



# 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@sfrealtors.com](mailto:membership@sfrealtors.com)**

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

I apply for the following categories of membership:

REALTOR® Membership	<b>With / Or Only</b>	SFAR MLS Service
_____ 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 \_\_\_\_\_

### Brokerage 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 \_\_\_\_\_

SFAR has paperless billing. All bills and correspondence will be emailed to the email address on file.

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 agree to thoroughly familiarize myself with and abide by the Code of Ethics of the National Association of REALTORS®, the Constitutions, Bylaw 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 operations of the San Francisco Association of REALTORS Multiple Listings 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 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.

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(Applicant Signature)

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(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®.

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(Printed Name of Designated Broker)

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(Signature of Designated Broker)

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(Date)

2024 SFAR FEE SCHEDULE								
Fees are pro-rated from the month you join. To determine fees due with an application, look for row of fees on the month you are joining.								
REALTOR AND MLS SUBSCRIBER								
** Salesperson or Broker Associate **								
<div>Find the month you are joining. Read from Left to Right to find the total fees due for membership.</div>					Initiation Fee		MLS User Fee	
		SFAR	CAR	NAR	SFAR (\$55) CAR (\$200)	MLS Part. Fee	remaining months of current quarter	TOTAL
Quarter 1	JAN	\$ 384.00	\$ 231.00	\$ 201.00	\$ 255.00	\$ 25.00	\$ 204.00	\$ 1,300.00
	FEB	\$ 352.00	\$ 211.75	\$ 188.00	\$ 255.00	\$ 25.00	\$ 136.00	\$ 1,167.75
	MAR	\$ 320.00	\$ 192.50	\$ 175.00	\$ 255.00	\$ 25.00	\$ 272.00	\$ 1,239.50
Quarter 2	APR	\$ 288.00	\$ 173.25	\$ 162.00	\$ 255.00	\$ 25.00	\$ 204.00	\$ 1,107.25
	MAY	\$ 256.00	\$ 154.00	\$ 149.00	\$ 255.00	\$ 25.00	\$ 136.00	\$ 975.00
	JUN	\$ 224.00	\$ 134.75	\$ 136.00	\$ 255.00	\$ 25.00	\$ 272.00	\$ 1,046.75
Quarter 3	JUL	\$ 192.00	\$ 115.50	\$ 123.00	\$ 255.00	\$ 25.00	\$ 204.00	\$ 914.50
	AUG	\$ 160.00	\$ 96.25	\$ 110.00	\$ 255.00	\$ 25.00	\$ 136.00	\$ 782.25
	SEP	\$ 128.00	\$ 77.00	\$ 97.00	\$ 255.00	\$ 25.00	\$ 272.00	\$ 854.00
Quarter 4	OCT	\$ 96.00	\$ 57.75	\$ 84.00	\$ 255.00	\$ 25.00	\$ 204.00	\$ 721.75
	NOV	\$ 64.00	\$ 38.50	\$ 71.00	\$ 255.00	\$ 25.00	\$ 136.00	\$ 589.50
	DEC	\$ 416.00	\$ 250.25	\$ 259.00	\$ 255.00	\$ 25.00	\$ 272.00	\$ 1,477.25
<div>*Joining in Mar, Jun, Sept or Dec require 4 months of MLS fees for current month MLS fees and the incoming quarterly MLS fees</div> <div>**Joining in Dec requires 4 months of MLS fees for current month MLS fees, incoming quarterly MLS fees AND the incoming year's REALTOR fee</div>								
REALTOR - REALTOR ONLY NO MLS								
		SFAR	CAR	NAR	Initiation Fee SFAR (\$130) CAR (\$200)	Total		
Quarter 1	JAN	\$ 384.00	\$ 231.00	\$ 201.00	\$ 330.00	\$ 1,146.00		
	FEB	\$ 352.00	\$ 211.75	\$ 188.00	\$ 330.00	\$ 1,081.75		
	MAR	\$ 320.00	\$ 192.50	\$ 175.00	\$ 330.00	\$ 1,017.50		
Quarter 2	APR	\$ 288.00	\$ 173.25	\$ 162.00	\$ 330.00	\$ 953.25		
	MAY	\$ 256.00	\$ 154.00	\$ 149.00	\$ 330.00	\$ 889.00		
	JUN	\$ 224.00	\$ 134.75	\$ 136.00	\$ 330.00	\$ 824.75		
Quarter 3	JUL	\$ 192.00	\$ 115.50	\$ 123.00	\$ 330.00	\$ 760.50		
	AUG	\$ 160.00	\$ 96.25	\$ 110.00	\$ 330.00	\$ 696.25		
	SEP	\$ 128.00	\$ 77.00	\$ 97.00	\$ 330.00	\$ 632.00		
Quarter 4	OCT	\$ 96.00	\$ 57.75	\$ 84.00	\$ 330.00	\$ 567.75		
	NOV	\$ 64.00	\$ 38.50	\$ 71.00	\$ 330.00	\$ 503.50		
	DEC	\$ 416.00	\$ 250.25	\$ 259.00	\$ 330.00	\$ 1,255.25		
**Joining in December requires current month REALTOR Dues AND the incoming year's full (12-months) REALTOR fees								
MLS SUBSCRIBER - MLS ONLY								
			(\$68/mo)	3 months	2 months	4 month	TOTAL DUE	
MLS Subscriber Fee		\$100	+	\$ 204.00	\$ 136.00	\$ 272.00	\$304   \$236   372	

2024 SFAR FEE SCHEDULE								
Fees are pro-rated from the month you join. To determine fees due with an application, look for row of fees on the month you are joining.								
DESIGNATED REALTOR AND MLS PARTICIPANT								
** Agent with Broker's License **								
		SFAR	CAR	NAR	Initiation Fee	MLS Part. Fee	MLS User Fee	TOTAL
							remaining months of current quarter	
					SFAR (\$195)			
					CAR (\$200)			
Quarter 1	JAN	\$474.00	\$231.00	\$201.00	\$395.00	\$275.00	\$204.00	\$1,780.00
	FEB	\$434.50	\$211.75	\$188.00	\$395.00	\$275.00	\$136.00	\$1,640.25
	MAR	\$395.00	\$192.50	\$175.00	\$395.00	\$275.00	\$272.00	\$1,704.50
Quarter 2	APR	\$355.50	\$173.25	\$162.00	\$395.00	\$275.00	\$204.00	\$1,564.75
	MAY	\$316.00	\$154.00	\$149.00	\$395.00	\$275.00	\$136.00	\$1,425.00
	JUN	\$276.50	\$134.75	\$136.00	\$395.00	\$275.00	\$272.00	\$1,489.25
Quarter 3	JUL	\$237.00	\$115.50	\$123.00	\$395.00	\$275.00	\$204.00	\$1,349.50
	AUG	\$197.50	\$96.25	\$110.00	\$395.00	\$275.00	\$136.00	\$1,209.75
	SEP	\$158.00	\$77.00	\$97.00	\$395.00	\$275.00	\$272.00	\$1,274.00
Quarter 4	OCT	\$118.50	\$57.75	\$84.00	\$395.00	\$275.00	\$204.00	\$1,134.25
	NOV	\$79.00	\$38.50	\$71.00	\$395.00	\$275.00	\$136.00	\$994.50
	DEC	\$513.50	\$250.25	\$259.00	\$395.00	\$275.00	\$272.00	\$1,964.75
*Joining in Mar, Jun, Sept or Dec require 4 months of MLS fees for current month MLS fees and the incoming quarterly MLS fees								
**Joining in Dec requires 4 months of MLS fees for current month MLS fees, incoming quarterly MLS fees AND the incoming year's REALTOR fee								
DESIGNATED REALTOR - REALTOR ONLY NO MLS								
		SFAR	CAR	NAR	Initiation Fee			
						SFAR (\$270)		
							CAR (\$200)	Total
Quarter 1	JAN	\$474.00	\$231.00	\$201.00		\$470.00		\$1,376.00
	FEB	\$434.50	\$211.75	\$188.00		\$470.00		\$1,304.25
	MAR	\$395.00	\$192.50	\$175.00		\$470.00		\$1,232.50
Quarter 2	APR	\$355.50	\$173.25	\$162.00		\$470.00		\$1,160.75
	MAY	\$316.00	\$154.00	\$149.00		\$470.00		\$1,089.00
	JUN	\$276.50	\$134.75	\$136.00		\$470.00		\$1,017.25
Quarter 3	JUL	\$237.00	\$115.50	\$123.00		\$470.00		\$945.50
	AUG	\$197.50	\$96.25	\$110.00		\$470.00		\$873.75
	SEP	\$158.00	\$77.00	\$97.00		\$470.00		\$802.00
Quarter 4	OCT	\$118.50	\$57.75	\$82.50		\$470.00		\$728.75
	NOV	\$79.00	\$38.50	\$71.00		\$470.00		\$658.50
	DEC	\$513.50	\$250.25	\$259.00		\$470.00		\$1,492.75
**Joining in December requires current month REALTOR Dues AND the incoming year's full (12-months) REALTOR fees								
MLS PARTICIPANT - MLS ONLY								
				3 months	2 months	4 month	TOTAL DUE	
MLS Participation fee		\$350	+	204	136	272	\$ 554   \$486   \$622	

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## 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**.

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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.

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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 \$204 as of 2024.



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## **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, 2022, and December 31, 2024**, and for successive three-year (3) periods thereafter, every REALTOR®, as a condition of membership, is required to complete tri-annual ethics training as prescribed by the National Association of REALTORS®. REALTOR® members who have completed the New Member Code of

Ethics Orientation during any three-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 [Membership@sfrealtors.com](mailto:Membership@sfrealtors.com)

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Signature

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Date

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



## SAN FRANCISCO ASSOCIATION of REALTORS®

301 Grove Street  
San Francisco, CA 94102  
P. 415.431.8500  
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### Payment Authorization Form

#### Member Information

Member Name: \_\_\_\_\_

**Member Number:** \_\_\_\_\_

*If unknown/unassigned, leave blank*

Firm Affiliation: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

#### TERMS

1. I authorize the San Francisco Association of REALTORS® to deduct the following fees from the credit card/debit card I have specified below.
2. I understand that, if I am a REALTOR® member of the San Francisco Association of REALTORS®, my annual membership dues will **not** be automatically deducted from the card I have specified below and that a statement will be sent to me for those dues in November or December of the previous year.

#### Payment Information

Visa

MasterCard

American Express

**DO NOT INCLUDE THE CCV NUMBER**

Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_ / \_\_\_\_ (MMYY)

Amount: \$\_\_\_\_\_ One Time Charge: Authorize a one-time charge

**Auto-Payment for MLS/SUPRA:** Check here to authorize SFAR to deduct all dues and fees other than annual REALTOR membership dues from the card I have specified above.

Cardholder's Name: \_\_\_\_\_

For Auto-Payment: I have read and agreed to the terms of this payment arrangement, and I authorize the San Francisco Association of REALTORS® to deduct my fees and dues (other than annual REALTOR® membership dues) from the above specified Visa or MasterCard quarterly. I understand that I am responsible for notifying the San Francisco Association of REALTORS® of any changes to or cancellations of this agreement.

I understand that I may discontinue the automatic billing arrangement at any time but that service cancellations may take up to two weeks to process.

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

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