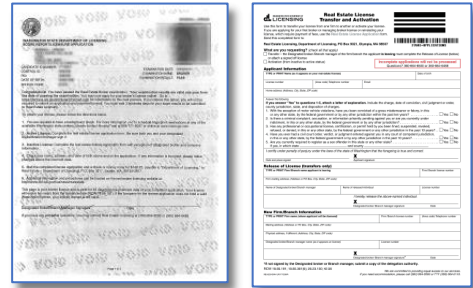


To Become A REALTOR® Member

Before an agent makes an appointment at the Tri-City Association of REALTORS® (TCAR) office, the following is required:

- 1.) An active real estate license, indicating the Designated Broker's signature and date.

NOTE: There may be some exceptions... Generally, the report TCAR is looking for is the DOL Score Report/Licensure Application (the form usually has the agent's photo and the Designated Broker's signature). Also acceptable would be the Real Estate License Transfer and Application form. If your license was activated online and you do not have any physical paperwork, the Association will require a screenshot or email evidence that your license has been activated with your firm. If you do not have this, contact your Designated Broker to see if they have a copy they can provide.



- 2.) Completed REALTOR® application. This application is available online at <https://tricityaor.com/become-a-member/>. TCAR can also provide this to you via email, FAX or physically at the Association office.
- 3.) **You will be required to complete an Ethics course to qualify your REALTOR® membership; however, this is not required to be completed before your scheduled appointment at the Association office. Once all your paperwork is ready, call the TCAR office (509-783-2184) to make an appointment to sign up with the Tri-City Association of REALTOR® office.**
 - A.) For best results, we recommend emailing your paperwork to the Association office in advance. This may assist staff with entering your information into their systems before you arrive for an appointment, which may help expedite things. If you are not able to submit paperwork in advance, do not worry; this is not a requirement, just a suggestion.
 - B.) Your appointment at the Association office will generally take anywhere from 45 minutes to an hour and a half.
 - C.) Please be advised that payment of REALTOR® membership dues, application fee, and lockbox access KEY will all be due at the time of your appointment. If payment is not received at time of application, no services will be activated. You may call in advance to receive the exact amount you will owe upon sign-up. The current application fee for REALTOR® members of TCAR is \$250. Dues will be pro-rated according to the date your license was activated with your firm. Other membership types may include varying application fees, so please inquire of staff.
 - D.) Electronic KEY access to lockboxes is optional. The Activation and Service fees are paid directly to Supra and not to TCAR. Activation fees vary depending on the type of KEY access you require. Most agents opt for the eKEY service, which involves installation of an application on your smart phone or tablet device. A physical electronic KEY is also available for lease. Information below:

eKEY Application - \$50 activation fee (must be paid electronically; cash or invoicing of office not accepted). Monthly service charge is electronically debited from your account (charge amount may vary depending on service option requested). Inquire at TCAR for details.

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Xpress KEY - \$100 activation fee (must be paid electronically; cash or invoicing of office not accepted). Lease for this device must be paid in full for the year (amount will be pro-rated). There is also an (optional) insurance fee of \$30 (annual payment). Insurance covers loss or theft of KEY. Without insurance, Supra will bill the agent \$250 for lost device and will not issue a replacement until that amount is paid.

- 4.) Certificate of completion of REALTOR® Code of Ethics Training course will be required once you have completed your sign-up appointment at the Association office and must be finished before the next available New Member Orientation schedule (staff will notify you of these upcoming dates).
 - A.) The course is available for free online; however, you will need an National REALTOR® Database System (NRDS) number in order to take the course...
 - B.) The Association of REALTORS® office will assign you a NRDS number the day of your appointment (unless you already have a NRDS number that was issued by another Association at an earlier date).
 - C.) Login to the National Association of REALTORS® member website to take the Ethics Training course. There is no charge for the course, unless you want CE credits. Follow the link below for more information (or call the Association office for assistance):

<https://www.nar.realtor/about-nar/governing-documents/code-of-ethics/code-of-ethics-training>

- D.) If you have already taken the REALTOR® Code of Ethics Training recently, please provide evidence (including the date) and you may not need to take this course again for acceptance with TCAR.

NOTE: If you have been a REALTOR® member of any other Association prior to your application with TCAR, the following information is required for application:

- 1.) Provide a “Letter of Good Standing” from your prior Association/Board of REALTORS® (where you held REALTOR® membership last). Some Associations/Boards prefer not to refer to this letter as a “Letter of Good Standing” if you are not presently active; however, they should still be able to provide you with the following information (in writing):
 - A.) Your NRDS number. Your NRDS office number (if applicable).
 - B.) A statement confirming that all REALTOR® Member dues (National, State and Local) were paid and what year for which they were paid.
 - C.) A statement confirming that there were no outstanding/pending Ethics violations when you left the Association.
- 2.) Have your prior REALTOR® Association/Board send you the information via email or FAX or have them email/FAX it to the Tri-City Association of REALTORS®. If you experience challenges obtaining this information, please call the Tri-City Association of REALTORS® (509-783-2184) and we will help you obtain this.
- 3.) If you have recently completed REALTOR Code of Ethics Training, please provide evidence of this information to TCAR (including the date the course was taken).

NOTE: There may be other types of membership, fees, and/or applications which are not covered by this outline. Please contact the Tri-City Association of REALTORS® office for more information.