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West Volusia Association of REALTORS® Broker

APPLICANT INFORMATION

Name as shown on your professional license: _____

Nickname (if any): _____

Name of Firm where you are licensed: _____

Address of Firm: _____

City/State/Zip: _____

Office Phone w/area code: _____ Office fax: _____

Office Web Site Address: _____

Office License #: _____ Office MLS #: _____

Firm is a ☐ Sole Proprietorship ☐ DBA ☐ Partnership ☐ Corporation

PERSONAL INFORMATION

DBPR License # _____ Expiration Date: _____

Type of License: ☐ Broker ☐ Broker/Salesperson ☐ Salesperson ☐ Appraiser

Are you multi-licensed? ☐ Yes ☐ No First licensed in Florida in (month/year): _____

Position: ☐ Principal or Partner ☐ Corporate Officer ☐ Trustee ☐ Employee ☐ Independent Contractor

Home Address: _____

City/State/Zip: _____ Home Phone: _____

Cell Phone: _____ Preferred Mailing Address: ☐ Home ☐ Office

Member email address: _____

Date First Licensed in real estate (month/year): _____

Date you joined the firm listed on this application (month/year): _____

Date of Birth: _____ Place of Birth: _____

Are you currently or have you been a member of any other REALTOR® association since June 1998? ☐ Yes ☐ No

If so, which association, type of membership and dates of membership: _____

What REALTOR® designations, if any, do you presently hold? _____

NRDS #: _____ FIRM # _____

DATE: _____ ORIENTATION DATE: _____

APPLICATION CERTIFICATE

ALL APPLICANTS MUST READ AND SIGN

I understand that the terms REALTOR® and REALTORS® are registered service marks, and the registration is owned by the NATIONAL ASSOCIATION OF REALTORS® (NAR), and only as a member of a member association am I allowed to use these terms.

In the event of my election, I agree to abide by the Code of Ethics of the National Association of REALTORS® and the Constitution, Bylaws, Rules and Regulations of the West Volusia Association of REALTORS®, the Florida Association of REALTORS® and the National Association of REALTORS®. I consent that the Association may 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 Association by any person in response to the 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.

I agree to arbitrate when required by the Code of Ethics and to abide by the decision of the Professional Standards Committee of the Association, or the decision of the Appeals Board in the event of an appeal. Irrevocably waive all claims against the Association, or any of its officers, directors, members, or employees, for any act in connection with the business of the association, and particularly as to its or their acts in electing or failing to elect, advance, suspend, expel or otherwise discipline me as an applicant member. I acknowledge that if accepted as a member, and I subsequently resign from the Association or otherwise cause membership to terminate with an ethics complaint pending, that the Board of Directors may condition renewal of membership upon my certification that I will submit to the pending ethics proceeding and will abide by the decision of the hearing panel.

I understand that I must: a) complete an Orientation course; b) complete the National Association of REALTORS® Code of Ethics training; c) pay all required dues and fees at the time of application submission; and d) comply with any required legal liability training as required from time to time by the Board of Directors as a condition of maintaining my membership.

I understand that if I fail to attend Orientation and/or fail to complete the NAR Code of Ethics training within 60 days and/or fail to pay the required total fees and dues, this application may be automatically deemed abandoned by the Association. Should it be abandoned, or should I voluntarily withdraw my application prior to completing the requirements, I understand that the application fee and dues paid will be forfeited and that I must reapply should I seek membership in the future.

If I am a Principal Broker, I certify that I am in compliance with all applicable Florida Real Estate Regulations, that I have no record of official sanctions involving unprofessional conduct, and that I have (had) no pending or recent personal or corporate bankruptcy within the past three years.

By signing below, I consent that the REALTOR® Associations (local, state, and national) and their subsidiaries, if any, may contact me at the specified address, telephone numbers, fax numbers, email address or other means of communication available. This consent applies to changes in contact information that may be provided by me to the Association(s) in the future. This consent recognizes that certain state and federal laws may place limits on communications that I am waiving to receive all communications part of my membership.

Signature of applicant: _____

Date: _____

PAYMENT INFORMATION

CHECK # _____

☐ VISA ☐ MASTERCARD ☐ DISCOVER ☐ AMEX ACCOUNT #: _____ Expiration Date: _____

CARD HOLDER NAME: _____

SIGNATURE: _____

WEST VOLUSIA ASSOCIATION OF REALTORS – NEW REALTORS
Members Understanding of Important Rules and Policies

Please initial each paragraph and sign once you have read the following items. If you do not understand the items, a member of our staff can assist you for further clarification.

I, _____ understand...

- ____ There are two billings per year for services.
#1 REALTOR Association Dues are due by the last business day of October, if not paid, my membership will be suspended and ultimately terminated if the dues remain unpaid or if my employing broker no longer wishes to keep my license active through the end of the year.
#2 Stellar MLS subscriber fees are billed in the spring (typically April) and are generally due in mid-May. Late fee penalties are applied after the due date.
- ____ It is my responsibility to keep the West Volusia Association of REALTORS updated on any changes to my home address, email address, telephone number or any/all contact methods that may be required so I can be reached when needed.
- ____ All billing statements and invoices will be delivered via email. Any failure on my part to open these emails or to remove them from spam/clutter folders shall not constitute negligence on the part of the West Volusia Association of REALTORS.
- ____ The West Volusia Association of REALTORS is not the state licensing authority and does not have the ability to renew my license or process any items related to the maintenance of my real estate license. I also understand that the Association does not have access to educational records on file with DBPR.
- ____ My membership runs from January 1st to December 31st, but if I do not maintain an active license with a brokerage which holds membership with the West Volusia Association of REALTORS or if a member brokerage chooses to remove my license from their roster, my membership will be made inactive.
- ____ New Member Orientation, NAR Code of Ethics and any/all other required courses as a new member of the association must be completed within the stated timelines. Failure to complete the requirements will result in suspension and ultimately termination of membership.
- ____ Dues and fees are non-refundable. A reinstatement fee will be charged to reactivate my membership if requested within 1 year and all dues for the full year will be charged. All membership reactivations after 1 year are treated the same as new members, including the pro-ration of dues and a full application fee. Dues and fees are subject to change.
- ____ Upon inactivation or termination of membership, all membership services are voided and all rights and privileges as a member, provided by this association are immediately void.

REALTOR Signature: _____ Date: _____



MEMBERSHIP FORM - BROKER

Date: _____

Primary Association/Board: _____

OFFICE INFORMATION

☐ New Office ☐ Other _____

Office Name: _____

Office MLS#: _____ Office NRDS#: _____

Office Address: _____

City _____ State _____ Zip _____

Office Phone#: _____ Office Fax #: _____

Office E-Mail: _____ Office Website: _____

Office DBPR License#: _____ Main DBPR License Type: _____

State the names and title of all other principals, partners, or corporate officers of your firm.

Name _____ Title _____

PARTICIPANT/SUBSCRIBER INFORMATION

☐ New Broker ☐ Multi License

First Name: _____ Middle Name: _____ Last Name: _____

Preferred name to appear on your listings: _____

(Please note this will appear before your last name)

Home Phone: _____ Mobile Phone: _____

Office Phone: _____ Fax: _____

Please select your preferred phone from the following ☐ Home ☐ Mobile ☐ Office

Home Address: _____

City _____ State _____ Zip _____

Subscriber Florida Real Estate License#: _____ Subscriber NRDS#: _____

Subscriber E-Mail: _____ Subscriber website _____

New Members

*Password: **New Members** must use the **Activate Account** option and follow instructions for setting up their password. If you are an established member with MLS, you will use your existing user ID and password

I agree to abide by the Multiple Listing Service Rules and Regulations of the Stellar Multiple Listing Service and to attend the mandatory Stellar MLS training. Required training; MLS Compliance 101 & MLS Basic. If you need access to enter listings, you will also be required to take Add/Edit Listings Class. I understand that if I do not attend mandatory training within sixty days my fees will be forfeited, and I will be suspended from the Service.

****NOTE: MLS FEES OR PRO-RATED MLS FEES ARE NOT REFUNDABLE.** Initial _____

***SIGNATURE** _____ **Date** _____



Stellar MULTIPLE LISTING SERVICE
PARTICIPATION FEE/NEW OFFICE/ACTIVATION AGREEMENT
BROKER PARTICIPANT

Primary Association/Board _____

This agreement is made on _____ between the BROKER PARTICIPANT and Stellar Multiple Listing Service.

- ☐ **Annual Participation Fee \$** _____
- ☐ **New Member Setup \$150 (this fee will also apply for members reinstating after 1 full billing cycle)**
- ☐ **New Company Processing Fee \$300 (this fee will also apply for brokers reinstating after 1 full billing cycle)**
- ☐ **Member Reactivation Fee \$175 (this fee will apply to members who have been inactive for less than 1 full billing cycle)**

The access issued to each Participant or Subscriber is unique and strictly confidential to that person. Authorized Participant./Subscriber agrees that should a disclosure of account information result in access by an unauthorized third party, Authorized Participant./Subscriber may be subject to penalties as follows:

- 1) **A fine of up to \$15,000 (as determined by the Board of Directors) for each occurrence will be assessed against any Participant./Subscriber found to have allowed or provided access to the Stellar MLS system by an unauthorized person.**
- 2) **Permanent revocation of on-line access rights for the second instance.**

In compliance with Stellar MLS Rules and Regulations, this Agreement provides for the **Participant./Subscriber** as a primary or secondary member, to gain immediate access to the MLS and Public Record database for use in listing, searching and retrieving the data contained therein. **This right is contingent upon the PARTICIPANT, SUBSCRIBER completing the required training course within the 60-day period allowed. Failure to do so will result in suspension of the right to access the MLS database. The Participant./Subscriber** agrees to comply with Stellar MLS Rules and Regulations. Any other use, reuse, or resale of this data is prohibited. The term of this Agreement shall commence upon initiation of service to the **Participant./Subscriber**. The Agreement is not assignable. The **Participant./Subscriber** hereby indemnifies the Service and any Reciprocal Service and agrees to hold harmless arising from a **Participant./Subscriber**.

Definition of MLS Participant. Any REALTOR® of any other Association/Board or any non-Realtor® who is a principal, partner, corporate officer, or branch office manager acting on behalf of a principal, without further qualification, except as otherwise stipulated in these rules, shall be eligible to participate in Stellar MLS upon agreeing in writing to conform to the Rules and Regulations thereof and to pay the costs incidental thereto. However, under no circumstances is any individual or firm, regardless of membership status, entitled to Multiple Listing Service "membership" or "participation" unless they hold a current, valid real estate broker's license and offer or accept cooperation and compensation to and from other Participants or are licensed or certified by an appropriate state regulatory agency to engage in the appraisal of real property.

**** Use of information developed by or published by Stellar MLS is strictly limited to the activities authorized under a Participant's licensure(s) or certification and unauthorized use is prohibited. Further, none of the foregoing is intended to convey "participation" or "membership" or any right of access to information developed by or published by a Board Multiple Listing Service where access to such information is prohibited by law.**

COMPANY / PARTICIPANT INFORMATION

NEW Office/Company Name: _____ **Office NRDS#:** _____

Your Name: _____ **Your NRDS #:** _____

Attention Subscriber: MLS renewals occur in May each year. Emails are sent by Stellar MLS each April, and invoices can be accessed and paid through your Stellar Central account. Accounts not paid by stated deadlines result in late fees, account suspensions, and reinstatement fees. The Principal Broker is ultimately responsible for the payment of all fees for participating licenses in his/her company.

NOTE: MLS FEES OR PRO-RATED MLS FEES ARE NOT REFUNDABLE. Initial _____

***SIGNATURE** _____ **Date** _____

*****SIGNATURE REQUIRED STATING YOU AGREE TO THE ABOVE TERMS*****



Primary Association/Board _____

Participant Request to Participate

In conformity with the Stellar MLS Rules and Regulations and any reciprocal MLS Rules & Regulations, in which I agree to abide, I request participation in the Stellar Multiple Listing Service.

I understand that as the participant, there is a **one-time application fee of \$250.00 plus an annual participation fee. I will be assessed the participation fee, times the number of licensees employed by or affiliated with my office.**

I also understand that the MLS exists for participants to exchange offers of cooperation and compensation on listings and that neither I, nor any of my licensees, may sell, lease, exchange, transmit or otherwise disseminate data on active listings to the general public.

The Participant indemnifies the Stellar Multiple Listing Service and any reciprocal Multiple Listing Service and agrees to hold harmless from and against all claims, losses, damages, costs and expenses of any kind, including attorney's fees, and from liability to any person arising from a Participant's negligence.

Definition of MLS Participant

Where the term REALTOR® is used in this explanation of policy in connection with the word member or the word participant, it shall be construed to mean the REALTOR® principal or principals, of this or any other association, or a firm comprised of REALTOR® principals participating in a multiple listing service owned and operated by the board. Participatory rights shall be held by an individual principal broker unless determined by the association or MLS to be held by a firm. It shall not be construed to include individuals other than a principal or principals who are REALTOR® members of this or any other association, or who are legally entitled to participate without association membership. However, under no circumstances is any individual or firm, regardless of membership status, entitled to MLS membership or participation unless they hold a current, valid real estate broker's license and offer or accept cooperation and compensation to and from other participants or are licensed or certified by an appropriate state regulatory agency to engage in the appraisal of real property. Use of information developed by or published by an association multiple listing service is strictly limited to the activities authorized under a participant's licensure(s) or certification and unauthorized uses are prohibited.

Mere possession of a broker's license is not sufficient to qualify for MLS participation. Rather, the requirement that an individual or firm offers or accepts cooperation and compensation means that the participant actively endeavors during the operation of its real estate business to list real property of the type listed on the MLS and/or to accept offers of cooperation and compensation made by listing brokers or agents in the MLS. "Actively" means on a continual and ongoing basis during the operation of the participant's real estate business. The "actively" requirement is not intended to preclude MLS participation by a participant or potential participant that operates a real estate business on a part-time, seasonal, or similarly time-limited basis or that has its business interrupted by periods of relative inactivity occasioned by market conditions. Similarly, the requirement is not intended to deny MLS participation to a participant or potential participant who has not achieved a minimum number of transactions despite good faith efforts. Nor is it intended to permit an MLS to deny participation based on the level of service provided by the participant or potential participant as long as the level of service satisfies state law. (Adopted 11/08)

The key is that the participant or potential participant actively endeavors to make or accept offers of cooperation and compensation with respect to properties of the type that are listed on the MLS in which participation is sought. This requirement does not permit an MLS to deny participation to a participant or potential participant that operates a "Virtual Office Website" (VOW) (including a VOW that the participant uses to refer customers to other participants) if the participant or potential participant actively endeavors to make or accept offers of cooperation and compensation. An MLS may evaluate whether a participant or potential participant actively endeavors during the operation of its real estate business to offer or accept cooperation and compensation only if the MLS has a reasonable basis to believe that the participant or potential participant is in fact not doing so. The membership requirement shall be applied in a nondiscriminatory manner to all participants and potential participants. (Adopted 11/08)

*Compensation is unconditional except where local MLS rules permit listing brokers to reserve the right to reduce compensation offers to cooperating brokers in the event that the commission established in a listing contract is reduced by court action or by actions of a lender. Refer to Part Two, G., Section 1, Information Specifying the Compensation on Each Listing Filed with a Multiple Listing Service of an Association of REALTORS®, *Handbook on Multiple Listing Policy*. (Adopted 11/98)

Office Name _____ Date _____

Broker Participant (please print) _____

Broker Participant Signature _____

*****BROKER SIGNATURE REQUIRED STATING YOU AGREE TO THE ABOVE TERMS*****

Revised 07/2023