



**1**  
 Broker In Charge:  
 Complete MLS  
 Add/Drop form.  
 Applicant: Submit  
 application, Letter of  
 Good Standing (if  
 applicable) & payment  
 via credit card or check  
 (payable to OBAR) to:  
 Member Services  
 Director Karen Pierce.

**2**  
 You will be  
 automatically  
 registered for the  
 next New Member  
 Orientation (NMO) &  
 Introduction to MLS  
 Class (if applicable).  
 \*Property Management is not  
 required to take Introduction to  
 MLS, unless MLS access is  
 needed

**3**  
 Create an account on  
 OBAR's info hub by  
 visiting:  
[www.members.outerbanksrealtors.com/MLC/Login](http://www.members.outerbanksrealtors.com/MLC/Login)  
 Apply to become a  
 member of OBAR's  
 Closed Facebook  
 Group by searching  
 "OBAR REALTOR  
 Members" on FB.

**4**  
 Complete the online  
 New Member Code of  
 Ethics training here:  
<https://www.nar.realtor/coeduc.nsf/findnrdsrecord?openform> within 60  
 days of application. If  
 you require MLS Access,  
 this must be done prior  
 to receiving access.  
 Complete NAR's  
 Fairhaven Simulation at:  
<https://fairhaven.realtor>  
 \*please submit certificates of  
 completion to Karen Pierce

**5**  
 Complete  
 Introduction to MLS  
 Class BEFORE NMO.  
 Complete NMO within  
 60 days of joining  
 OBAR.  
 \*If you are in Property  
 Management, you are exempt  
 from taking the MLS class, unless  
 you require MLS access.

**6**  
 Upon successful  
 completion of steps  
 1-5, the Board of  
 Directors (BOD) will  
 officially elect you to  
 membership.

**7**  
 Register & attend the  
 next scheduled  
 General Membership  
 Meeting (GMM) to be  
 recognized.  
 CONGRATULATIONS!  
 You are officially a  
 REALTOR®.

### *New Member Checklist:*

- |  |   |   |   |  |  |  |
|--|---|---|---|--|--|--|
| <input type="checkbox"/> Application, submitted to Karen Pierce              | <input type="checkbox"/> Add/Drop form submitted by BIC to Dan Sutherland | <input type="checkbox"/> Created Info Hub Account                             | <input type="checkbox"/> Completed online Ethics Course | <input type="checkbox"/> Completed Introduction to MLS (if applicable) | <input type="checkbox"/> Approved by the BOD. I am officially a REALTOR® | <input type="checkbox"/> Registered for the next GMM |
| <input type="checkbox"/> Submitted a Letter of Good Standing (if applicable) | <input type="checkbox"/> Payment submitted to Karen Pierce                | <input type="checkbox"/> Joined OBAR's Closed Facebook Group                  | <input type="checkbox"/> Completed Fairhaven            | <input type="checkbox"/> Completed NMO                                 |  | <input type="checkbox"/> Attended the next GMM       |
|  |   | <input type="checkbox"/> Submitted certificates of completion to Karen Pierce |   |  |  |  |

Outer Banks Association of  
 REALTORS®

# Applying for Membership

*A 7-step Process*

### CONTACTS:

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