



# LONGLEAF PINE REALTORS®, INC.

P.O. BOX 53189 • 2412 RAEFORD ROAD • FAYETTEVILLE, NORTH CAROLINA 28305  
(910) 323-1421 • FAX (910) 323-0955 • www.longleafpinerealtors.com



## New REALTOR® Application Packet

A REALTOR® may be a licensed Real Estate Broker (Agent) or a licensed Appraiser. If you are newly licensed and your broker-in-charge or Designated REALTOR® (the broker/owner/manager responsible for your office) has elected to hold membership with the Longleaf Pine REALTORS®, Inc. you will also need to join as a REALTOR® member.

### BELOW IS THE PROCEDURES/CHECKLIST FOR NEW REALTOR® APPLICANTS:

- READ THIS ENTIRE APPLICATION PACKET.**
- Complete and sign page 1 of the **Application for REALTOR® Membership** attached to this packet.
- Have your broker-in-charge sign your Application for REALTOR® Membership.
- CALL THE ASSOCIATION OFFICE AT (910) 323-1421 TO SCHEDULE AN APPOINTMENT TO SUBMIT YOUR APPLICATION FOR REALTOR® MEMBERSHIP.**

**APPOINTMENT DATE AND TIME:** \_\_\_\_\_

- Bring your completed Application for REALTOR® Membership signed by your broker-in-charge to your appointment. If your application is not complete and/or does not have the required signatures, you will have to reschedule your appointment for a later date. If you are unable to keep your appointment, please call the Association office to reschedule. **NOTE:** Your appointment will take approximately 30 minutes.

You may also obtain your Supra ActiveKEY or set up your Supra eKEY Service in the same appointment. (See page 3 for Supra KEY pricing.) The Supra Authorization Form attached to this packet **MUST** be completed and signed by your broker-in-charge or Designated REALTOR®.

- Pay all applicable fees at the time of your appointment:  
**The membership application fee is \$125.00 for REALTORS® joining as a primary member.** The annual dues are **\$565.00** and are due each January. The fee for the annual dues is prorated monthly and is to be paid when the applicant turns in their application. The pro-rations for 2019 are as follows:

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
REALTOR® Primary*	\$565	\$525	\$480	\$435	\$390	\$345	\$300	\$255	\$215	\$170	\$125	\$80
REALTOR® Secondary**	\$215	\$200	\$180	\$165	\$145	\$125	\$110	\$90	\$75	\$55	\$40	\$20

\*Primary REALTOR® Member - An Applicant that is not currently a Member of any other Association of REALTORS®.  
 \*\*Secondary REALTOR® Member - An Applicant that is currently a member of another Association of REALTORS® prior to applying for membership with our Association.

Dues are pro-rated monthly for incoming Members. Dues are **NOT** pro-rated for those Members that resign, move, change to a non-member firm, etc. **There are NO refunds for Membership dues!!!**

**TO JOIN MLS:**

You will automatically be signed up for the MLS and given your user id and password at the time of your appointment. You must have an active Brokers license or Appraisers license to join MLS. The MLS Service Fee is **\$60.00** per month. Each new listing is **\$10.00**. Your MLS Service Fee will be billed to your broker-in-charge or Designated REALTOR®. In most instances, you are responsible to pay them and they will pay us.

**USER ID:** \_\_\_\_\_ **PASSWORD:** \_\_\_\_\_

Attend the Indoctrination/Orientation Course.

**NEXT COURSE DATE AND TIME:** \_\_\_\_\_

**ABOUT THE INDOCTRINATION/ORIENTATION COURSE:**

The Indoctrination/Orientation Course is a four-and-a-half-hour mandatory class that all new applicants to the Longleaf Pine REALTORS®, Inc. are required to take before being approved for REALTOR® membership. If you are a new applicant and have never been a member of the Longleaf Pine REALTORS®, Inc. you will need to attend this course. It educates you on the Longleaf Pine REALTORS®, Inc. Bylaws, MLS Rules and Regulations, and the Code of Ethics. The course satisfies the National Association of REALTORS® requirement of a Code of Ethics class to be taken once every four-year cycle.

The Indoctrination/Orientation Course is offered every other month. New Applicants are automatically scheduled for the course when they turn in their application and will receive a letter from the Association about two weeks prior to the course. They are required to attend the Indoctrination/Orientation Course before they can be inducted into the Longleaf Pine REALTORS®, Inc.

Read and note the following:

By submitting your application, you are authorizing the Membership Committee to investigate your business practice, credit standing, and any further investigation deemed necessary.

After your application is submitted, your name is presented to the General Membership in the monthly online newsletter. Association Members may submit any opposition to the Association Office in writing. If there is no opposition, your name will be presented to the Officers and Directors for approval.

Processing of your application can take up to 60 days. After attending the Indoctrination/Orientation Course and approval of your application by the Officers and Directors, you will be inducted at the next Association Meeting (the monthly luncheon).

After you are inducted into the Association, you will receive your REALTOR® Packet. This packet will contain your REALTOR® Certificate, your REALTOR® pin, and your NRDS (National REALTOR® Database System) number. Once you have your NRDS number, you will be granted access to the NCR Standard Forms and all NCR REALTOR® Partner Benefits.



# LONGLEAF PINE REALTORS®, INC.

P.O. BOX 53189 • 2412 RAEFORD ROAD • FAYETTEVILLE, NORTH CAROLINA 28305  
(910) 323-1421 • FAX (910) 323-0955 • www.longleafpinerealtors.com



To serve you more effectively, please call the Association office at (910) 323-1421 to schedule an appointment to get your Supra KEY. Please note that your appointment will take about 30 minutes.

### eKEY:

Using eKEY software turns your smartphone into a lockbox key. You may use your BlackBerry, iPhone, or Android powered phone. The eKEY fee is billed on the 23rd of each month by debit or credit card only. The Activation Fee and eKEY FOB/Adapter must be paid for during your initial setup appointment.

Start Date	End Date	Service Type	Monthly Service Fee	Service Fee with Tax	Activation Fee
06/23/19	07/23/20	Basic	16.01	<b>17.13</b>	50.00
06/23/19	07/23/20	Professional	26.20	<b>28.03</b>	50.00

### ACTIVEKEY:

ActiveKEY provides an efficient way for real estate professionals to access KeyBoxes and to receive information about showings and more. ActiveKEY is the first lockbox key designed by real estate professionals. ActiveKEY keeps itself updated 24/7 through frequent cellular connections with the Supra network, and includes many agent-friendly features. The pro-rations for the ActiveKEY are as follows:

Start Date	End Date	System Fee	System Fee with Tax	Activation Fee	TOTAL	Insurance (Optional)	Total with Insurance
05/23/2019	6/17/2019	31.30	33.49	100.00	133.49	25.00	<b>158.49</b>
06/18/2019	6/22/2019	223.47	239.11	100.00	339.11	25.00	<b>364.11</b>
06/23/2019	7/22/2019	207.82	222.37	100.00	322.37	25.00	<b>347.37</b>
07/23/2019	8/22/2019	192.17	205.62	100.00	305.62	25.00	<b>330.62</b>
08/23/2019	9/22/2019	176.16	188.49	100.00	288.49	25.00	<b>313.49</b>
09/23/2019	10/22/2019	160.14	171.35	100.00	271.35	25.00	<b>296.35</b>
10/23/2019	11/22/2019	144.13	154.22	100.00	254.22	25.00	<b>279.22</b>
11/23/2019	12/22/2019	128.11	137.08	100.00	237.08	25.00	<b>262.08</b>
12/23/2019	1/22/2020	112.10	119.95	100.00	219.95	25.00	<b>244.95</b>
01/23/2020	2/22/2020	96.09	102.82	100.00	202.82	25.00	<b>227.82</b>
02/23/2020	3/22/2020	80.07	85.67	100.00	185.67	25.00	<b>210.67</b>
03/23/2020	4/22/2020	64.06	68.54	100.00	168.54	25.00	<b>193.54</b>
04/23/2020	5/22/2020	48.04	51.40	100.00	151.40	25.00	<b>176.40</b>
05/23/2020	5/17/2020	32.03	34.27	100.00	134.27	25.00	<b>159.27</b>

The ActiveKEY Lease is billed annually on July 23 and the initial fee is prorated monthly. The ActiveKEY fees must be paid with a check or debit/credit card. All payments are processed electronically. **Cash, money orders, or cashier checks cannot be accepted for payment.**

Lost/Theft/Accidental Damage Insurance is \$25.00 per year and is billed annually on July 23. Insurance is not prorated. The replacement cost of the ActiveKEY without insurance is \$266.43.

### KEYBOXES:

You may purchase a Supra BT iBox from the Association for \$110.00.



**APPLICATION FOR REALTOR<sup>®</sup> MEMBERSHIP**  
**Longleaf Pine REALTORS<sup>®</sup>, INC.**



To the Longleaf Pine REALTORS<sup>®</sup>, I hereby apply for REALTOR<sup>®</sup> Membership in the above named Association and am enclosing my payment in the amount of \$ \_\_\_\_\_ \* for my Annual Dues payable to Longleaf Pine REALTORS<sup>®</sup>. Inc. My dues will be returned to me in the event of non-election. In the event of my election, I agree to abide by the Code of Ethics of the National Association of REALTORS<sup>®</sup>, which includes the duty to arbitrate, and the Constitution, Bylaws and Rules and Regulations of the above named Association, the State Association and the National Association, and if required, I further agree too satisfactorily complete a reasonable and non-discriminatory written examination on such Code, Constitutions, Bylaws and Rules and Regulations. I understand membership brings certain privileges and obligations that require compliance. Membership is final only upon approval by the Board of Directors and may be revoked should completion of requirements, such as orientation, not be completed within timeframe established in the association's bylaws. I understand that I will be required to complete periodic Code of Ethics training as specified in the association's bylaws as a continued condition of membership.

*NOTE: Applicant acknowledges that if accepted as a member and he/she subsequently resigns from the Association or otherwise causes membership to terminate with an ethics complaint pending, the Board of Directors may condition renewal of membership upon applicant's certification that he/she will submit to the pending ethics proceeding and will abide by the decision of the hearing panel. If applicant resigns or otherwise causes membership to terminate, the duty to submit to arbitration continues in effect even after membership lapses or is terminated, provided the dispute arose while applicant was a REALTOR<sup>®</sup>.*

\* Amount shown is prorated according to month joining. I hereby submit the following information for your consideration:

Name: (please print) \_\_\_\_\_  Ms.  Miss  Mrs.  Mr.  
AS SHOWN ON LICENSE

Real Estate License #: \_\_\_\_\_ Nickname: \_\_\_\_\_

Licensed/certified appraiser:  Yes  No Appraisal License #: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Office Name: \_\_\_\_\_

Office Address: (include zip) \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Residence Address: (include zip) \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Preferred Mailing:  Home  Office Preferred Phone:  Home  Office  Cell

Are you presently a member of any other Association of REALTORS<sup>®</sup>?  Yes  No

If yes, name of Association and type of membership held: \_\_\_\_\_

Have you previously held membership in any other Association of REALTORS<sup>®</sup>?  Yes  No

If yes, name of Association and type of membership held: \_\_\_\_\_

Have you been found in violation of the Code of Ethics or other membership duties in any Association of REALTORS<sup>®</sup> in the past three (3) years or are there any such complaints pending?  Yes  No (If yes, provide details as an attachment.)

If you are now or have ever been a REALTOR<sup>®</sup>, indicate your NAR membership (NRDS) #: \_\_\_\_\_ and last date (year) of completion of NAR's Code of Ethics training requirement: \_\_\_\_\_.

**Are you a principal, partner, corporate officer or branch office manager?**  Yes  No **If yes, you must also complete 2<sup>nd</sup> page of this application.**

I hereby certify that the foregoing 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, shall be grounds for revocation of my membership if granted. I further agree that, if accepted for membership in the Association, I shall pay the fees and dues as from time to time established. **NOTE:** Payments to the Longleaf Pine REALTORS<sup>®</sup>, Inc. are not deductible as charitable contributions. Such payments may, however, be deductible as an ordinary and necessary business expense. No refunds.

By signing below, I consent that the REALTOR<sup>®</sup> Associations (local, state, national) and their subsidiaries, if any (e.g., MLS, Foundation) 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 as part of my membership.

Specialty:  Residential  Commercial  Resort  International  Other: \_\_\_\_\_

How long with current real estate firm? \_\_\_\_\_ Previous real estate firm (if applicable): \_\_\_\_\_

Number of years engaged in the real estate business: \_\_\_\_\_

Dated: \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_

Dated: \_\_\_\_\_ Broker's Signature: \_\_\_\_\_