations in any Association of REALTORS® in the past three (3) years or are there any such complaints pending? Yes \_\_\_ No \_\_\_ If yes, provide details:

Are you, your firm, or any members of your firm currently being investigated by the Iowa Real Estate Commission (or any other states) for any complaints? Yes \_\_\_ No \_\_\_

If yes, provide details:

Have you, your firm, or any members of your firm you been found in violation of any state's real estate licensing regulations within the past three (3) years? Yes \_\_\_ No \_\_\_

If yes, provide details:

I have read and agree to the CRAAR By-Laws ([Click HERE to view](#)).

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

**I have attached a list of all licensees affiliated with my firm and waivers for all CRAAR MLS non-participants and agree to submit individual waivers, transfers or applications at the time any licensee becomes affiliated with my firm; both documents are available at [www.ccrealtors.org](http://www.ccrealtors.org).**

To join as a Primary Member the Broker must send:

Firm Application - must include firm license and individually signed waiver for each licensee not joining that is affiliated with the firm. All licensees of applying firm must have a primary association or join the CRAAR. Realtor Application for his or herself and each licensee that wishes to join

To join as a Secondary Member the Broker must send:

Firm Application - must include firm license and individually signed waiver for each licensee not joining that is affiliated with the firm.

Realtor Application for his or herself and each licensee that wishes to join - must include copy of license and letter of good standing from the Primary Assoc. for each applicant

To join as a MLS Participant the Broker must send:

Firm Application - must include firm license and individually signed waiver for each licensee not participating that is affiliated with the firm.

MLS Participant Application for his or herself and each licensee that wishes to participate - must include copy of license and letter of good standing from the Primary Assoc. for each applicant

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

Listings of real or personal property, which are listed for sale subject to a real estate broker's license, located within the service area of the CRAAR, taken by Participants on Exclusive right to sell listing forms and Exclusive Agency listing forms, shall be entered into the Multiple Listing Service within 2 business days, commencing on the list date. All MLS subscribers are required to actively participate in the MLS at least one time per calendar year.

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

When any CRAAR member/participant license is sent to a referral company, transferred, made inactive, or expires, I agree to notify the CRAAR within 3 days or am subject to any dues/fees incurred by that member thereafter.

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 membership if granted.

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

**BROKER-** submit completed application **and** required documentation in one email 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.**



**APPLICATION FORM FOR WAIVER OF CRAAR MLS, MLS SUBSCRIBER FEES FOR AFFILIATED LICENSED REALTORS® OR APPRAISERS**

Per Rule 7.42 & 7.43 of the National Association of REALTORS® (NAR) MLS Rules and Regulations, the individual(s) named in Exhibit A (“Waiver Applicant(s)”) shall be exempt from payment of the Cedar Rapids Area Association of REALTORS® (CRAAR) Multiple Listing Service (“CRAAR MLS”) MLS Subscriber fee so long as such Waiver Applicant(s) currently satisfies and continues to satisfy ALL of the following requirements:

1. Waiver Applicant is NOT a listing agent for any active listing included in the MLS;
2. Waiver Applicant does NOT possess, control, or use a lockbox key to enter, view, or show any property that is listed in the MLS.
3. Waiver Applicant does NOT directly or indirectly access or use in any manner whatsoever the listing information stored in the MLS. Such access and use includes, but is not limited to, direct access to or use of the MLS and the use of the other devices or services provided by the MLS or its affiliated or licensed vendors or suppliers, that permit access to and use of any listing information from the MLS; and
4. Waiver Applicant does NOT use, directly or indirectly, in any manner whatsoever information from the MLS to list properties for sale or lease, to identify or locate properties for any potential buyers or lessees, and does not participate in listing or sales activity requiring licensure for any properties listed in the MLS.
5. Waiver Applicant is a member of another MLS.

Name Primary MLS: \_\_\_\_\_

**CERTIFICATION BY WAIVER APPLICANT’S MLS PARTICIPANT / DESIGNATED BROKER**

I certify that the Waiver Applicant(s) named herein on Exhibit A is/are affiliated with me and meet ALL of the above requirements, and therefore is/are eligible for a waiver of each Waiver Applicant’s MLS Subscriber fee. I understand that I will need to supply an additional signed Exhibit A for any future Waiver Applicants. Further, I agree to notify CRAAR MLS within 5 calendar days if any Waiver Applicant remains affiliated with me but has become ineligible for a waiver of the fee. Simultaneously with such notice to CRAAR MLS, I will either (i) sever the agent from this office, or (ii) inform the agent that said agent must subscribe to CRAAR MLS within 3 business days of the notification to CRAAR MLS. Such affirmative notice to CRAAR MLS, and the subsequent completion of (i) or (ii) above, shall not constitute a breach of this agreement and shall therefore not incur the penalties described below.

I understand that any violation of the conditions of this waiver will result in automatic revocation of this waiver for the individual Waiver Applicant. I agree to pay any and all MLS Subscriber fees, retroactive to the beginning of the current billing year, plus a \$500.00 non-compliance fee for each Waiver Applicant that has had his or her waiver revoked, within 5 calendar days after the Waiver Applicant becomes ineligible for a waiver of the MLS Subscriber fee. I acknowledge that non-payment of the fee(s), by the due date, as indicated on the associated invoice from CRAAR MLS, will result in the MLS access for myself and all Subscribers associated under my CRAAR MLS participation being suspended until such time as all fees have been satisfied.

\_\_\_\_\_  
Signature of Designated Broker

\_\_\_\_\_  
Printed Name of Designated Broker

\_\_\_\_\_  
Date

Print Company Name: \_\_\_\_\_

Designated Broker: Return Completed Form to: [KrisstieSpeth@crraltors.org](mailto:KrisstieSpeth@crraltors.org)

A waiver becomes effective immediately upon receipt and processing by CRAAR MLS of a properly completed application form provided the Applicant satisfies all requirements listed above. Approved waivers shall remain in effect until the applicant becomes an active subscriber, changes brokerages, or subsequently fails to satisfy any of the waiver requirements. Applicant will be notified by CRAAR MLS if this application is not approved.

**EXHIBIT A**  
**Application Waiver Form**

The undersigned Waiver Applicant(s) hereby acknowledge receipt of this Waiver Application Form from their Participant/Designated Broker and understand that any change to their waiver eligibility as defined herein must be communicated immediately to his or her Participant/Designated Broker. Waiver Applicant further acknowledges that non-compliance with the terms of the waiver and its notification provisions will result in the Participant/Designated Broker incurring Subscriber fees and a non-compliance fee on their behalf.

Participant/Designated Broker certifies that the following real estate and appraiser licensees meet all the requirements for receiving a CRAAR MLS, MLS fee waiver as described herein:

This form must be filled out fully and signed by each Waiver Applicant. CRAAR MLS will send notification if waiver is not approved.

						<b><u>CRAAR MLS INTERNAL USE ONLY</u></b>	
<b>Applicant Name</b>	<b>Applicant Signature</b>	<b>Real Estate License. #</b>	<b>NRDS Number</b>	<b>Date of Application</b>		<b>Approved/Denied</b>	<b>Date</b>
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							

Attach additional sheets as necessary.

\_\_\_\_\_  
Signature of Designated Broker                      Printed Name of Designated Broker                      Date

\_\_\_\_\_  
Print Company Name    Office Broker Code