

**New Office Application**  
**For Membership in the**  
**Northern Arizona Association of REALTORS®**

ALL fields are required

Office Name (legal): \_\_\_\_\_

Office Name (to show on Roster): \_\_\_\_\_

Office Address: \_\_\_\_\_  
\_\_\_\_\_

Office Phone(s) (main, fax, other): \_\_\_\_\_

Office R.E. license #: \_\_\_\_\_ Tax ID #: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Web Address: \_\_\_\_\_

Is the Broker/Responsible Party the main contact for this office? Yes ..

Do you have an unlicensed support staff? Yes ..

Broker/Responsible Party Name: \_\_\_\_\_

Position with firm:      { } Principal      { } Branch Office Manager

   { } Partner      { } Corporate Officer

Is this Office currently a member of another board or association which is affiliated with the NATIONAL ASSOCIATION OF REALTORS® or has it held membership in another board or association within the past three (3) years? Yes

No

If "yes\*\*," list each board and association where membership was held and approximate dates of membership.

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

\*\* A letter of Good Standing from your primary board/association is required to be submitted with this application.

Broker/Responsible Party Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Internal Use ONLY**

MLS Office ID: \_\_\_\_\_ NRDS ID: \_\_\_\_\_

Avecra \_\_\_\_\_ NRDS \_\_\_\_\_ Supra \_\_\_\_\_ List Server \_\_\_\_\_ Ap Fee \_\_\_\_\_ Primary \_\_\_\_\_ Secondary \_\_\_\_\_

**SECTION I (continued)**

I hereby submit the following information for your consideration:

Applying for  Primary Membership  Secondary Membership (please name primary association): \_\_\_\_\_

Name as shown on Real Estate License: \_\_\_\_\_  
(Please Print)

ALL fields are required **(Please check the appropriate box to designate a primary mailing address)**

Home Address: \_\_\_\_\_

Home, cell and other phone(s): \_\_\_\_\_

Name of firm (where your license hangs) \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Phone(s): \_\_\_\_\_

Position with firm:     Principal     Partner     Corporate Officer     Branch Office Manager  
                                  Independent Contractor (sales agent)     Other: \_\_\_\_\_

Date of Hire: \_\_\_\_\_ License number \_\_\_\_\_

License type:     Broker  
                          Salesperson  
                          Other – please specify: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Web-Site: \_\_\_\_\_ or - I don't have one yet

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

I agree that, if accepted for membership in the association, I will pay the fees and dues as from time to time established

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

(Applicant's usual form of signature)

INTERNAL USE ONLY									
Agent ID: _____		Password: _____		NRDS: _____					
ADRE _____	Avetica _____	NRDS _____	Fees: Reg _____	App _____	New Ofc _____	New Brch Ofc _____			
SUPRA _____	email _____	WebSite/LS _____	Dues: NAR _____	NAR Asmt _____	AAR _____	NAAR-Qtr _____			
DR _____	R _____	DRS _____	RS _____	Opt: Co-op _____	TOTAL: Cash _____	CC _____	Check _____	Ck2 _____	

## SECTION I

Northern Arizona Association of REALTORS®  
1515 E. Cedar Ave Stec-4  
Flagstaff, AZ 86004  
Phone: (928) 779-4303 Fax: (928)774-3230  
Email: naarflag@nazrealtor.com

### Application for Membership in the Northern Arizona Association of REALTORS®

**Applicants for REALTOR® membership are required to complete section I and II. Applicants for Designated REALTOR® membership who are principals, partners, corporate officers or branch office managers must also complete section III.**

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NORTHERN ARIZONA ASSOCIATION OF REALTORS®

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(Applicant's name AS SHOWN ON REAL ESTATE LICENSE)

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I hereby apply for REALTOR® (primary, secondary, or designated) membership in the Northern Arizona Association of REALTORS® (NAAR), and enclose my payment in the amount of \$ \_\_\_\_\_, which I understand will be returned to me in the event I am not accepted to Membership. In the event my application is approved, I agree as a condition to membership to complete the orientation course of the NAAR, if any, and otherwise on my own initiative to thoroughly familiarize myself with the Code of Ethics of the NATIONAL ASSOCIATION OF REALTORS®, including the duty to arbitrate business disputes in accordance with the *Code of Ethics and Arbitration Manual* of the board and the constitution, bylaws, and rules and regulations of the NAAR, the Arizona Association of REALTORS® (AAR) and the National Association of REALTORS® (NAR). I further agree that my act of paying dues shall evidence my initial and continuing commitment to abide by the aforementioned Code of Ethics, constitution, bylaws, rules and regulations, and duty to arbitrate, all as from time to time amended. Finally, 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 agree that any information and comment furnished to the board by any member or other 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.

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**NOTE:** Applicant acknowledges that the association will maintain a membership file of information which may be shared with other boards/associations where applicant subsequently seeks membership. This file shall include: previous applications for membership; all final findings of Code of Ethics violations and violations of other membership duties within the past three (3) years; pending complaints alleging violations of the Code of Ethics or alleging violations of other membership duties; incomplete or pending disciplinary measures; pending arbitration requests; and information related to unpaid arbitration awards or unpaid financial obligations to the board/association or its MLS.

**NOTE:** Applicant acknowledges that if accepted as a member and he/she subsequently resigns from the board 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®.

**NOTE:** Dues payments to the board/association are not tax deductible as charitable contributions. Portions of such payments may be tax deductible as ordinary and necessary business expenses.

**SECTION II**

Do you hold, or have you ever held, a real estate license in any other state?  Yes  No  
If yes, please specify name of state and license number:

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Has your real estate license, in this or any other state, been suspended or revoked?  Yes  No  
If yes, specify the place(s) and date(s) of such action, and detail the circumstances relating thereto (attach separate sheet if necessary):

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Are there now any pending or unresolved complaints, or have there been within the past 3 years, any complaints against you or the firm with which you have been associated before any state real estate regulatory agency or any other agency of government?  Yes  No

If "yes", specify the substance of each complaint in each state, the agency before which complaint was made, and the current status or resolution of such complaint (attach separate sheet if necessary):

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Are you currently a member of another board or association which is affiliated with the NATIONAL ASSOCIATION OF REALTORS® or have you held membership in another board or association within the past three (3) years?  Yes  No

If "yes," list each board and association where membership was held, type of membership held, and approximate dates of membership.

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Have you participated in a multiple listing service which is owned and operated by a board or association affiliated with the NATIONAL ASSOCIATION OF REALTORS® within the past three (3) years?

Yes  No  
If "yes," list the name of each MLS and the approximate dates of participation.

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**SECTION III**

*This section must be completed by applicants for REALTOR®, whether primary or secondary, who are principals, partners, corporate officers, or branch office managers (i.e. individuals in positions of management control on behalf of individuals who are not physically present and engaged in the real estate profession).*

Are you or is any real estate firm in which you are a sole proprietor, general partner or corporate officer involved in any pending bankruptcy or insolvency proceeding or have you or any real estate firm in which you are a sole proprietor, general partner or corporate officer been adjudged bankrupt in the past three (3) years?  Yes  No

If yes, specify the places(s) and date(s) of such action, and detail the circumstances relating thereto: (attach separate sheet if necessary)

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Is the office address specified in Section I your principal place of business?  Yes  No

List the names and addresses of all branch offices or other real estate firms in which you are a principal, partner, or corporate officer:

(Name)	(address)
(Name)	(address)
(Name)	(address)

**NOTE:** Applicant acknowledges that if the applicant or any real estate firm in which the applicant is a sole proprietor, general partner, or corporate officer is involved in any pending bankruptcy or insolvency proceedings or has been adjudged bankrupt in the past three (3) years, the board/association may require, as a condition of membership, that the applicant pay cash in advance for board/association and MLS fees for up to one (1) year from the date that membership is approved or from the date that the applicant is discharged from bankruptcy (whichever is later) or, in the event that bankruptcy proceedings are initiated subsequent to obtaining membership in the board/association, that the member may be placed on a "cash basis" from the date that bankruptcy is initiated until one (1) year from the date that the member has been discharged from bankruptcy.

By signing and submitting this application and paying the required fees, the above applicant agrees, if accepted into Membership by the Northern Arizona Association of REALTORS® or, if an "MLS Services Only" applicant, to:

**DESIGNATED REALTOR® (Brokers, Principals, Partners, Corporate Officers, Managers)**

- As the Designated REALTOR®, to subscribe to and abide by the Constitution, Bylaws and Code of Ethics of the National Association of REALTORS®, the Bylaws, Rules, Regulations and Policies of the Arizona Association of REALTORS®, and the Bylaws, Rules, Regulations and Policies of the Northern Arizona Association of REALTORS®.
- **Attend an Association Orientation program within one hundred and twenty (120) days of acceptance of this application by the Board of Directors (primary members only). Failure to do so may result in the suspension of REALTOR® membership and the privilege of accessing the MLS data.**
- Read and become thoroughly familiar with the Code of Ethics of the National Association of REALTORS®. I agree that my act of paying my dues and assessments shall evidence my initial and continuing commitment to abide by the aforementioned Code of Ethics, Constitution, Bylaws, Rules, Regulations and Policies, including the duty to arbitrate any future disputes with another member of this Association, any member of the Arizona Association of REALTORS®, or members of the public in accordance with the National Association of REALTORS® Code of Ethics and Arbitration Manual, all as from time to time amended.
- Read, become familiar with and abide by the rules, regulations and policies of the Multiple Listing Service as provided by the Northern Arizona Association of REALTORS®.
- I understand and agree that my dues shall include such amounts as established annually by the Board of Directors and an assessment equal to that amount times the number of salespersons and Associate Brokers employed in my company or affiliated with my company as independent contractors who are not REALTOR® members of any local association. I understand that payment of my calculated dues, including any assessment, does not in any way provide membership in the Northern Arizona Association, nor any of its rights or privileges, to those non-members employed by or affiliated with my company as independent contractors, and I agree to make sure such non-members understand clearly that I am not providing membership in the Northern Arizona Association through payment of my personal dues, including any assessment.
- I agree to pay all fees, dues and assessments as established annually by the Board of Directors.
- I further understand the responsibilities to the Northern Arizona Association I will assume as Designated REALTOR® regarding all licensees employed by my company or affiliated with my company as independent contractors. I also acknowledge that it is the responsibility as the Designated REALTOR® to notify the association within ten (10) calendar days of licensees who leave or join my firm.
- As the Designated REALTOR®, to be responsible for all dues and fees of any licensee employed by me or associated with my company by way of an independent contractor relationship in accordance with the dues formula as stated in the Association Bylaws and MLS Rules and Regulations.
- I understand that the use of the membership term "REALTOR®" and its logo are for the sole use of members of the REALTOR® association. Upon expiration of my REALTOR® membership, for whatever reason, I will discontinue use of "REALTOR®", and its designations and logos in every way, including use on all business cards, signs, certificates, letterhead, promotional materials, etc.

**The applicant, whether for individual membership or as signatory for a company does hereby acknowledge that he/she has read, understand and agrees to be governed by the Bylaws, Rules and Regulations and Code of Ethics as set forth on this application.**

**(All applicants must sign)**

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, may be grounds for revocation of my membership, if granted.

Signature \_\_\_\_\_ (Applicant) \_\_\_\_\_ (date)

**PER THE NAAR BYLAWS:**

Effective January 1, 2001, through December 31, 2004, and for successive four year periods thereafter, each REALTOR® (primary) member of the association shall be required to complete quadrennial ethics training of not less than two hours and thirty minutes of instructional time. This requirement will be satisfied upon presentation of documentation that the member has completed a course of instruction conducted by this or another association, the State Association of REALTORS®, the National Association of REALTORS®, or any other recognized educational institution or provider which meets the learning objectives and minimum criteria established by the National Association of REALTORS® from time to time. REALTOR® (primary members) who have completed training as a requirement of membership in another association and REALTOR® (primary) members who have completed the New Member Code of Ethics Orientation during any four year cycle shall not be required to complete additional ethics training until a new four year cycle commences.

\*\*Failure to satisfy this requirement shall be considered a violation of a membership duty for which REALTOR® (primary) membership shall be suspended until such time as the training is completed.

Northern Arizona Association of REALTORS® (NAAR)  
**Designated REALTOR® MLS Participation Agreement**

I, Designated REALTOR® (MLS Participant) and the real estate firm of \_\_\_\_\_ request participation in the Multiple Listing Service, Inc. (MLS) provided by the Northern Arizona Association of REALTORS®.

In requesting participation, I agree that both the Firm and the Designated REALTOR® will be responsible for all fees assessed to the MLS Participant, and any user fees which are due and payable for individual services rendered, as set forth in the fee schedule available to the MLS Participant. I understand, as the Designated REALTOR®, I am responsible for all licensees in my office and the licensees that access the MLS system through my participation. The Firm also agrees that it is jointly and severally liable for all service fees incurred by the Firm and/or by said licensees.

I confirm that I currently, and will on a continual and ongoing basis in the operation of my real estate activities, actively endeavor to list real property of the type filed with the MLS and/or accept offers of cooperation and compensation made by other Participants in the MLS. I agree that I must continue to engage in such activities during my participation in the MLS. I acknowledge that failure to abide by these conditions of participation on an ongoing basis may result in potential suspension or termination of MLS participatory rights after a hearing in accordance with the MLS's established procedures.

MLS will issue one "Agent ID" number and Password to the Designated REALTOR®. **The Agent ID number and Password is provided exclusively for the use of the Designated REALTOR® and may not be shared with or used by any other person not authorized by the NAAR Bylaws, MLS Rules and Regulations and Policies and Procedures.**

As a Participant, I have read, understand, and agree to abide by the NAAR Bylaws and the MLS Rules and Regulations. Additionally, I understand that the information obtained from the MLS is confidential proprietary market information which is available only to Participants of the MLS. I agree that I only will provide access to or information from the MLS in accordance with the rules. Violation of this provision is a violation rules and is subject to a fine or any other sanction provided for in the NAAR Bylaws, and/or MLS Rules and Regulations.

All data submitted to the MLS becomes the property of the Multiple Listing Service operated by the Northern Arizona Association of REALTORS®. Further, Participant acknowledges that all data available to Participant through the MLS service and system is provided "as is" and neither the MLS nor its data supplier makes any warranties, express or implied, as to its merchantability or fitness for a particular purpose. As a Participant, I agree to utilize all data received by the MLS in accordance with the MLS Rules & Regulations. Participant and Firm agree to indemnify and hold the MLS and its data supplier harmless from all claims and liability relating to Participant and Firm's use of the MLS system and services. Designated REALTOR® is hereby noticed that all data obtained from the MLS computer system is federally copyrighted. Providing MLS information to unauthorized recipients may be a copyright violation. Any violation of said copyright will be prosecuted to the fullest extent of the law.

I agree as a condition of participation in the MLS to be bound by the Code of Ethics on the same terms and conditions as NAAR members, as established in the *Code of Ethics and Arbitration Manual*, including the obligation to submit to ethics hearings and the duty to arbitrate contractual disputes with other REALTORS® in accordance with the established procedures of NAAR I understand that a violation of the Code of Ethics may result in suspension or termination of MLS rights and privileges.

This Participation Agreement may be terminated upon written notice to the MLS and can be terminated by the MLS in accordance with the NAAR Bylaws and MLS Rules and Regulations. Upon termination, I

understand all active listings will be released from the MLS computer system and all data obtained from the MLS must be immediately destroyed (except those records required to be kept by law) or hold of said data will be in violation of the federal copyright.

Due to the serious nature of this agreement, I agree to review with each licensee in my office the potential consequences of a violation of the NAAR Bylaws, and/or MLS Rule and Regulations, particularly as it related to the unauthorized dissemination of MLS copyrighted information. As a Participant, I authorize licensees in my office who have paid for a subscription for MLS services to have access to the MLS computer system through my office or their own personal computer equipment.

I hereby authorize the MLS to work with any approved 3rd Party Vendor on my and my agent's behalf.

\_\_\_\_\_  
Designated REALTOR® (print)

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Designated REALTOR® (signature)

\_\_\_\_\_  
Company email address

\_\_\_\_\_  
Company/Firm Name

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_  
Northern Arizona Association of REALTORS®