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**ASPEN BOARD OF REALTORS® 2017 MEMBERSHIP APPLICATION PROCEDURE**

Dear Broker/Broker Associate Applicant,

Thank you for your interest in joining the Aspen Board of REALTORS**®** (ABOR) and the Aspen/Glenwood Springs Multiple Listing Service (AGSMLS) as a **PRIMARY** or **SECONDARY** Realtor® member.

Please read the application carefully and complete all applicable sections and return to the Association with payment for the application fee **PLUS** the amount indicated below. Membership rates are explained in detail on the FEE SCHEDULE below**.** Payment may be made by **CHECK** or **VISA/MASTERCARD/AMEX.**

Note to the **DESIGNATED REALTOR/RESPONSIBLE BROKER:** A “Designated REALTOR®” is defined as the sole proprietor, partner, or corporate officer of a real estate or appraisal firm, or an individual exercising management control of such firm.

**ASSOCIATION DUES & FEES:** (New Member Office)

One time Application Fee/**Designated Realtor®** $1,500.00 + pro-rated dues (ABOR/NAR & CAR)

One time Application Fee/Individual **Primary** $1,000.00 + pro-rated dues (ABOR/NAR & CAR)

One time Application Fee/Individual **Secondary** $1,000.00 + pro-rated dues (ABOR only)

**\***NOTE: Once your application is approved for membership, each applicant will be billed $102 per quarter for access to the MLS System. The fee will be billed to the Designated Realtor® only for each member. Payment will not be accepted from individual Broker members.

**\***NOTE: The Application Fee is “One Time” as long as you remain a member of the ABOR. If you terminate membership and wish to reinstate after two (2) years, according to ABOR Bylaws, you will be required to pay the current application fee to renew your membership.

**\***NOTE: With Full and/or Secondary Membership, the Employing Broker is required to join first in order for Broker Associates/Agents to become members.

The following is information to guide you through our membership process. If you have any questions, please feel free to contact one of us at the Aspen Board of REALTORS**®** office, 970.927.0235.

**ABOR/NAR/CAR**

**MONTH OF APPLICATION MEMBERSHIP DUES RPAC SECONDARY (ABOR) DUES**

**JAN $705.00 $25.00 $385.00**

**FEB $652.92 $25.00 $355.00**

**MARCH $599.83 $25.00 $324.00**

**APR $547.75 $25.00 $294.00**

**MAY $495.67 $25.00 $264.00**

**JUNE $442.58 $25.00 $233.00**

**JUL $390.50 $25.00 $203.00**

**AUG $337.42 $25.00 $172.00**

**SEPT $285.33 $25.00 $142.00**

**OCT $233.25 $25.00 $112.00**

**NOV $180.17 $25.00 $ 81.00**

**DEC $128.08 $25.00 $ 51.00**

**AGSMLS Services and Quarterly Billing**AGSMLS access is permitted through your Managing Broker. He/she will be billed quarterly in advance for this fee which is $102 per quarter.

**Education Requirements to be completed within 6 months of applying for membership:**

1. Attend the NAR Ethics and Professional Practices Course(3 hours) offered for free to all new members during New Member Orientation. You may also take the on-line version at: <http://www.realtor.org/code-of-ethics/training> however please be aware that there are no CE credits given for this on-line class.
2. Attend the ABOR Orientation Course held 3 x per year
3. Attend a 1 hour AGSMLS training session
4. Attend a minimum of 2.5 hours NAR Ethics update every four years to maintain your membership

**Other Requirements:**

1. Paperwork and payments must be received prior to services rendered.
2. Temporary membership will be granted during application process.
3. Final approval will be granted after all requirements are complete and the Board of Directors’ have approved your application.

We look forward to meeting you and hope that we can be instrumental in your business success.

Warm Regards,

Michele Higgs

Member Services Coordinator

[membership@aspenrealtors.com](mailto:membership@aspenrealtors.com)

P 970.927.0235 \* F 970.927.4783

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**Application for REALTOR® Membership and MLS Participation**

I, the undersigned, hereby apply for membership as:

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| --- | --- |
|  | **Designated REALTOR®** (sole proprietor, partner, or corporate officer, branch manager in real estate or appraisal firm for membership in the Aspen Board of REALTORS®) |
|  | **Primary REALTOR®** (licensed real estate agent or broker, or certified appraiser who’s office holds membership in the Aspen Board of REALTORS®) |
|  | **Secondary REALTOR®** (sole proprietor, partner, or corporate officer, branch manager in real estate or appraisal firm who holds primary REALTOR® membership in another Board/Association in the State of Colorado) |

with the Aspen Board of REALTORS® as indicated above and enclose my check in the amount of **$\_\_\_\_\_\_\_\_\_\_**, which I understand will be returned to me in the event I am not accepted to membership. Prior to approval of my application, I agree as a condition of membership to complete the orientation course of the Aspen Board of REALTORS® and the NAR 3 Hour Ethics and Professional Practices Course, and otherwise on my own initiative to thoroughly familiarize myself with the Code of Ethics of the National Association of REALTORS®, including the obligation to arbitrate any future business disputes in accordance with the Association's arbitration procedures. I also agree to abide by the Constitution, Bylaws, and Rules and Regulations of the Aspen Board of REALTORS®, the Colorado Association of REALTORS® and the National Association of REALTORS®, and if required, I further agree to satisfactorily complete a reasonable nondiscriminatory written examination covering such Code, Constitution, Bylaws, Rules and Regulations. 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 further agree that any information and comment furnished to the Board by any 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.

**PLEASE NOTE:**  Applicant acknowledges that 1) failure to complete the orientation course within 6 months of joining membership and the NAR Ethics Update Course every four years (REALTOR® Members only) hereafter shall result in forfeiture of REALTOR® membership; and 2) if accepted as a member and he/she subsequently resigns or is expelled from membership in the Board with an ethics complaint or arbitration request pending, the Board of Directors may condition renewal of membership upon the 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.

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| --- | --- | --- | --- |
| Full Name (as shown on real estate or appraiser certification) | |  | |
| Real Estate License or Appraiser Certification #: | |  | |
| Date of License/Certification | |  | |
| Is this license/certificate in good standing with the state of Colorado? | | Yes  No | |
| Firm Name |  | Work Phone |  |
| Firm Address |  | Cell Phone |  |
| Firm City, State, Zip |  | Fax Number |  |
| Home Address |  | Home Phone |  |
| Home City, State, Zip |  | E-mail |  |
| Do you currently hold, or have held in the past, membership in any other Board/Association of REALTORS®? | | Yes  No | |
| If yes, please name the Board/Association and your affiliation: | |  | |
| If yes, name the years of membership: | | (Month/Yr) \_\_\_\_\_\_ to (Month/Yr) \_\_\_\_\_\_\_\_ | |
| If yes, have you been found in violation of the Code of Ethics or other membership duties in any Association of REALTORS® in the past three (3) years or are there any such complaints pending? | | Yes (provide details on attachment)  No | |
| If you are now or have ever been a REALTOR®, indicate your NAR membership (NRDS) number and the last date (year) of completion of NAR’s Code of Ethics training requirement: | | NRDS #: | |
| Code of Ethics Date: | |
| Have you ever been refused membership in any other Association of REALTORS®? | | Yes (provide details on attachment)  No | |
| Do you hold, or have you ever held, a real estate license in any other states(s)? Where? | | Yes  No | |
| Have you or your firm been found in violation of state real estate licensing regulations or other laws prohibiting unprofessional conduct rendered by the courts or other lawful authorities within the last three years? | | Yes (provide details on attachment)  No | |
| Have you or your firm been convicted of a felony or other crime? | | Yes (provide details on attachment)  No | |

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| **Additional Information:** | | | |
| Date of Birth |  | Years in the Business |  |
| Primary Field of Business |  | Specialty Fields |  |
| Languages Spoken |  | | |

**Many of our members have skills outside of buying/selling real estate. What are your talents?**

We are in the process of compiling a database of our member’s additional skills. Do you have a special talent that you would like to share? (IE Photography, Project Management, Event Planning, Construction, Painting, Copy Writing, Flower Arranging, Web/Graphic Design, etc.).

|  |  |
| --- | --- |
| Additional Skills |  |
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**2017 Volunteer Committee Sign Up**

The Aspen Board of REALTORS is always looking for new volunteers! Serving on the committees of ABOR is a great way to give back to your community and your industry. It is also a great way to grow relationships with agents from other offices and to develop your leadership skills.

Please take this opportunity to review the committee descriptions below and sign up where you might offer value and enjoy serving! Simply check off the committee that you are interested in and return to the ABOR office via email ([maria@aspenrealtors.com](mailto:maria@aspenrealtors.com)).

**Golf Tournament** – Plans and promotes fundraising and marketing strategies for the biggest fundraising event of the year. This committee meets approximately 10 times between January and June to accomplish its goals. Last year due to the hard work of the committee and generosity of the REALTORS® and the community we raised $65,000.00 for local graduating seniors. This is a very rewarding and fun committee to serve on.

**Community Relations/PR** – Committee plans and organizes Public Outreach opportunities to promote a positive REALTOR® presence in the Roaring Fork Valley by working with various charitable entities. Looks at ways to improve and expand ABOR’s Public Outreach and community involvement. In 2015 ABOR worked with the following non-profit organizations: *Aspen Valley Hospital, Response, AVSC, Summit 54, Roaring Fork Conservancy, ABOR Heldman-King Memorial Scholarship, Habitat for Humanity, Hospice of the Valley, Lift Up, Holiday Baskets and Salvation Army.*

**Social Media/Technology** – Research and make recommendations regarding potential new and existing real estate specific technology related products and services for members. Also help to promote the online presence and branding for ABOR’s positive community involvement.

**Governmental Affairs** – This committee reviews legislation, recommending action as needed in cooperation with our Governmental Affairs Director, Nick Bokone. These recommendations are intended to protect the interests of REALTORS®, our industry, private property rights and our clients.

**Education/Programs** – Provides input for education program recommendations by identifying the best real estate curriculum and trainers available. Analyze marketing, past attendance and satisfaction to ensure consistently improving, high level CE and non-CE education to the members of ABOR. This committee meets on an as needed basis and also helps to market, schedule and plan the Membership Luncheons and the Broker Forum.

**Special Events –** Plans, markets and promotes the Annual Inaugural, Holiday Party and any other special events and networking functions hosted by ABOR.

**Rental Committee** – Review policies and procedures related to the marketing of rental properties exclusively listed by the members of ABOR. This includes the review of e-list guidelines (B2B), MLS and Caravans.

The following ABOR committees are set by the board’s by-laws and have education and or leadership criteria requirements: **Nominating, Past Presidents, REALTOR® of the Year, Equal Opportunity, Grievance, Professional Standards, Scholarship, Orientation and Membership.** If you would like further information and details on getting involved, please contact ABOR. (Maria Cook 970.927.0235)

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Company\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



**Individual REALTOR® Profile Form for Business Tools**

**All licensees must complete this form. Please complete and have your DR sign & return.**

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| **AGSMLS** Access Login Information | | Username:AGS.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | Password:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  8 character max | |
| **E-List & Website** Access Information | | Username: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | Password: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Security Level | | (1) access to searches and maintenance of own listings  (2) access to searches, maintenance of all licensee's listings in office   (recommended for DR and Office Manager only)  (3) access to searches, maintenance of all licensee’s listings in your firm (recommended for DR’s who managed multiple branch offices) | | | | | |
| Individual Name | |  | | | | | |
| Preferred Mailing Address  City, State, Zip | |  | | | | | |
|  | | | | | |
| Physical Home Address  City, State, Zip | |  | | | | | |
|  | | | | | |
| E-mail Address | |  | | | | | |
| Do you want your e-mail published on the ABOR website and the MLS? | | Yes  No | | | | | |
| NAR Ethics Update Course Completed (2.5 hours minimum) | | Yes  No | Date of Certification | | | |  |
| GRI Designation | | Yes  No | Date of Certification | | | |  |
| CRS Designation | | Yes  No | Date of Certification | | | |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Designation(s) | | Yes  No | Dates of Certification | | | |  |
| **E-list Subscriptions** - Please indicate which e-lists (B2Bs) that you would like to subscribe to and whether you would like these sent to your e-mail or you would like to logon to our website to view these. You may subscribe and unsubscribe as often as you like. | | Yes  No | **listings**@abr.memberclicks.net | | | | E-mail  Website |
| Yes  No | **general**@abr.memberclicks.net | | | | E-mail  Website |
| Yes  No | **rentals**@abr.memberclicks.net | | | | E-mail  Website |
| Yes  No | **openhouse**@abr.memberclicks.net | | | | E-mail  Website |
| **DESIGNATED REALTOR®/MANAGING BROKER SIGNATURE AND DATE** | | | | | | | | |
| Signature |  | | | Date |  | | | |



**Aspen/Glenwood Springs Multiple Listing Agreement**

For and in consideration of receiving the services and benefits of the Aspen/Glenwood Springs Multiple Listing Service, I, the undersigned, do hereby agree to abide by the rules and regulations of the Service; to arbitrate any dispute with fellow REALTORS® arising from the use of the Service; to pay such service charges in a timely manner as may be established by the Aspen Board of REALTORS® Multiple Listing Service by virtue of minimums required by the publisher.

I understand that my failure to abide by all of the provisions above may result in suspension or expulsion from the Aspen/Glenwood Springs Multiple Listing Service upon written notice setting forth the grounds therefore.

Agreed and accepted this \_\_\_\_\_ day of \_\_\_\_\_, 2017

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Broker's Signature*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Company Name*



**Credit Card Authorization Form**

|  |  |
| --- | --- |
| Name as it appears on Credit Card |  |
| Company Name |  |
| Credit Card Billing Address |  |
|  |
| Phone |  |
| Credit Card Type (Check One) | Visa  Master Card  AMEX |
| Credit Card # | As part of ABOR’s PCI compliance, we can no longer accept credit card numbers via electronic message. This policy is designed to increase data security for cardholders and merchants. **Please contact Michele via the telephone below to provide credit card details.** |
| Credit Card Expiration Date & CID | Expiration: / CID: \_\_\_\_\_\_\_\_\_\_\_ |
| 2017 Application Fee | $ 1000.00 |
| 2017 Membership Dues for ABOR/NAR/CAR & RPAC Donation | $ |
| **Total Due** | **$** |
| **I AUTHORIZE** Aspen Board of REALTORS® to charge my Visa, Master Card, or American Express account for my 2017 Aspen Board of REALTORS® membership fees. |  |
| *Signature* | Date |

**Submit forms via mail, email, or fax to:**

**MAIL**

Aspen Board of REALTORS**®**

23400 Two Rivers Road, Ste. 44, Basalt, CO 81621.

**EMAIL** [membership@aspenrealtors.com](mailto:membership@aspenrealtors.com)

**FAX** 970.927.4783