

# Cedar Rapids Area Association of REALTORS®

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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)

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## 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: \_\_\_\_\_

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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:

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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:

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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:

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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 letters of good standing, transfers or applications within 3 days of any licensee becoming affiliated with my firm. Documents are available at [www.ccrealtors.org](http://www.ccrealtors.org).

**To join as a Primary Member the Broker must send:**

1. Firm Application - must include firm license and signed waiver for licensees in Iowa affiliated with the firm that are not joining/participating. All licensees of applying firm must have a primary association or join (participate in) the CRAAR.
2. Realtor Application for his or herself and each licensee that wishes to join/participate
3. Letters of good standing from primary association of each waiver applicant, indicating that waiver applicant(s) is an MLS subscriber. All licensees within member firm are required to have a primary association and subscribe to an MLS.

**To join as a Secondary Member the Broker must send:**

1. Firm Application - must include firm license and signed waiver for licensees in Iowa affiliated with the firm that are not joining/participating.

2. Realtor Application for the broker and each licensee that wishes to join/participate - must include copy of license and letter of good standing from the Primary Assoc. for each applicant
3. Letters of good standing from primary association of each waiver applicant, indicating that waiver applicant(s) is an MLS subscriber. All licensees within member firm are required to have a primary association and subscribe to an MLS.

**To join as an MLS Participant the Broker must send:**

1. Firm Application - must include firm license and signed waiver for licensees in Iowa affiliated with the firm that are not joining/participating.
2. MLS Participant Application for broker and each licensee that wishes to participate - must include copy of license and letter of good standing from the Primary Assoc. for each applicant
3. Letters of good standing from primary association of each waiver applicant, indicating that waiver applicant(s) is an MLS subscriber. All licensees within member firm are required to have a primary association and subscribe to an MLS.

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 [KrisstieSpeth@CRRealtors.org](mailto:KrisstieSpeth@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(s) already subscribes to a different MLS where their principal broker is an MLS Participant
2. Waiver Applicant(s) does not, and will not, use the MLS services and content, including, but not limited to:
  - a. Accessing current listing data, comp and statistical information/reports, and MLS data feeds
  - b. Using MLS products and services available only to authorized MLS Subscribers affiliated with the MLS Participant
  - c. 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.
  - d. Waiver applicant does not utilize credentials of any other subscriber to access the MLS for any purpose
3. Waiver Applicant is NOT part of a designated real estate “Team” where one of more of the other Team members are subscribers to the MLS
4. MLS Participant / Principal Broker must verify waiver recipient(s) subscription to a different MLS.
  - a. Verification must include a letter of good standing from primary associations indicating that waiver applicant is an MLS subscriber with the association.

**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 meets 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 a letter of good standing for any future Waiver Applicants within 3 days of affiliation with my company.

Further, I agree to notify CRAAR MLS within 5 calendar days if any Waiver recipient remains affiliated with me but has become ineligible for a waiver of the fee. Simultaneously with such notice to CRAAR MLS, I will either sever the agent from this office, or 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, shall not constitute a breach of this agreement and shall therefore not incur the penalties described below.

**Penalties:** 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 or the date of this application, whichever is less; 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: [KristieSpeth@crraltors.org](mailto:KristieSpeth@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 if this application is not approved.

## EXHIBIT A Application Waiver Form

**WAIVER OF INDIVIDUALS AFFILIATED WITH MLS PARTICIPANT**

The Participant hereby acknowledges the Waiver Applicant(s) below have been informed that any change to their waiver eligibility as defined herein must be communicated immediately to the Participant. Waiver Applicant(s) further acknowledges that non-compliance with the terms of the Application Form and its notification provisions will result in the Participant incurring Subscriber Fee and a non-compliance fee. Participant certifies that the following real estate and appraiser licensees meet all the requirements for receiving an MLS Subscription Fee waiver as described herein: (This form must be filled out fully by the Participant/Principal Broker.

Applicant Name	Real Estate License #	Subscribing MLS

\_\_\_\_\_  
Designated Broker (Print Clearly)

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

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

\_\_\_\_\_  
Date