

# APPLICATION FOR REALTOR® MEMBERSHIP

Applicants for primary, secondary, or Designated REALTOR® membership are **required to file an application and pay current dues and fees** to the REALTORS® Association of Northwestern Wisconsin **within 15 days of the established licensing date on the Department of Regulations & Licensing "Notice of Employment" forms.** Designated REALTORS® must also complete the separate "Designated REALTOR® application. *\*(Designated REALTORS® are those applicants who are principals, partners, corporate officers or main or branch office managers).*

## Instructions for Submitting Application:

- Fill out the application **completely and return with payment** (checks payable to RANWW)
- **Mail application and payment to:** RANWW, 1903 Keith St #3, Eau Claire, WI 54701
- Attach a copy of your Real Estate license
- Membership dues are required at time of application and are **non-refundable**

## General Information:

Name as shown on license (*first, middle, last*) \_\_\_\_\_  
Home Address \_\_\_\_\_ Home Phone \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Cell Phone \_\_\_\_\_  
Office Name \_\_\_\_\_ Office Phone \_\_\_\_\_  
Office Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
E-mail Address \_\_\_\_\_ Web Page: www. \_\_\_\_\_

## Choose MLS Username & Password:

**USERNAME** (4 to 8 characters) \_\_\_\_\_ **PASSWORD** (4 to 8 characters) \_\_\_\_\_  
*Do NOT use your social security number, name, address or other easily recognized access code. Letters, numbers or combination. No spaces.)*

## Real Estate License Information

Attach a copy of your real estate license to this application

Position with Office (circle): Independent Contractor      Designated Realtor® - \*(See above)

Type of License (circle): Salesperson      Broker      Appraiser      Other \_\_\_\_\_ (explain)

RANWW Bylaws, MLS Rules & Regulations and Code of Ethics are available at <http://www.ranww.org>

## Office Use Only

Paid Dues \_\_\_\_\_ Notified Mbshp \_\_\_\_\_ Orientation/Induction \_\_\_\_\_ Disbursed Dues \_\_\_\_\_ Mbshp/MLS Roster \_\_\_\_\_ Invoiced \_\_\_\_\_

**Application Process:** I hereby apply for Realtor® Membership in the Association and have enclosed payment with my application. I understand payment will be returned to me in the event I am not accepted for membership. In the event my application is approved, I agree as a condition of membership to complete the indoctrination course of the Association and to thoroughly familiarize myself with the Code of Ethics of the NATIONAL ASSOCIATION OF REALTORS®, including the duty to arbitrate contractual and specific non-contractual disputes in accordance with the Code of Ethics and Arbitration Manual of the Board and the Constitution, Bylaws and Article 17 of the Code of Ethics and the Code of Ethics and Arbitration Manual of the Association, and the Constitution, Bylaws, and Rules and Regulations of the Association, the State Association and the National Association, and I further agree to complete satisfactorily a reasonable and nondiscriminatory written examination covering such Code, Constitutions, Bylaws, Rules and Regulations, and duty to arbitrate. I further agree that my act of paying dues shall evidence my initial and continuing commitment to abide by the aforementioned Code of Ethics, Constitutions, Bylaws, Rules and Regulations, and duty to arbitrate, all as from time to time amended. Finally, I consent and authorize the board, through its Membership Committee or otherwise, to invite and receive information and comment about me from any member or other person, and I agree that any information and comment furnished to the Board by any member or other person in response to any such invitation shall be conclusively deemed to be privileged and not form the basis of any action by me for slander, libel, or defamation of character. **READ & INITIAL** \_\_\_\_\_

**Resignation/Expulsion from Association:** Applicant acknowledges that if accepted as a Member and he/she subsequently resigns or is expelled from membership in the Association with an ethics complaint or arbitration request pending, the Board of Directors may condition renewal of membership upon applicant's verification that he/she will submit to the pending ethics or arbitration proceeding and will abide by the decision of the Hearing Panel; or if applicant resigns or is expelled from membership without having complied with an award in arbitration, the Board of Directors may condition renewal of membership upon his/her payment of the award, plus any costs that have previously been established as due and payable in relation thereto, provided that the award and such costs have not, in the interim, been otherwise satisfied. **READ & INITIAL** \_\_\_\_\_

**Membership File:** Applicant acknowledges the Association will maintain a membership file of information which may be shared with other boards/associations where applicant subsequently seeks membership. This file shall include: previous applications for membership, all final findings of Code of Ethics violations and violations of other membership duties within the past three (3) years; pending complaints alleging violations of the Code of Ethics or alleging violations of other membership duties; incomplete or pending disciplinary measures; pending arbitration requests and information related to unpaid arbitration awards or unpaid financial obligations to the association or its MLS. **READ & INITIAL** \_\_\_\_\_

**Dues Tax Deduction:** Dues payments to the association are not tax deductible as charitable contributions or refundable. Portions of such payments may be tax deductible as ordinary and necessary business expenses. **READ & INITIAL** \_\_\_\_\_

**Bankruptcy Notification:** Applicant acknowledges that if the applicant or any real estate firm in which the applicant is a sole proprietor, general partner or corporate officer is involved in any pending bankruptcy or insolvency proceedings or has been adjudged bankrupt in the past three (3) years, the Board may require as a condition of membership that the bankrupt applicant pay cash in advance for Board and MLS fees for up to one (1) year from the date that membership is approved or from the date the applicant is discharged from bankruptcy (whichever is later) or, in the event that bankruptcy proceedings are initiated subsequent to obtaining membership in the Board, that the member may be placed on a cash basis from the date that bankruptcy is initiated until one (1) year from the date that the member has been discharged from bankruptcy. **READ & INITIAL** \_\_\_\_\_

**Licensure:** Do you hold, or have you ever held, a real estate license in any other state? Yes\_\_\_ No\_\_\_ If so, where \_\_\_\_\_ Has your real estate license, in this or any other state, been suspended or evoked? Yes\_\_\_ No\_\_\_ If yes, specify the places and dates of such action and detail the circumstances (on a separate sheet if necessary) and submit with this application. **READ & INITIAL** \_\_\_\_\_

**Prior Membership:** Are you currently a member of another board or association which is affiliated with the National Association of Realtors® or have you held membership in another board or association within the past three (3) years? Yes\_\_\_\_\_ no\_\_\_\_\_ If yes, please list each past and current board or association where membership is or was held, type of membership held, and approximate dates of membership.

Board:\_\_\_\_\_ Type Membership\_\_\_\_\_ Date\_\_\_\_\_

Board:\_\_\_\_\_ Type Membership\_\_\_\_\_ Date\_\_\_\_\_

If you are now or have ever been a REALTOR®, indicate the last date (year) of completion of NAR's Code of Ethics Training requirement:\_\_\_\_\_



**This checklist will summarize for you the membership process. All new applicants applying for REALTOR® membership must follow these guidelines. Please read each section and initial them as indicated.**

**1) Application & Dues**

An application for REALTOR® membership along with the appropriate dollar amount for dues payment are to be submitted to the RANWW office **within 15 days** of issuance of your license to a REALTOR® company or joining an appraisal firm. A copy of your license showing the date the license was issued must be supplied with your application.

**INITIAL** \_\_\_\_\_

**2) Renewal of Dues**

Association dues are payable annually. Dues paid with application are for the current year. To maintain your future membership, annual renewal dues **must be paid by October 31** of each year for the upcoming year. *If you have joined after September 1* please make sure you receive an invoice for dues for the upcoming year.

**INITIAL** \_\_\_\_\_

**3) Publication to Membership**

Each month new REALTOR® applicant names will be published in the RANWW newsletter. Members will be provided an opportunity to submit written comment pertaining to any applicant published in the newsletter.

**INITIAL** \_\_\_\_\_

**4) New Member Orientation/Induction**

New member orientation must be attended. Applicants will have two (2) consecutive chances to attend the Orientation program held every two to three months. You will be notified by letter of the next session available. If you do not attend a session within that time frame, a reapplication fee will be assessed to you to maintain membership. Prior to attending an orientation, you must successfully complete the **new member** (not training for current members) Code of Ethics training at realtor.org and provide evidence of passing the exam. Orientations are held on a rotating basis at the RANWW office in Eau Claire and at the Wisconsin Indianhead Technical College in Rice Lake. Orientations are generally held from 8:15 a.m.-12:15 pm on a weekday. The induction is held immediately following orientation.

**INITIAL** \_\_\_\_\_

**5) Review by Board of Directors**

The directors of the REALTORS® Association of Northwestern Wisconsin will review a list of applicants who are ready for induction as REALTOR® members and vote them into membership. At this time you may begin to use the REALTOR® term and trademark symbol in your professional transactions.

**INITIAL** \_\_\_\_\_

**All Applicants**

I hereby certify that the information furnished by me is true and correct and I agree that failure to provide complete and accurate information as requested or any misstatement of fact may be grounds for revocation of membership if granted. I agree that, if accepted for membership, I shall pay the fees and dues as from time to time established.

**Date** \_\_\_\_\_

**Signature** \_\_\_\_\_

(Applicant's Usual Form of Signature)

**Designated REALTORS® & Principal Applicants ONLY**

Please Complete

This section must be completed by applicants for REALTOR® or Nonresident Membership who are principals, partners, corporate officers, or branch office managers (ie: individuals in positions of management control on behalf of individuals who are not physically present and engaged in the real estate profession).

**Applicant's Name** \_\_\_\_\_ **Firm** \_\_\_\_\_

**Office Phone** \_\_\_\_\_ **Office Fax** \_\_\_\_\_ **Web Page: www.** \_\_\_\_\_

List the Names and Titles of all other principals, partners, or corporate officers of your firm:

Name \_\_\_\_\_ Title \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Is the Office Address stated your principal place of business? Yes\_\_\_\_ No\_\_\_\_

List the Names and Addresses of all branch offices or other real estate firms in which you are a principal, partner or corporate officer:

Name \_\_\_\_\_ Title \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

**Bank or Credit References**

Firm's Federal ID# \_\_\_\_\_

Name(s) of Bank(s) \_\_\_\_\_

General Account \_\_\_\_\_

Trust or Escrow Account \_\_\_\_\_

Other Accounts \_\_\_\_\_

Are you or any real estate firm in which you are sole proprietor, general partner or corporate officer involved in pending bankruptcy or insolvency proceedings or have you or any real estate firm in which you are a sole proprietor, general partner or corporate officer been adjudged bankrupt in the past three (3) years? Yes\_\_\_\_ No\_\_\_\_

If **yes**, please specify the dates and places of such action and detail the circumstances (attach a separate sheet if necessary).

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