



# 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. \*Primary REALTOR® Member - An Applicant that is not currently a member of any other Association of REALTORS®.

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

- READ THIS ENTIRE APPLICATION PACKET.**
- Complete and sign page 4&5 of the **Application for REALTOR® Membership** attached to this packet.
- Have your broker-in-charge sign your Application for REALTOR® Membership.
- TO SCHEDULE AN APPOINTMENT TO SUBMIT YOUR APPLICATION FOR REALTOR® MEMBERSHIP BOOK ONLINE AT WWW.LONGLEAFPINEREALTORS.COM**  
**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 and set up your Supra eKEY Service in the same appointment. (See page 3 for Supra KEY pricing.)

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 **\$635.00** 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 **with MLS Services fees** for 2024 are as follows:

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
REALTOR® Primary*	\$940	\$830	\$905	\$795	\$685	\$755	\$645	\$540	\$610	\$500	\$365	N/A

Dues are NOT pro-rated in December, the full amount of the next year's dues will be paid. 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!!!**



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**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 \$180.00 per quarter. It is due at the time of joining. Once established, your MLS Service Fee will be billed to you by email and can be paid by credit card on your billing portal, check, or cash.

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

Attend the Orientation Course.

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

**ABOUT THE 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 Code of Ethics. The course satisfies the National Association of REALTORS® requirement of a Code of Ethics class to be taken once every three-year cycle.

The Orientation Course is offered in person once a month where breakfast is provided and in emergencies can be completed online. New Applicants are automatically put on the roster for the course when they turn in their application and will receive an email from the Association about two weeks following their appointment. 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:

After you have completed your Orientation Course you will receive 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.



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To serve you more effectively, please call the Association office at (910) 323-1421 to schedule an appointment or book an appointment from our website [www.longleafpinerealtors.com](http://www.longleafpinerealtors.com) 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 Apple or Android powered phone. Supra eKey is an application that can be downloaded from your App Store or Google Play store. The app is used to unlock Supra iBoxes (the industry standard boxes used in our region) using Bluetooth technology. The monthly fee is drafted from the card that you activate your key with. The eKEY fee is billed around the 22nd of each month by debit or credit card only. The Activation Fee must be paid for during your initial setup appointment.

Start Date	End Date	Service Type	Monthly Service Fee	Activation Fee
07/21/2023	07/21/2024	Basic	\$17.88	\$50.00
07/21/2023	07/21/2024	Professional	\$28.88	\$50.00

### 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 to 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)* \_\_\_\_\_

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

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.

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

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

**MLS Subscriber\* Fees and Payment Terms:**

**Applicable Fees:** Subscriber shall pay the fees set forth by the Board of Directors, which the MLS may amend at any time. Participant may pay any fees on Subscriber's behalf.

**Payment Terms:** Subscriber shall pay the fees according to the terms set out in the MLS Rules and Regulations. Participant may pay any fees on Subscriber's behalf.

**No Refunds:** The MLS does not refund or pro-rate fees in the event of termination or suspension of the Agreement unless the MLS Policies provide otherwise. Initiation fees, if any, are not refundable.

**Fee Changes:** The MLS may amend fees at any time at its sole discretion. The MLS shall provide written notice to Subscriber at least thirty days in advance of the effective date of any fee increase. If Subscriber objects to the increase, Subscriber may terminate this Agreement by written notice to the MLS at any time before the effective date of the increase.

**Fines:** The MLS may collect fines from Subscriber and from Participant on Subscriber's behalf for violation of the MLS Policies. The MLS may amend fines and terms for collecting them at its sole discretion at any time.

**Billing of MLS Fees:** Subscribers will be billed to the email address on file at the Association in the month in advance of each upcoming quarter. These fees are payable by the 15th day of that quarter. If payment is not received by the last day of that quarter, all MLS services will be discontinued.

**MLS Fees Charged to Incoming Participants and Subscribers:** Incoming Participants and Subscribers will be required to pay any already invoiced MLS fees for the remaining fees in the invoicing cycle at time of application to Participate/Subscribe to the MLS service.

**\*Who Are Participants and Subscribers?**

**Participant:** The individual responsible for the firm's conduct under Longleaf Pine Policies. The designated broker and/or broker/owners of the firm.

**Subscriber:** All users of the MLS are subscribers to the system. Additionally, each office has a designated broker that is the Participant in the system.

**MLS Fee Schedule**

1 <sup>st</sup> Quarter: Billed: Dec 1 for Jan, Feb, March	Due: Dec 15	Past Due: Dec 31
2nd Quarter: Billed: March 1 for April, May, June	Due: Mar 15	Past Due: Mar 31
3rd Quarter: Billed: June 1 for July, Aug, Sept	Due: June 15	Past Due: June 30
4th Quarter: Billed: Sept 1 for Oct, Nov, Dec	Due: Sept 15	Past Due: Sept 30

Method of Payment:  Check  Money Order  Visa  AMX.  MC

Card # \_\_\_\_\_ Exp. \_\_\_\_\_ CID \_\_\_\_\_

Signature of Card Holder \_\_\_\_\_

Please Print Name as Shown on Card \_\_\_\_\_

I have read and agree to the terms and conditions of this agreement:

\_\_\_\_\_  
Subscriber

\_\_\_\_\_  
Participant