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 at the brokerage of your choice. Please note that dues are billed according to the date your office pulls the license. You should have received a notification via email from the Department of Licensing indicating this date. The Association needs a copy of this email.

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 or physically at the Association office.

3.) **You will be required to complete a Code of 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 strongly recommend emailing your paperwork to the Association office in advance. This will assist staff with entering your information into the system 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; however, without this information provided in advance, your appointment will take longer as staff will have to setup the accounts and databases before your membership can be activated.

   B.) Your appointment at the Association office will generally take about an hour to an hour-and-a-half. Please note, this may take longer if your application information was not provided in advance.

   C.) Please be advised that payment of REALTOR® membership dues and application fee will all be due at the time of your appointment. If payment is not received at time of application, no services will be activated. Once staff is aware of your interest to sign up and we have your contact information, we will email you with next steps to get onboarded and this email will include information about the costs of membership. You may also call us 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 (*for example, MLS-Only subscribers who are not primary REALTOR® members with TCAR are required to pay 6-months of MLS fees in advance*), so please inquire of staff regarding the precise amount you will be expected to pay.

   D.) Electronic KEY access to lockboxes is optional. The Activation and Service fees are paid directly to Supra and not to TCAR. **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. If you also subscribe to another MLS or Association that uses the Supra system and you already have an eKEY, it may be possible to co-op your existing eKEY so that it works with PACMLS lockboxes. There is no additional charge for this service.

4.) Certificate of completion of REALTOR® Code of Ethics Training course will be required within three business days after your REALTOR membership activates.

   A.) The course is available for free online; however, you will need an National REALTOR® Database System (NRDS) number (a.k.a. M1 – Members First ID) in order to take the course, which is your membership number and will be provided to you at your onboarding appointment.

B.) Once you have your M1/NRDS number and we have activated your account with NAR, you will be able to login to the National Association of REALTORS® member website (nar.realtor) 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

C.) 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 M1/NRDS number. Your M1/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 email this information directly to the Tri-City Association of REALTORS® - to the email address of the staff member at TCAR you have been working with. If you experience challenges obtaining this information from your previous Association, please call the Tri-City Association of REALTORS® (509-783-2184) and we will help you obtain this.

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.

Thank you and welcome to the Tri-City Association of REALTORS®! We look forward to meeting you and assisting you on your real estate journey to success.

TRI CITY
ASSOCIATION
OF REALTORS

7151 W Clearwater Ave, Kennewick, WA 99336

(509) 783-2184