



## **MEMBER APPLICATION CHECKLIST**

### **PLEASE CHECK OFF BELOW**

- ☐ IS BROKER AND OFFICE A MEMBER AT CITRUS VALLEY A.O.R.?
- ☐ MEMBERSHIP APPLICATION COMPLETED AND SIGNED BY APPLICANT
- ☐ MEMBERSHIP APPLICATION SIGNED BY BROKER
- ☐ CREDIT CARD AUTHORIZATION FORM COMPLETE WITH PAYMENT INFORMATION
- ☐ COPY OF CURRENT DRE LICENSE
- ☐ COPY OF PHOTO ID
- ☐ LETTER OF GOOD STANDING REQUIRED FOR BOARD TRANSFER APPLICANTS

SUBMIT APPLICATION VIA EMAIL: [MEMBERSERVICES@CVAR.NET](mailto:MEMBERSERVICES@CVAR.NET) OR FAX: 909-305-2833

TO SUBMIT IN PERSON, PLEASE CALL CITRUS VALLEY A.O.R. TO SCHEDULE A MEMBERSHIP APPOINTMENT (PROCESSING HOURS 9-4)

### **PROCESSING TIME FOR IN-PERSON SUBMITTALS**

APPLICANTS WITH APPOINTMENTS SHOULD EXPECT TO SPEND APPROXIMATELY 35-45 MINUTES FOR PROCESSING YOUR APPLICATION AND ISSUING YOUR SUPRA KEY.

### **SUPRA KEY**

FOR NEW MEMBERS, KEYS WILL BE ASSIGNED AFTER MEMBERSHIP HAS BEEN PROCESSED THAT SAME DAY (UNLESS OTHERWISE NOTED BY APPLICANT). SUPRA FEES ARE SEPARATE FROM MEMBERSHIP DUES AND MLS FEES. FORMS OF PAYMENT FOR SUPRA ARE CREDIT CARD OR CHECK. ABSOLUTELY NO CASH WILL BE ACCEPTED FOR THIS TRANSACTION. SUPRA ACCEPTS VISA, DISCOVER, MASTERCARD OR AMEX.

### **NO REFUND**

I UNDERSTAND THAT MY BOARD/ASSOCIATION MEMBERSHIP DUES AND MLS FEES ARE NON-REFUNDABLE. IN THE EVENT I FAIL TO MAINTAIN ELIGIBILITY FOR MEMBERSHIP OR FOR MLS SERVICES FOR ANY REASON, I UNDERSTAND I WILL NOT BE ENTITLED TO A REFUND OF MY DUES OR FEES.



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## APPLICATION FOR REALTOR® AND/OR MLS MEMBERSHIP

### TYPE OF APPLICATION

1. I apply for the following categories of membership (check all applicable boxes):

☐ Agent      ☐ Broker      ☐ Appraiser      **Desired Activation Date:** \_\_\_\_\_

### GENERAL INFORMATION

2. Name (as it appears on your license): \_\_\_\_\_
3. Nickname: \_\_\_\_\_
4. Firm Name: \_\_\_\_\_
5. Firm Address: \_\_\_\_\_  
(street) (city) (state) (zip code)
6. Firm Telephone Number: \_\_\_\_\_ Firm Fax Number: \_\_\_\_\_
7. Cell Number: \_\_\_\_\_
8. List all other DBAs: \_\_\_\_\_  
\_\_\_\_\_
9. Home Address: \_\_\_\_\_  
(street) (city) (state) (zip code)
10. Home Telephone Number: \_\_\_\_\_ Home Fax Number: \_\_\_\_\_
11. Which do you want as the primary mailing address?      ☐ Firm      ☐ Home
12. E-Mail Address: \_\_\_\_\_ Birth Date (M/D/Y): \_\_\_\_/\_\_\_\_/\_\_\_\_
13. DRE License #: \_\_\_\_\_ OREA Appraisers License #: \_\_\_\_\_  
Type: ☐ Broker      Type: ☐ Certified General  
      ☐ Salesperson      ☐ Certified Residential  
      ☐ Corporate      ☐ Licensed  
Expiration Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_
14. Professional Designations: ☐ GRI      ☐ CRS      Other(s) (please specify): \_\_\_\_\_

15. Primary Specialty: ☐ Residential Brokerage ☐ Property management  
☐ Commercial/Industrial Brokerage ☐ Appraising  
☐ Farm and Land Brokerage ☐ Mortgage Financing  
☐ Building and Development ☐ Other(s) (please specify): \_\_\_\_\_

16. List all Boards/Associations of REALTORS® and MLS to which you CURRENTLY BELONG:  
Participant or Subscriber: \_\_\_\_\_  
\_\_\_\_\_

List all Boards/Associations of REALTORS® and MLS to which you PREVIOUSLY BELONGED:  
Participant or Subscriber: \_\_\_\_\_  
\_\_\_\_\_

17. Persons other than principals, partners, corporate officers or branch office managers of real estate or appraisal firms must remain employed by or affiliated with a Designated REALTOR® to be eligible for REALTOR® or REALTOR-ASSOCIATE® membership. Persons other than principals, partners, corporate officers or branch office managers of real estate or appraisal firms who hold a valid California real estate license must remain employed by or affiliated with a MLS Broker Participant or MLS Appraiser Participant of the MLS in order to join as a MLS Subscriber.  
If applicable, please complete below:

Name of Designated REALTOR®: \_\_\_\_\_

Designated REALTOR® DRE or OREA License #: \_\_\_\_\_

Name of MLS Broker or Appraiser Participant: \_\_\_\_\_

MLS Broker or Appraiser Participant DRE or OREA License #: \_\_\_\_\_

18. **MLS BROKER PARTICIPANTS ONLY.** To be eligible for MLS membership, MLS Broker Participants **must** offer and/or accept compensation in the capacity of a real estate broker.

I certify that I actively endeavor during the operation of my 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.

☐ Yes, I certify. ☐ No I cannot certify.

19. **DESIGNATED REALTOR®/MLS BROKER AND APPRAISER PARTICIPANT APPLICANTS ONLY.** Designated REALTOR® and MLS Broker and Appraiser Participant applicants must provide the Board/Association a list of licensees employed by or affiliated with them and must also regularly update the Board/Association on any changes, additions, or deletions from the list. On a separate sheet or form, please list all licensees under your license, including their name, the type of license, and their DRE or OREA License #.

20. I am a (check the applicable boxes): ☐ sole proprietor ☐ general partner  
☐ corporate officer ☐ branch office manager

21. If you checked any box in question 20, you must answer the following:  
a. Are you or your firm subject to any pending bankruptcy proceedings?

☐ Yes ☐ No

b. Have you or your firm been adjudged bankrupt within the last three (3) years? ☐ Yes ☐ No

If you answered yes to (a) or (b), you may be required to make cash payments for membership dues and MLS fees.

22. I certify that I have no record of official sanctions rendered by the courts or other lawful authorities for violations of:

(i) civil rights laws within the last three (3) years ☐ Yes, I certify. ☐ No I cannot certify.

(ii) real estate license laws within the last three (3) years ☐ Yes, I certify. ☐ No I cannot certify.

(iii) criminal convictions where (1) the crime was punishable by death or imprisonment in excess of one year under the law under which you were convicted and (2) no more than ten (10) years have elapsed since the date of the conviction or your release from the confinement imposed for that conviction, whichever is the later date. ☐ Yes, I certify. ☐ No, I cannot certify.

If you could not certify any of the above, please attach additional sheets with all relevant details about the violation(s), including the date(s), type of violation(s), and a copy of the discipline, if any.

23. Have you ever been disciplined by any of the above Boards/Associations or MLSs in question 16?

☐ Yes. If yes, attach copies of the discipline. ☐ No.

24. Have you ever been disciplined by the DRE?

☐ Yes. If yes, provide all relevant details and dates (or attach copies of discipline). ☐ No.

### **GENERAL TERMS AND CONDITIONS OF MEMBERSHIP**

1. **Bylaws, policies and rules.** I agree to abide by the bylaws, policies and rules of the Board/Association, the bylaws, policies and rules of the California Association of Realtors®, and the constitution, bylaws, policies and rules of the National Association of REALTORS®, all as may from time to time be amended.
2. **Use of the term REALTOR® OR REALTOR-ASSOCIATE®.** I understand that the professional designations REALTOR® and REALTOR-ASSOCIATE® are federally registered trademarks of the National Association of REALTORS® (“N.A.R.”) and use of these designations are subject to N.A.R. rules and regulation. I agree that I cannot use these professional designations until this application is approved, all my membership requirements are completed, and I am notified of membership approval in one of these designations. I further agree that should I cease to be a REALTOR® or REALTOR-ASSOCIATE®, I will discontinue use of the term REALTOR® or REALTOR-ASSOCIATE® in all certificates, signs, seals or any other medium.
3. **Orientation.** I understand that if the Board/Association or the MLS requires orientation, I must attend such orientation prior to becoming a member of the Board/Association or MLS.
4. **License validity.** I understand that if my license is terminated, lapses or inactivated at any time, my REALTOR® membership and/or MLS participation/subscription is subject to immediate termination.
5. **No refund.** I understand that my Board/Association membership dues and MLS fees are non-refundable. In the event I fail to maintain eligibility for membership or for MLS Services for any reason, I understand I will not be entitled to a refund of my dues or fees.
6. **Authorization to release and use information; waiver.** I authorize the Board/Association or its representatives to verify any information provided by me in this application by any method including contacting the California Department of Real Estate., my current or past responsible broker or designated REALTOR®, or any

Board/Association or MLS where I held, or continue to hold, any type of membership. I further authorize any Board/Association or MLS where I held, continue to hold, any type of membership to release all my membership or disciplinary records to this Board/Association, including information regarding (i) all final findings of Code of Ethics violations or other membership duties within the past three (3) years; (ii) pending ethics complaints (or hearings); (iii) unsatisfied discipline pending; (iv) pending arbitration requests (or hearings); and (v) unpaid arbitration awards or unpaid financial obligations. I understand that any information gathered under this authorization may be used in evaluating my application for membership and future disciplinary sanctions. I waive any legal claim or cause of action against the Board/Association, its agents, employees or members including, but not limited to, slander, libel or defamation of character, that may arise from any action taken to verify, evaluate or process this application or other use of the information authorized and released hereunder.

7. By signing below, I expressly authorize the Board/Association, including the local, state and national, or their subsidiaries or representatives to fax, e-mail, telephone or send by U.S. mail to me, at the fax numbers, e-mail, telephones and addresses above, material advertising the availability of or quality of any property, goods or services offered, endorsed or promoted by the Board/Association.
8. **Additional terms and conditions for MLS applicants only.** I understand and agree that by becoming and remaining a broker participant or subscriber to the MLS, I agree to abide by the MLS rules, as from time to time amended, including but not limited to the following:
- A. I agree not to use the MLS data for any purpose other than to market property or support market valuations or appraisals as specifically set forth in the rules.
  - B. I agree not to reproduce any portion of the active listings except as provided in the MLS rules.
  - C. I agree not to download MLS data except as provided in the MLS rules.
  - D. I agree not to allow anyone other than authorized participants, their subscribers and the clerical users as defined in the MLS rules to access any computer receiving MLS information. I agree not to transmit the information to any participants, subscribers and clerical users not authorized to access the system by the rules. I agree not to use the MLS to create another product except as may be used by the participant who downloaded the data in compliance with the MLS rules.
  - E. I agree I will not give or sell my password to any person or make it available to any person. I further understand that the California Penal Code and the United States Code prohibits unauthorized access to computer data bases. I agree not to allow such unauthorized access by use of either any of my equipment or pass codes.
  - F. I understand that clerical users may be authorized to have limited access to the MLS for clerical support only. I understand that clerical users are not allowed to use the information in any way other than to provide such information to me. Persons performing any activities that require a real estate license are not eligible for this clerical users classification. I further understand that any violation by a clerical user employed by me, under contract with me or used by me is my responsibility and can result in discipline and ultimate termination of MLS services.
  - G. I will not lend or make available my lockbox key to any person, even if an authorized MLS user. I further understand that the Board can incur costs in securing the system if I fail to take adequate measures to protect my key and lockbox and that I may be held responsible for these costs. Failure to adhere to key and lockbox requirements could undermine the security of homeowners.
  - H. I understand and agree that the above statements are in addition to the MLS rules, to which I have also agreed. Violation of any MLS rule may result in discipline, fine and ultimate termination of the service. In addition to that, my actions may cause damage to Board/Association which owns the MLS and the Board may pursue its legal remedies against me to recover such damages.
9. **REALTOR®, REALTOR-ASSOCIATE® and MLS applicants only; Arbitration Agreement.** A condition of membership in the Board/Association as a REALTOR® or REALTOR-ASSOCIATE® and participant in the MLS is that you agree to binding arbitration of disputes. As a REALTOR® (including Designated REALTOR®) or REALTOR-ASSOCIATE® member, you agree for yourself and the corporation or firm for which you act as a partner, officer, principal or branch office manager to binding arbitration of disputes with (i) other

10. REALTOR® Membership dues and assessments and MLS fees are set forth separately in EXHIBIT A: MEMBERSHIP DUES AND ASSESSMENTS; MLS FEES

I agree that any change, transfer, or deletion through my participation for the named Salesperson shall be submitted to the Association in writing.

Revised 1/30/2020  
CVAR Membership App



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## ORIENTATION ACKNOWLEDGEMENT

**Your scheduled Orientation Class appointment time:**

**DATE:** \_\_\_\_\_ **TIME:** \_\_\_\_\_

### **I COMPLETELY UNDERSTAND AND AGREE TO THE FOLLOWING:**

I agree to complete the Orientation Class within the mandatory 90-day timeframe, in accordance with the CVAR Bylaws, and MLS Rules and Regulations. **Initial:** \_\_\_\_\_

I agree that if I fail to complete the Orientation Class within the mandatory timeframe, my membership will be suspended and/or my MLS access will be interrupted until I complete the class requirements. **Initial:** \_\_\_\_\_

I agree that if I fail to attend the full class or arrive after 9:00 a.m., I will not be given full course credit. **Initial:** \_\_\_\_\_

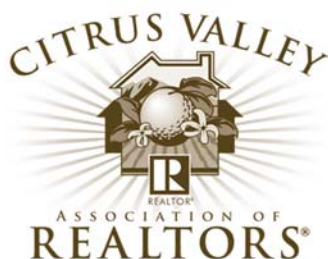
I understand that all dues and fees are non-refundable and suspension or termination of my membership, MLS, and Key do not entitle me to a refund. **Initial:** \_\_\_\_\_

MEMBER NAME: \_\_\_\_\_

MEMBER PUBLIC ID: \_\_\_\_\_

MEMBER SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_



## PERMISSION TO USE CREDIT

**Citrus Valley Association of REALTORS® has my permission to charge my Visa, MasterCard or American Express as indicated below.**

- ☐ Renewal of Annual Dues **and** MLS Yearly Payment **(\$989.00)**.
- ☐ Renewal of Annual Dues **and** MLS 1<sup>st</sup> Quarter Payment **(\$614.00)**.
- ☐ Renewal of Annual Dues **ONLY** **(\$489.00; C.A.R., N.A.R. and CVAR)**.
- ☐ **Recurring** Quarterly MLS Payment **(\$125.00 per quarter automatically charged when due)**.
- ☐ **One-time** MLS Quarterly Payment **(\$125.00)**.
- ☐ Listing Input **(\$75.00)**.
- ☐ CVAR New Member Application Fee **(\$65.00)**
- ☐ CAR New Member Application Fee **(\$100.00)**
- ☐ CVAR Reinstatement Fee **(\$25.00)**
- ☐ MLS Security Fee **(\$35.00)**
- ☐ Annual Donation to REALTOR® Action Fund **(\$148.00)**.
- ☐ Donate to REALTOR® Action Fund **(\$49.00)**.
- ☐ Donate to CVAR Community Awareness Fund **(\$5.00)**.
- ☐ Other (please specify). Amount: \$\_\_\_\_\_

For: \_\_\_\_\_

Credit Card Information: ☐ Visa ☐ MasterCard ☐ American Express

Credit Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ CVC: \_\_\_\_\_

Name on Credit Card: \_\_\_\_\_

Signature: \_\_\_\_\_ CVAR Public ID# \_\_\_\_\_

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

***Please fax the completed form to (909) 305-2833 or email [memberservices@cvar.net](mailto:memberservices@cvar.net)***



## LEGAL NOTICES AND DISCLOSURES REGARDING DUES BILLING STATEMENT

### **REALTOR® ACTION ASSESSMENT & FUND: Explanation and Legal Notice**

California Association of REALTORS® (C.A.R.) Political Action Committees: C.A.R. sponsors four Political Action Committees (PACs). CREPAC is used to support state and local candidates to further the goals of the real estate industry. CREIEC is an independent expenditure committee that independently advocates for or against candidates in accordance with the interests of the real estate industry. CREPAC/Federal supports candidates for the U.S. Senate and House of Representatives. IMPAC supports local and state ballot measures and other advocacy oriented issues that impact real property in California. IMPAC is funded by your dues dollars. C.A.R. also supports the Advocacy Local Fund (ALF), a non-PAC fund for expenditures on general advocacy activities.

REALTOR® Action Assessment (RAA): This mandatory \$69 state political assessment may be satisfied in one of two ways: either (1) a voluntary contribution to CREPAC, CREIEC, and/or IMPAC and/or other related political purposes or (2) a designation of the funds for political purposes in the C.A.R. general fund. You may include the entire amount on one check and if you do so, \$69 will go into CREPAC, CREIEC and/or IMPAC, or other related political purposes. If you have an assessment that is over \$138 due to your DR nonmember count, then any amount over \$138 contributed to the state PACs (i.e. CREPAC, CREIEC and IMPAC) will go into CREIEC. If you choose not to contribute to a PAC, you must do so in writing and the entire assessment of \$69 will be placed in the C.A.R. general fund and used for other political purposes. PAC contributions from the REALTOR® Action Assessment will be allocated among CREPAC, CREIEC, IMPAC and possibly ALF. The allocation formula is subject to change. Payment of the assessment is a requirement of maintaining membership.

REALTOR® Action Fund (RAF): REALTORS®, and REALTOR-ASSOCIATES® may also participate in RAF by including an additional voluntary contribution on the same check as your dues and assessment payment. Forty-nine dollars (\$49) is the suggested additional voluntary contribution but you may give more, or less, or nothing at all. No member will be favored or disfavored by reason of the amount of his/her contribution or his/ her decision not to contribute. Contributions to the REALTOR® Action Fund will be allocated among C.A.R.'s political action committees (CREPAC, CREIEC, and CREPAC/Federal) according to a formula approved by C.A.R. depending on whether it is a personal or corporate contribution. The allocation formula is subject to change including re-designating a portion to IMPAC and ALF. Failure to contribute to RAF will not affect an individual's membership status in C.A.R.

CORPORATE CONTRIBUTIONS to C.A.R.'s PACs are permissible and may be used for contributions to state or local candidates or for independent expenditures to support or oppose federal, state, or local candidates. However, current C.A.R. practice is to deposit all corporate contributions into CREPAC, CREIEC, IMPAC and possibly ALF in an allocation to be determined by C.A.R. A corporate contribution includes any contribution drawn from a corporate account.

PERSONAL CONTRIBUTIONS to C.A.R.'s PACs may be used for both state and federal elections and therefore may be deposited into CREPAC/ Federal in addition to all other C.A.R. political action committees. Up to \$200 of a REALTOR® Action Fund contribution will be divided between CREPAC/Federal and CREPAC, CREIEC, IMPAC and possibly ALF in an allocation to be determined by C.A.R. Any amount above \$200, up to applicable legal limits, will be allocated to CREPAC/Federal.

If you are a California major donor and need specific information regarding your contributions, please contact the C.A.R. Controller's office at (213) 739-8252. Contributions in excess of the contribution limits will be reallocated to another PAC connected with C.A.R. Under the Federal Election Campaign Act, an individual may contribute up to \$5,000 in a calendar year to CREPAC/Federal.

Political contributions are not deductible as charitable contributions for federal and state income tax purposes.

### **NOTICE REGARDING DEDUCTIBILITY OF DUES, ASSESSMENTS AND CONTRIBUTIONS**

ESTIMATED PORTION OF YOUR DUES USED FOR LOBBYING THAT ARE NON-DEDUCTIBLE:

NAR 29.18% \$54.00

C.A.R. 42.12% \$77.50

Local 0% \$0.00

Total Non-Deductible (Lobbying) Dues Portion: \$131.50

Dues payments and assessments for your local association, C.A.R. and NAR, and contributions to RAF are not tax deductible as charitable contributions. However, the dues portion of your bill, excluding the portion of dues used for lobbying activities, REALTOR® Action Assessment and REALTOR® Action Fund, may be deductible as ordinary and necessary business expenses. Contributions to CVAR Community Awareness Fund are charitable and tax-deductible to the extent allowed under both federal and state law. Please consult your tax professional.

**All dues, assessments, and fees are non-refundable.**

YOUR SUBSCRIPTION TO CALIFORNIA REAL ESTATE MAGAZINE IS PAID FOR WITH YOUR DUES AT A RATE OF \$6.00 AND IS NON-DEDUCTIBLE THEREFROM. I consent to the C.A.R. Privacy Policy, found at [www.car.org/privacy](http://www.car.org/privacy)



## Supra eKey Order Confirmation Form

KEYHOLDER, member of: Citrus Valley Association of REALTORS

CVAR Member Number \_\_\_\_\_

Keyholder Name: \_\_\_\_\_

Email Address \_\_\_\_\_

Order Details: Supra eKey Pin Code: \_\_\_\_\_

**CHOOSE A 4 DIGIT PIN CODE**

Debit/Credit Card \_\_\_\_\_

Expiration Date \_\_\_\_\_

**Your Order Amounts to:**

**\$50.00+tax Activation Fee**

**Automatic Charges\*** – I elect to have the following credit, debit, or bank account automatically charged **\$16.58** on the due date **(19<sup>th</sup> of every month)** for any fees due and payable.

At its convenience Supra may elect to receive the funds up to ten (10) days after the due date.

\*Keyholder authorizes Supra to charge the credit, debit, or bank account shown above for all recurring fees until Keyholder terminates the Keyholder Agreement or notifies CVAR in writing of a change in payment option or account information. Keyholder may change the payment option at any time during the Term of the Keyholder Agreement by contacting CVAR at 909-305-2827, or logging in to SupraWEB at <https://supraweb.suprakim.com/kimweb/login.mvc>.

My signature below constitutes acknowledgement of my understanding and agreement to the following:

The order information above is accurate and complete.

My payment will be processed electronically and will include all applicable tax.

\_\_\_\_\_  
Keyholder Acknowledgement

\_\_\_\_\_  
Date

### EKEY INSTRUCTIONS

**Go to your App Store or Play Store and Search for Supra Ekey App(Looks like a Blue IBOX)**

**Once the App is downloaded, click on Activate EKEY.**

**Then you will prompt that you “Already Have Authorization Code”**

**Enter the 10-Digit Code we gave you**

**Agree to both circles by clicking in each one**

**Agree to your location**

**Ekey should be ready to use**

### Obtain Key

Unlock a keybox to access the key container.

1. Open the Supra eKEY app and select **Obtain Key**.

2. Enter PIN and, if prompted, a CBS code.

3. Turn on the keybox. Press up and then release the bottom of the keybox once (a light located in the front window of the keybox will continue to flash while the Bluetooth is on).

4. After a success message appears on the eKEY app, press up on the bottom of the keybox, then allow the key container to drop from the bottom of the keybox.

**CVAR HQ**  
504 E. Route 66  
Glendora, CA 91740

**CVAR EAST**  
8229 Rochester Ave., #120  
Rancho Cucamonga, CA 91730

**CVAR WEST**  
1170 Durfee Ave., Suite A  
South El Monte, CA 91733

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