



Application for REALTOR® (including Appraiser) and/or Multiple Listing Service (MLS) Membership

This is an application for membership as follows (choose only one option):

- Designated REALTOR® (**Broker**)
- Designated REALTOR® (**Broker**) including MLS **Participant** access
- REALTOR® (**Agent**)
- REALTOR® (**Agent**) including MLS **Subscriber** access
- MLS Participant (**Broker** or **Appraiser**) MLS access only
- MLS Subscriber (**Agent** or **Appraiser**) MLS access only

System Access Provided

- Association only (SFAR/CAR/NAR)
- Association and MLS (+ SFARMLS)
- Association only (SFAR/CAR/NAR)
- Association and MLS (+ SFARMLS)
- MLS Only (SFARMLS)
- MLS Only (SFARMLS)

Name (as it appears on your license): _____

Name for membership record (if different): _____

DRE License Number (Broker/Agent): _____ Expiration Date: _____

OREA License/Certification Number (Appraiser): _____ Expiration Date: _____

Birth Date: _____ *(This information is used exclusively for CAR Honorary Status and to verify your identity.)*

If you are transferring from another local Association, or have Primary Association membership elsewhere, you must provide the following:

Name of Association: _____ NRDS identification number: _____

Firm Information (the company where you are working):

Firm Name: _____

Street Address: _____ Suite#: _____ PO Box: _____

City: _____ State: _____ Zip Code: _____

Office Phone: _____ Extension/Alt#: _____

Home Information:

Street Address: _____ Suite#: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

Primary Phone: _____ Urgent/SMS#: _____

*(Your **Primary Phone** number will be available as a configurable contact phone # in the MLS. The **Urgent SMS** number is for ALERTS and 2-factor authentication. These may be the same phone number or may be different, please make sure the Urgent SMS number can receive text messages).*

I authorize, and opt-in, to receiving important SMS messages and security tokens (such as 2FA/MLS) at the number provided above.

APPLICABLE TO REALTOR® APPLICANTS OF ALL TYPES FOR ASSOCIATION MEMBERSHIP: By my signature below, I hereby apply for membership as a REALTOR® in the San Francisco Association of REALTORS® (SFAR), the California Association of REALTORS® (CAR), and the National Association of REALTORS® (NAR). I agree to thoroughly familiarize myself with and abide by the Code of Ethics of NAR, the Constitutions, and Bylaws of SFAR, CAR and NAR, including the obligation to arbitrate certain disputes in accordance with the Code of Ethics and Arbitration Manual of either SFAR or CAR, or through my Primary Association of membership (as indicated above), whichever is applicable. 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.

APPLICABLE TO ALL APPLICANTS FOR MLS MEMBERSHIP WHETHER OR NOT ALSO APPLYING FOR ASSOCIATION MEMBERSHIP: By my signature below, I hereby apply to be a Participant or Subscriber in the San Francisco Association of REALTORS® Multiple Listing Service (SFARMLS). I agree to thoroughly familiarize myself with and abide by the Rules and Regulations of the SFARMLS, including the obligation to arbitrate certain MLS disputes in accordance with the Code of Ethics and Arbitration Manual of either SFAR or CAR.

General Terms and Conditions of Association Membership (SFAR, CAR and NAR):

1. **Bylaws, Policies and Rules and Regulations.** I agree to abide by the Bylaws, Policies and Rules and Regulations of SFAR, the Bylaws, Policies and Rules of CAR, and the Bylaws, Policies and Rules of NAR, 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 NAR and use of the designation is subject to NAR 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 SFAR, CAR and NAR 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. **Consent to Communication.** By signing below, I expressly authorize SFAR, CAR and NAR, and their subsidiaries or representatives to email me at the email address(es) above, a reasonable amount of material advertising the availability of (or quality of) any property, goods or services offered, endorsed or promoted by the Associations.
5. **Arbitration Agreement.** By signing below, I agree, for myself or, if a Designated REALTOR®, for the corporation or firm on whose behalf I hereby act as a partner, officer, principal or branch manager, that any dispute by, between or among REALTOR® members of SFAR, the California or National Association of REALTORS®, and any client provided the client agrees to such arbitration, arising from the NAR Code of Ethics shall be determined by binding arbitration pursuant to the Arbitration Manual of either CAR or SFAR. Any such arbitration shall be administered by SFAR pursuant to such Manual and the decision of the arbitrators as appointed thereunder shall be final and binding. To the fullest extent provided by law, I 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 CAR and NAR membership rules.

Additional Terms and Conditions that apply to ALL MLS Applicants Whether or Not They Also are Applying for Association Membership:

6. **SFARMLS Rules & Regulations.** By signing below, I understand and agree that by becoming and maintaining my membership as a Participant or Subscriber to the San Francisco Association of REALTORS'® MLS (SFARMLS), that I further agree to abide by the SFARMLS Rules and Regulations, as amended from time to time.
7. **Arbitration Agreement.** By signing below, I agree, for myself or any corporation or firm on whose behalf I hereby act as a partner, officer, principal or branch office manager, that any dispute by, between or among other MLS Broker Participants, Appraisers and Subscribers; or any other MLS Broker Participant, Appraiser, or Subscriber of another Association MLS that shares a common database with SFARMLS through a Reciprocal Agreement, arising from the SFARMLS Rules and Regulations shall be determined by binding arbitration pursuant to the provisions applicable to MLS Disputes set forth in the Rules and Regulations of the SFARMLS and the Arbitration Manual of either CAR or SFAR. Any such arbitration shall be administered by SFAR pursuant to such Rules and Regulations and Manual and the decision of the arbitrators as appointed thereunder shall be final and binding. Judgment on the Award may be entered in any court having jurisdiction. To the fullest extent provided by law, I 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 CAR and NAR membership rules.

Additional Terms and Conditions that apply to MLS ONLY Applicants:

8. **Nonmember Confirmation.** By signing below, I understand and agree that, as a nonmember Participant or Subscriber to the SFARMLS service who has chosen not to be a member of the San Francisco Association of REALTORS'® (the **Association**):
 - a. I am not entitled to vote or otherwise participate in the governance of the Association, to serve as an officer or on boards or committees of the Association (with the exception that I may apply for participation with the SFARMLS committee specifically), or to receive any Association benefits or services which are not part of SFARMLS;

- 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 SFARMLS;
- c. The Association reserves all rights to limit my nonmember participation in SFARMLS to whatever extent may be permitted by law; and,
- d. 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.

Billing Acknowledgements

- 9. SFAR has moved to exclusively paperless billing. All bills and correspondence will be electronically delivered to the email address provided in this application.
- 10. Refunds for MLS and/or services, when applicable, are only valid up to the 5th of any calendar month and are processed less at 10% service charge.

AUTHORIZATION AND CERTIFICATION

I agree to all of the foregoing provisions of this Application applicable to me or the organization I represent, and certify that the answers given in this application are true and correct, and I authorize the Association, through its representatives, to receive information and corroborating documents or comments regarding me from any member, participant, subscriber or other person and agree that any information and comment furnished to the Association by anyone in response thereto 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, participation or subscription, as the case may be, to be reviewed and approved. I further authorize the Association to make the information on the first page of this application available to the CAR and NAR as appropriate.

By signing below, I expressly authorize the Association, including the local, state and national, or their subsidiaries or representatives to email, phone or send by U.S. mail to me, at the numbers and addresses submitted above, relevant information regarding the services of the Associations (including the SFARMLS service).

(Signature of Licensee Applicant)

(Date)

ATTESTATION OF SPONSOR (aka “Responsible Member”)

By signing this application, I certify that the licensee listed above is associated with me and further certify that I am empowered to bind this agent to arbitrate future business disputes in accordance with the San Francisco Association of REALTORS® rules, the California Association of REALTORS® rules, or the California Code of Ethics and Arbitration Manual (whichever is applicable) and hereby agree to do so.

I understand that if this application is for a REALTOR® licensee, my annual dues will increase (by an amount set annually by the San Francisco Association of REALTORS®) if they do not maintain their Association membership while affiliated with me.

(Printed name of Responsible Member)

(DRE# of Responsible Member)

(Signature of Responsible Member)

(Date)

2025 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 **								
Find the month you are joining. Read from Left to Right to find the total fees due for membership.		SFAR	CAR	NAR	Initiation Fee SFAR (\$195) CAR (\$200)	MLS Part. Fee	MLS User Fee remaining months of current quarter	TOTAL
		Quarter 1	JAN	\$ 479.00	\$ 237.00	\$ 201.00	\$ 395.00	\$ 275.00
FEB	\$ 439.08		\$ 217.25	\$ 188.00	\$ 395.00	\$ 275.00	\$ 136.00	\$ 1,650.33
MAR	\$ 399.17		\$ 197.50	\$ 175.00	\$ 395.00	\$ 275.00	\$ 272.00	\$ 1,713.67
Quarter 2	APR	\$ 359.25	\$ 177.75	\$ 162.00	\$ 395.00	\$ 275.00	\$ 204.00	\$ 1,573.00
	MAY	\$ 319.33	\$ 158.00	\$ 149.00	\$ 395.00	\$ 275.00	\$ 136.00	\$ 1,432.33
	JUN	\$ 279.42	\$ 138.25	\$ 136.00	\$ 395.00	\$ 275.00	\$ 272.00	\$ 1,495.67
Quarter 3	JUL	\$ 239.50	\$ 118.50	\$ 123.00	\$ 395.00	\$ 275.00	\$ 204.00	\$ 1,355.00
	AUG	\$ 199.58	\$ 98.75	\$ 110.00	\$ 395.00	\$ 275.00	\$ 136.00	\$ 1,214.33
	SEP	\$ 159.67	\$ 79.00	\$ 97.00	\$ 395.00	\$ 275.00	\$ 272.00	\$ 1,277.67
Quarter 4	OCT	\$ 119.75	\$ 59.25	\$ 84.00	\$ 395.00	\$ 275.00	\$ 204.00	\$ 1,137.00
	NOV	\$ 79.83	\$ 39.50	\$ 71.00	\$ 395.00	\$ 275.00	\$ 136.00	\$ 996.33
	DEC	\$ 513.92	\$ 250.75	\$ 259.00	\$ 395.00	\$ 275.00	\$ 272.00	\$ 1,965.67

**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	\$ 479.00	\$ 237.00	\$ 201.00	\$ 470.00	\$ 1,387.00
	FEB	\$ 439.08	\$ 217.25	\$ 188.00	\$ 470.00	\$ 1,314.33
	MAR	\$ 399.17	\$ 197.50	\$ 175.00	\$ 470.00	\$ 1,241.67
Quarter 2	APR	\$ 359.25	\$ 177.75	\$ 162.00	\$ 470.00	\$ 1,169.00
	MAY	\$ 319.33	\$ 158.00	\$ 149.00	\$ 470.00	\$ 1,096.33
	JUN	\$ 279.42	\$ 138.25	\$ 136.00	\$ 470.00	\$ 1,023.67
Quarter 3	JUL	\$ 239.50	\$ 118.50	\$ 123.00	\$ 470.00	\$ 951.00
	AUG	\$ 199.58	\$ 98.75	\$ 110.00	\$ 470.00	\$ 878.33
	SEP	\$ 159.67	\$ 79.00	\$ 97.00	\$ 470.00	\$ 805.67
Quarter 4	OCT	\$ 119.75	\$ 59.25	\$ 82.50	\$ 470.00	\$ 731.50
	NOV	\$ 79.83	\$ 39.50	\$ 71.00	\$ 470.00	\$ 660.33
	DEC	\$ 513.92	\$ 250.75	\$ 259.00	\$ 470.00	\$ 1,493.67

***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

2025 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 **										
Find the month you are joining. Read from Left to Right to find the total fees due for membership.							Initiation Fee	MLS Part. Fee	MLS User Fee remaining months of current quarter	TOTAL
		SFAR	CAR	NAR	SFAR (\$55) CAR (\$200)	MLS Part. Fee				
Quarter 1	JAN	\$ 389.00	\$ 237.00	\$ 201.00	\$ 255.00	\$ 25.00	\$ 204.00	\$	1,311.00	
	FEB	\$ 356.58	\$ 217.25	\$ 188.00	\$ 255.00	\$ 25.00	\$ 136.00	\$	1,177.83	
	MAR	\$ 324.17	\$ 197.50	\$ 175.00	\$ 255.00	\$ 25.00	\$ 272.00	\$	1,248.67	
Quarter 2	APR	\$ 291.75	\$ 177.75	\$ 162.00	\$ 255.00	\$ 25.00	\$ 204.00	\$	1,115.50	
	MAY	\$ 259.33	\$ 158.00	\$ 149.00	\$ 255.00	\$ 25.00	\$ 136.00	\$	982.33	
	JUN	\$ 226.92	\$ 138.25	\$ 136.00	\$ 255.00	\$ 25.00	\$ 272.00	\$	1,053.17	
Quarter 3	JUL	\$ 194.50	\$ 118.50	\$ 123.00	\$ 255.00	\$ 25.00	\$ 204.00	\$	920.00	
	AUG	\$ 162.08	\$ 98.75	\$ 110.00	\$ 255.00	\$ 25.00	\$ 136.00	\$	786.83	
	SEP	\$ 129.67	\$ 79.00	\$ 97.00	\$ 255.00	\$ 25.00	\$ 272.00	\$	857.67	
Quarter 4	OCT	\$ 97.25	\$ 59.25	\$ 84.00	\$ 255.00	\$ 25.00	\$ 204.00	\$	724.50	
	NOV	\$ 64.83	\$ 39.50	\$ 71.00	\$ 255.00	\$ 25.00	\$ 136.00	\$	591.33	
	DEC	\$ 416.42	\$ 250.75	\$ 259.00	\$ 255.00	\$ 25.00	\$ 272.00	\$	1,478.17	

**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*

REALTOR - REALTOR ONLY NO MLS							
		SFAR	CAR	NAR	Initiation Fee SFAR (\$130) CAR (\$200)		Total
Quarter 1	JAN	\$ 389.00	\$ 237.00	\$ 201.00	\$ 330.00	\$	1,157.00
	FEB	\$ 356.58	\$ 217.25	\$ 188.00	\$ 330.00	\$	1,091.83
	MAR	\$ 324.17	\$ 197.50	\$ 175.00	\$ 330.00	\$	1,026.67
Quarter 2	APR	\$ 291.75	\$ 177.75	\$ 162.00	\$ 330.00	\$	961.50
	MAY	\$ 259.33	\$ 158.00	\$ 149.00	\$ 330.00	\$	896.33
	JUN	\$ 226.92	\$ 138.25	\$ 136.00	\$ 330.00	\$	831.17
Quarter 3	JUL	\$ 194.50	\$ 118.50	\$ 123.00	\$ 330.00	\$	766.00
	AUG	\$ 162.08	\$ 98.75	\$ 110.00	\$ 330.00	\$	700.83
	SEP	\$ 129.67	\$ 79.00	\$ 97.00	\$ 330.00	\$	635.67
Quarter 4	OCT	\$ 97.25	\$ 59.25	\$ 84.00	\$ 330.00	\$	570.50
	NOV	\$ 64.83	\$ 39.50	\$ 71.00	\$ 330.00	\$	505.33
	DEC	\$ 416.42	\$ 250.75	\$ 259.00	\$ 330.00	\$	1,256.17

***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

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 \$204 as of 2024.



SAN FRANCISCO ASSOCIATION OF REALTORS®
301 Grove Street
San Francisco, CA 94102
Phone: 415-431-8500 (opt.2)
membership@sfirealtors.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 less than one year.

Failure to complete the New Member Code of Ethics Orientation requirement within 25 days of the date of application confirmation will result in suspension of the REALTOR® membership until so satisfied.

In addition, between **January 1, 2025**, and **December 31, 2027** (and for successive three-year periods thereafter), every REALTOR® is required to complete tri-annual ethics training as a condition of membership, in accordance with requirements established 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 their office will also become suspended. Equally, upon a broker's termination of membership, the same will apply to their agents' REALTOR® membership. If a REALTOR® agent's membership is terminated and has not paid the Association dues for the current year, that agent's broker will receive a Non-Member Special Dues Assessment in the amount of **\$782** 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, they 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: www.realtor.org. The helpline number for the site is 800-874-6500.

- When you access 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 just your NRDS ID.
- In order to receive your completion certificate, you must complete the post training survey.

(Signature of Licensee Applicant)

(Date)

Auto Bill Pay is for MLS Quarterly
Fees and Supra Key Fees ONLY



SAN FRANCISCO ASSOCIATION of REALTORS®

301 Grove Street
San Francisco, CA 94102
P. 415.431.8500
F. 415.553.3968
www.sfrealtors.com

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: _____

Return Payment Form to the SFAR Dept. or staff member that was assisting you. As a reference:
Accounting: AR@sfrealtors.com Membership: membership@sfrealtors.com MLS: mls@sfrealtors.com
Please sent questions to: membership@sfrealtors.com