



# SAN FRANCISCO ASSOCIATION of REALTORS®

301 Grove Street San Francisco, CA 94102  
PHONE: 415-431-8500 Option 2 FAX: 415-553-3968

EMAIL APPLICATION TO:  
[membership@sfirealtors.com](mailto:membership@sfirealtors.com)

## Application for REALTOR® and/or Multiple Listing Service (M.L.S.) Membership

I apply for the following categories of membership:

<u>REALTOR® Membership</u>	<b>With/Or</b>	<u>Only SFAR MLS Service</u>
____ Designated REALTOR® (Broker)		____ MLS Broker Participant
____ REALTOR® (Agent)		____ MLS Agent Subscriber
____ Designated REALTOR®(Appraiser)		____ MLS Appraiser Participant
____ REALTOR® (Appraiser)		____ MLS Appraiser Subscriber

Name (as it appears on your license)\_\_\_\_\_ (Please Print)

Name for membership record (if different)\_\_\_\_\_ (Please Print)

Mr.  Mrs.  Ms.  Miss

Birth Date\_\_\_\_/\_\_\_\_/\_\_\_\_(To determine eligibility for emeritus membership only)

DRE License Number\_\_\_\_\_ Expiration Date \_\_\_\_/\_\_\_\_/\_\_\_\_

OREA License or Certification Number (Appraiser)\_\_\_\_\_ Expiration Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Have you been a member of any other local Association or are transferring? Primary membership:

Name of Association\_\_\_\_\_ NRDS identification number \_\_\_\_\_

### Firm Information (the company where you are working):

Firm Name\_\_\_\_\_

Street Address\_\_\_\_\_ Suite Number\_\_\_\_\_ P.O. Box \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Office Phone Number (\_\_\_\_)\_\_\_\_\_ Fax Number (\_\_\_\_) \_\_\_\_\_

### Home Information:

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number (\_\_\_\_)\_\_\_\_\_ E-Mail Address \_\_\_\_\_

Please mail all bills and correspondence to:  Email Address  Office Address  Home Address

I hereby apply for REALTOR® membership in the San Francisco Association of REALTORS®, the California Association of REALTORS®, and the National Association of REALTORS® and/or multiple listing service participation. I am enclosing my check or credit card payment for fees in the amount of \$\_\_\_\_\_, which amount is to be returned to me, less a processing charge of \$30.00, in the event of non-election. I agree to thoroughly familiarize myself with and abide by the Code of Ethics of the National Association of REALTORS®, the Constitutions, Bylaws and MLS Rules and Regulations of the San Francisco Association of REALTORS®, the California Association of REALTORS® and the National Association of REALTORS®, including the obligation to arbitrate future business disputes in accordance with the Code of Ethics and Arbitration Manual of either the San Francisco Association of REALTORS® or the California Association of REALTORS®, whichever is applicable. I further agree to abide by all rules and regulations covering the operation of the San Francisco Association of REALTORS® Multiple Listing Service, as adopted or amended from time to time. Upon the expiration of said membership for any cause except for transfer, I will discontinue the use of the designation "REALTOR®" in all certificates, signs, seals or other indications of membership.

SFAR USE ONLY			
Assn. Number _____	Office Code _____	Payment Date _____	
Payment By _____	Amount _____	Member Type _____	

## **General Terms and Conditions of Membership**

1. **Bylaws, Policies and Rules and Regulations.** I agree to abide by the Bylaws, Policies and Rules and Regulations of the San Francisco Association of REALTORS® (S.F.A.R.), the Bylaws, Policies and Rules of the California Association of REALTORS® (C.A.R.), the Bylaws, Policies and Rules of the National Association of REALTORS® (N.A.R.), all as may from time to time be amended.
2. **Use of the term REALTOR®.** I understand that the professional designation REALTOR® is a federally registered trademark of the National Association of REALTORS® (N.A.R.) and use of the designation is subject to N.A.R. Rules and Regulations. I agree, that I cannot use the professional designation until this application is approved, all my membership requirements are completed, and I am notified of membership approval of this designation. I further agree that should I cease to be a REALTOR®, I will cease use of the term REALTOR® and Logo in all business cards, certificates, signs, seals or any other medium.
3. **No Refund.** I understand that my S.F.A.R., C.A.R. and N.A.R. Dues are not refundable. In the event I fail to maintain eligibility for membership for any reason, I understand I will not be entitled to a refund of my dues.
4. By signing below, I expressly authorize the San Francisco Association of REALTORS®, California Association of REALTORS® and National Association of REALTORS® and their subsidiaries or representatives to fax or e-mail me, at the fax number and e-mails addresses above, material advertising the availability of or quality of any property, goods or services offered, endorsed or promoted by the Association.
5. **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 San Francisco MLS Rules and Regulations, as from time to time amended, including but not limited to the following:
  - a. I intend to actively endeavor during the operation of my real estate business to list real property of the type listed on the San Francisco Association of REALTORS'® MLS and/ or to accept offers of cooperation and compensation made by listing brokers or agents in the San Francisco Association of REALTORS'® MLS.
  - b. To abide by all rules and regulations covering the operation of MLS Service, as adopted or amended from time to time.
6. I understand and agree that, as a nonmember REALTOR® participant in MLS Service who has chosen not to be a member of the San Francisco Association of REALTORS®:
  - a. I am not entitled to vote or otherwise participate in the governance of Service, to serve as an officer or on boards or committees not of Service, or to receive any Association services which are not part of Service;
  - b. The Association may disclose that I am not a member of the Association and not subject to the Association's rules or procedures except those applying to use of Service;
  - c. The Association reserves all rights to limit my nonmember participation in Services to whatever extent may be permitted by law;
  - d. I must submit disputes arising out of the real estate business which involve any listing filed with the MLS or any appraisal, to binding arbitration with any other participant or subscriber of this MLS, or participants or subscribers of any other MLS who are authorized to have access to this MLS. Such arbitrations shall be governed by the California Code of Ethics and Arbitration Manual; and
  - e. If I am a REALTOR® member of another association of REALTORS® in the State of California, I am bound by the Code of Ethics of the National Association of REALTORS® on the same terms and conditions as Association members, as established in the *Code of Ethics and Arbitration Manual*, including the obligation to submit to ethics hearings.

**7. REALTOR® and MLS Applicants Only; Arbitration Agreement.**

A condition of membership is the San Francisco Association of REALTORS® as a REALTOR® and participant in the MLS is that you agree to binding arbitration of disputes. As a REALTOR® (including Designated REALTOR®) you agree for yourself and the corporation or firm for which you act as a partner, officer, principle or branch manager to binding arbitration of dispute with other REALTOR® members of this Association; with any member of the California or National Association of REALTORS®; and any client provided the client agrees to binding arbitration at the Association.

As a MLS Broker or Appraiser Participant or MLS Subscriber, you agree for yourself and the corporation or firm for which you act as a partner, officer, principle or branch office manager to binding arbitration of disputes with other MLS participants and subscribers; or any other MLS Broker or Appraiser Participant or MLS Subscriber of another Association MLS which shares a common database with this Association through a Reciprocal Agreement. Any arbitration under this agreement shall be conducted using the Association facilities and in accordance with the Association Rules and Procedures of Arbitration.

**AUTHORIZATION AND CERTIFICATION**

As an applicant for membership, I certify that the answers given in this application are true and correct, and I authorize the Association, through its representatives, to receive information and comment regarding me from any member or other person and agree that any information and comment furnished to the Association by any person in response to the invitation shall be conclusively deemed to be privileged and not form the basis of any action for slander, libel or defamation of character. This authorization is given solely for the purpose of allowing my application for membership to be approved. I further authorize the

Association to make the information on page 1 of this application available to the CA Assoc. of REALTORS® and the National Association of REALTORS®.

By signing below, I expressly authorize the Association, including the local, state and national, or their subsidiaries or rep- 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 Association.

By signing below, I expressly agree that all arbitrations pursuant to the California Code of Ethics and Arbitration Manual ("Manual") shall be governed by the Manual, and I specifically agree to waive the arbitrator disclosure requirements of the provisions of the California Ethics Standards for Neutral Arbitrators in Contractual Arbitration in California and California Code of Civil Procedure

Section 1281.9(a)(2), (3), (4) and (b) 1281.85, which require disclosures by REALTOR® arbitrators of information about prior arbitrations that is confidential under the rules of the California Association of REALTORS® and National Association of REALTORS®.

I certify that I have read and agree to the terms and conditions of this application, including the privacy policy, and that all information given in this application is true and correct.

\_\_\_\_\_  
(Applicant)

\_\_\_\_\_  
(Date)

**NOTICE TO SPONSORING BROKER**

I certify that the licensee listed above is associated with me. I further certify that I am empowered to bind this agent to arbitrate future business disputes in accordance with the Code of Ethics and Arbitration Manual of either the San Francisco Association of REALTORS® or the California Association of REALTORS®, whichever is applicable and hereby agree to do so. Further, I understand that if during his/her period of affiliation with me this licensee fails to maintain membership in the San Francisco Association of REALTORS®, my annual dues will be increased by an amount determined annually by the board of directors of the San Francisco Association of REALTORS®.

\_\_\_\_\_  
(Signature of Designated Broker)

\_\_\_\_\_  
(Date)

## MEMBERSHIP DUES AND FEES

### \*\*Designated REALTOR®/Broker Participant/Designated\*\* Appraiser (for agents with a broker's license or licensed officer of licensed corp.)

<u>Desig. REALTOR® Dues and Fees</u>	<u>Desig. REALTOR® &amp; MLS Dues and Fees</u>	<u>MLS Only Participant (Broker)</u>
SFAR Application Fee (One-Time fee)	\$ 270.00	\$ 195.00
CAR. Application Fee	\$ 100.00	\$ 100.00
<b>2020 pro-rated (Feb-Dec) SFAR Annual Dues</b>	<b>\$ 390.50</b>	<b>\$ 390.50</b>
<b>2020 pro-rated (Feb-Dec) CAR Annual Dues</b>	<b>\$ 168.67</b>	<b>\$ 168.67</b>
<b>2020 pro-rated (Feb-Dec) NAR Annual Dues</b>	<b>\$ 172.50</b>	<b>\$ 172.50</b>
MLS Participation Fee	\$ 275.00	\$350.00
MLS User Fee	\$128.00	\$128.00
<i>1st Quarter 2020 prorated (2 months)</i>	<i>2 months (Feb, March)</i>	<i>2 months (Feb, March)</i>
<b>Total Due</b>	<b>\$ 1,101.67</b>	<b>\$478.00</b>
<i>Voluntary Contributions:</i>		
<i>REALTOR® Action Fund</i>	<i>\$49.00</i>	<i>\$ 49.00</i>
<i>Housing Affordability Fund</i>	<i>\$10.00</i>	<i>\$ 10.00</i>
<b>Total Due with Voluntary Contributions:</b>	<b>\$ 1,160.67</b>	<b>\$ 1,488.67</b>

### \*\*REALTOR®/Agent Subscriber/Appraiser\*\*

(for agents with a Salespersons license or Broker Assoc./broker's license working under another broker)

<u>REALTOR® Dues and Fees</u>	<u>REALTOR® &amp; MLS Dues and Fees</u>	<u>MLS Only Subscriber (Agent)</u>
SFAR Application Fee (One-Time fee)	\$ 130.00	\$ 55.00
CAR. Application Fee	\$ 100.00	\$ 100.00
<b>2020 pro-rated (Feb-Dec) SFAR Annual Dues</b>	<b>\$ 308.00</b>	<b>\$ 308.00</b>
<b>2020 pro-rated (Feb-Dec) CAR Annual Dues</b>	<b>\$ 168.67</b>	<b>\$ 168.67</b>
<b>2020 pro-rated (Feb-Dec) NAR Annual Dues</b>	<b>\$ 172.50</b>	<b>\$ 172.50</b>
MLS Participation Fee	\$ 25.00	\$100.00
MLS User Fee	\$128.00	\$128.00
<i>1st Quarter 2020 prorated (2 months)</i>	<i>2 months (Feb, March)</i>	<i>2 months (Feb, March)</i>
<b>Total Due</b>	<b>\$ 879.17</b>	<b>\$228.00</b>
<i>Voluntary Contributions:</i>		
<i>REALTOR® Action Fund</i>	<i>\$49.00</i>	<i>\$ 49.00</i>
<i>Housing Affordability Fund</i>	<i>\$10.00</i>	<i>\$ 10.00</i>
<b>Total Due with Voluntary Contributions:</b>	<b>\$ 994.00</b>	<b>\$ 1,016.17</b>

## Payment of Dues

REALTOR® membership dues are payable on a calendar year basis and are not refundable. Dues are prorated to the beginning of the month in which the application is received. Accordingly, a credit against the member's dues obligation for the next ensuing calendar year is allowed for dues which would otherwise apply to the period between the beginning of the calendar year and the beginning of the quarter in which the application is received.

The application initiation fee is also payable at the time the application is filed. A full refund of the prepaid dues, as well as the application fee, is made to any applicant whose application is not approved, less a processing fee of **\$30**.

\_\_\_\_\_  
Signature

Dues payments and contributions to political action committees are not deductible as charitable contributions for federal income tax purposes. Dues payments may be deductible as an ordinary and necessary business expense.

Full calendar year dues are payable at the time an application for membership is submitted to the Association. A credit against future charges is given for that portion of the dues payment which otherwise would apply to the period between the beginning of the calendar year and the date the application is submitted. For the purpose of determining this credit, dues (with the exception of the \$49 REALTOR® Action Fund and \$10 HAF portions) are prorated on a monthly basis. The initiation fee applicable to whatever membership category is being sought also is payable at the time an application is submitted. A full refund of prepaid dues, as well as the applicable initiation fee, is made to any applicant whose application is not approved, less a processing fee of \$30. Multiple listing service user fees will be billed quarterly in the amount of \$192 as of 2019.



San Francisco Association of Realtors®  
301 Grove Street  
San Francisco, CA 94102  
Tel 415.431.8500  
Fax 415.553.3968  
www.sfrealtors.com

---

## **Notification Regarding New Member Code of Ethics Orientation Requirement**

In accordance with the Association's bylaws (Article VI, Section 4), applicants for REALTOR® membership shall complete an orientation program on the Code of Ethics of not less than two hours and thirty minutes of instructional time. This requirement does not apply to applicants for REALTOR® membership who provide proof of having completed comparable ethics orientation in another association, provided that REALTOR® membership has been continuous, or that any break in membership is for one year or less.

**Failure to satisfy the New Member Code of Ethics Orientation requirement within 25 days of the date of application will result in denial of the membership application.**

In addition, between **January 1, 2019, and December 31, 2021**, and for successive three-year (3) periods thereafter, every REALTOR®, as a condition of membership, is required to complete biennial ethics training as prescribed by the National Association of REALTORS®. REALTOR® members who have completed the New Member Code of Ethics Orientation during any two-year cycle shall not be required to complete additional ethics training until a new three-year cycle commences.

REALTORS® who fail to satisfy the tri-annual ethics training will be suspended for the first two months (January and February) of the year following the end of any three-year cycle or until the requirement is met, whichever occurs sooner. On March 1st of that year, the membership of a member who is still suspended as of that date will be automatically terminated.

In the event of a REALTOR® broker's suspension of membership, the memberships of all REALTOR® agents under his or her office will also become suspended. Equally, upon a broker's termination of membership, the same will apply to his or her agents' REALTOR® membership. If a REALTOR® agent's membership is terminated, that agent's broker will receive a Non-Member Special Dues Assessment in the amount of \$670 for that agent's failure to remain an active REALTOR® member licensed under a REALTOR® broker. Once a terminated REALTOR® who is in default of meeting the NAR Ethics requirement has taken the NAR Ethics course, he or she will qualify for re-activation of membership. However, please note that a reinstatement fee will apply.

### **Taking the Ethics Course Online**

The Code of Ethics training course is available online at the National Association of REALTORS® web site: <http://www.realtor.org>. The helpline number for the site is 800-874-6500.

-

- When you access [www.realtor.org](http://www.realtor.org), look for **Code of Ethics Training** under **Education**.
- **New Members, click "Begin or resume the new member course now"** and enter a full or partial first and /or last name. OR enter your NRDS ID.

**IMPORTANT:** When you have successfully completed the online course, you will receive an email message from REALTOR.org confirming this. Please forward the confirmation to Annie Rattapituck at [annie@sfrealtors.com](mailto:annie@sfrealtors.com) or fax it to 415-553-3968.

---

Signature

---

Date

# Payment for Membership to SFAR

REALTOR® dues are prorated from the month you join through December of that calendar year.

See below for SFAR MLS fee schedule. All applicants must apply for and maintain the same type of membership as their firm's broker.

	<u>1ST QUARTER</u> Jan   Feb   March	<u>2ED QUARTER</u> April   May   June	<u>3RD QUARTER</u> July   Aug   Sept	<u>4TH QUARTER</u> Oct   Nov   Dec	<u>1ST QUARTER</u> Jan   Feb   March	<u>2ED QUARTER</u> April   May   June
<b>REALTOR</b>	<b>\$ 705 Annual Fees. Pro-rated from the month you join.</b> Initiation fees for new applicants apply.					
<b>MLS</b> (\$64/month)	<b>\$192.00</b> 1st Q MLS Service Fees due by 12/31	<b>\$192.00</b> 2nd Q MLS Service Fees due by 3/31	<b>\$192.00</b> 3rd Q MLS Service Fees due by 6/30	<b>\$192.00</b> 4th Q MLS Service Fees due by 9/30	<b>\$192.00</b> 1st Q MLS Service Fees due by 12/31	<b>\$192.00</b> 2nd Q MLS Service Fees due by 3/31
<b>SUPRA KEY</b>	<b>\$210 Annual Fee from July to June of the following year</b> prorated annually from July-June of next year MLS account holders are eligible for Supra Key Service					

- **Full 2020 Annual Fees (\$705)**  
Deferred Payment Plan Option Available Only During Annual Realtor Renewal
- **Quarterly MLS Fees (\$192)**

**PLEASE  
NOTE**

- Bills that are unpaid by the due date will incur a \$30 late fee.
- 30 days afterwards, accounts will be set to Suspension. (Inactivating your account)
- 30 days after Suspension, accounts will be Terminated. (In order to reactivate, additional Reinstatement fees of \$50 for MLS or \$100 for Realtor membership with MLS will be due plus the \$30 late fee).
- If agent is no longer working, it's best to contact SFAR to resign from MLS or resign your Realtor membership.
- To set up automatic bill payment for MLS and Key Service, please contact SFAR Accounting.

## Credit Card Authorization Form

I authorize the San Francisco Association of REALTORS® to charge the following credit card:

MasterCard     VISA    We do not accept any other credit card type.

Credit Card Number :

Expiration Date:  /

Amount: \$\_\_\_\_\_ (Minimum \$10)

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

Contact Number: \_\_\_\_\_

Applicant : \_\_\_\_\_  
(signature) (date)

**To return this completed form by fax, fill it out completely and then print it. *Sign* and *Date* the bottom line and then fax the completed, signed, document to 415-553-3968.**