

Cedar Rapids Area Association of REALTORS®

1860 1st Avenue NE
Cedar Rapids, IA 52402
Phone (319) 363-9604 Fax (319) 363-0892
E-mail: KristtieSpeth@crrealtors.org Website: www.crrealtors.org

Application for Office Membership/Participation

ALL fields are required. Incomplete applications will be returned and processing time will be delayed.

REALTOR® _____

Appraiser _____

You MUST choose 1 from below-All options include MLS access. (If Secondary or MLS Participant, please provide primary association name. All offices are required to have a Primary Association.)

Primary _____

Secondary _____

**MLS Participant _____

Primary Association _____

**MLS Participants are not members of the Association and cannot access services, education, events, etc. of the association and may utilize the MLS only.

Office Name: _____

Designated Broker Name: _____
First Middle Last

Office Address: (Must match address on the office license)

Address City State Zip Code

Office Phone #: _____ Office Fax #: _____

Office E-mail Address: _____

Office Web Page: _____

Real Estate Office License #: _____ (Attach a copy of license)

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

Is your office 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, **Office** NRDS ID Number: _____

Has your office 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 office license, in this or any other state, been suspended or revoked?

Yes ___ No ___ If yes, detail the circumstances related thereto: _____

Have you, your office, or any members of your office 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 office, or any members of your office 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 office, or any members of your office 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 office and waivers for all CRAAR MLS non-participants. I agree to submit individual letters of good standing, transfers or applications within 3 days of any licensee becoming affiliated with my office or be subject to a fine of \$45 per month back to the date of affiliation and MLS services for my entire office may be suspended until documentation and payment is received. Documents are available at www.crr Realtors.org.

Initials _____ Date _____

To join as a Primary Member the Broker must send:

1. Office Application - must include office license and signed waiver for licensees in Iowa affiliated with the office that are not joining/participating. All licensees of applying office 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 office are required to have a primary association and subscribe to an MLS.

To join as a Secondary Member the Broker must send:

1. Office Application - must include office license and signed waiver for licensees in Iowa affiliated with the office 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 office are required to have a primary association and subscribe to an MLS.

To join as an MLS Participant the Broker must send:

1. Office Application - must include office license and signed waiver for licensees in Iowa affiliated with the office 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 office 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 _____
Must be digitally verified or handwritten

BROKER MUST submit completed application and required documentation in one email to KristieSpeth@CRRealtors.org

Applications will be processed in order of receipt, typically within 5 business days.



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 indicating participation in an MLS 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

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

Office Name

Date