

## Secondary REALTOR® Membership Application

PLEASE NOTE: INCOMPLETE APPLICATIONS CANNOT BE PROCESSED.

I hereby apply for REALTOR® Membership in the Greater Capital Area Association of REALTORS® (“the Association”).

**Application Fees and Dues:** Enclosed is payment in the amount of \$ \_\_\_\_\_ for my application fee and \$ \_\_\_\_\_ for my prorated membership dues payable directly to the Association of REALTORS®.

**Qualifications for Membership:** I understand that membership brings certain privileges and obligations that require compliance, including the following:

- Membership in the Association necessarily means that I am also a member of the State Association and National Association of REALTORS® and I agree to abide by the Code of Ethics of the National Association, which includes the duty to arbitrate (or to mediate if required by the association), as well as the Constitution, Bylaws and Rules and Regulations of the Association, the State Association and the National Association. Further, if required, I agree to satisfactorily complete the periodic Code of Ethics training and a reasonable and non-discriminatory written examination on such Code, Constitutions, Bylaws and Rules and Regulations.
- I acknowledge that as a member of the Association, I will be licensed to use the REALTOR® trademarks to indicate such membership, and I agree to abide by the rules governing use of those trademarks. I understand that REALTOR® is a federally registered trademark of the National Association and use of this designation is subject to rules promulgated by the National Association. Upon termination of my membership in the Association for any reason, my license to use the term REALTOR® is automatically revoked and I will immediately discontinue use of the term REALTOR® and all REALTOR® trademarks.
- All GCAAR members, whether subscribers of SentiLock (or subsequent lockbox provider) or not, agree to abide by the SentiLock Rules and Regulations. They also agree that potential violations shall be adjudicated through the SentiLock Violations Process and subject to the citation schedule, if applicable.
- Membership is final only upon approval by the Board of Directors and may be revoked should completion of any membership requirement, such as orientation, not be completed within the timeframe established in the Association’s bylaws.

**NOTE:** *The duty to submit to an ethics complaint continues in effect even after membership lapses or is terminated. Any ensuing discipline will be held in abeyance until such time as the respondent rejoins an association of REALTORS® (see Code of Ethics and Arbitration Manual, Section 20(e)). The duty to submit to arbitration continues in effect even after membership lapses or is terminated, provided the dispute arose while the former member was a REALTOR®.*

## Contact Information

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<i>Title</i>	<i>First Name</i>	<i>MI</i>	<i>Last Name</i>	<i>Nickname</i>
<i>(Name as listed on your Real Estate, Appraiser, or Property Management license.)</i>				
<hr/>				
<i>Home Address</i>	<i>Suite #</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>
<hr/>				XXX-XX- <hr/>
<i>Work E-Mail</i>	<i>Billing Email</i>		<i>Last 4 SSN</i>	
<hr/>		<hr/>		<hr/>
<i>Cell Phone Number</i>	<i>Home Phone Number</i>		<i>Birthday (year optional)</i>	

## Real Estate/Appraiser/Property Manager License Information

<hr/>	<hr/>	<hr/>	<hr/>
<i>MD License #</i>	<i>MD Lic. Exp. Date</i>	<i>D.C. License #</i>	<i>D.C. Lic. Exp. Date</i>
Do you hold, or have you ever held, a real estate license in any other			YES NO
state? If so, where: <hr/>			
<hr/>			

## Company Information

<hr/>				
<i>Company Name (as stated on license)</i>				<i>Direct Office Phone</i>
<hr/>				
<i>Company Address</i>	<i>Suite #</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>

## Preferred Contact Information

Mailing Address:	Home	Office	
Phone Number:	Home	Office	Cell
Member Directory Phone:	Home	Office	Cell

## Applicant Information

**Do you acknowledge that your use of the REALTOR® trademarks must comply with the National Association’s trademark rules<sup>1</sup>?** YES  
NO

**Are you currently a member of any other Association of REALTORS®?** YES  
NO

If yes, name of Association: \_\_\_\_\_

Type of membership held: \_\_\_\_\_

**Have you previously held membership in any other Association of REALTORS®?** YES  
NO

If yes, name of Association: \_\_\_\_\_

Type of membership held: \_\_\_\_\_

**If you are now or have been a REALTOR® member before, please provide:**

Previous NAR membership (NRDS) # \_\_\_\_\_

Last date (year) of completion of NAR’s Code of Ethics training requirement: \_\_\_\_\_

**Do you have any unsatisfied discipline pending for violation of the Code of Ethics<sup>2</sup>** YES  
NO

If yes, provide details. \_\_\_\_\_

**Have you ever been refused membership in any other Association of REALTORS®?** YES  
NO

If yes, state the basis for each such refusal and detail the circumstances related thereto: \_\_\_\_\_

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<sup>1</sup> The term REALTOR® is a federally registered collective membership mark which identifies a real estate professional who is a member of the National Association and subscribes to its strict Code of Ethics. The National Association’s Trademark Rules are set forth in the Membership Marks Manual, available at: [www.realtor.org/mmm](http://www.realtor.org/mmm).

<sup>2</sup> Article IV, Section 2, of the NAR Bylaws prohibits Member Boards from knowingly granting REALTOR® or REALTOR-ASSOCIATE® membership to any applicant who has an unfulfilled sanction pending which was imposed by another association of REALTORS® for violation of the Code of Ethics. (Adopted 1/01)

**Do you have any record of civil judgments or criminal convictions imposed within the past seven (7) years involving judgments of civil rights laws, real estate license laws, or other laws prohibiting unprofessional conduct rendered by the courts or other lawful authorities?**

YES  
NO

If yes, provide details: \_\_\_\_\_

\_\_\_\_\_

**Have you been found in violation of the Code of Ethics or other membership duties in any Association of REALTORS® in the past three (3) years?**

YES  
NO

If yes, provide details. \_\_\_\_\_

\_\_\_\_\_

**Are there pending ethics complaints against you?**

YES  
NO

If yes, provide details. \_\_\_\_\_

\_\_\_\_\_

**Do you have any unsatisfied discipline pending?**

YES  
NO

If yes, provide details. \_\_\_\_\_

\_\_\_\_\_

**Are you a party to pending arbitration request?**

YES  
NO

If yes, provide details. \_\_\_\_\_

\_\_\_\_\_

**Do you have any unpaid arbitration awards or unpaid financial obligations to another association of REALTORS® or an Association MLS?**

YES  
NO

If yes, provide details. \_\_\_\_\_

\_\_\_\_\_

## Certification

I hereby certify that the foregoing information furnished by me is true and correct, and I agree that failure to provide complete and accurate information as requested, or any misstatement of fact, shall be grounds for revocation of my membership if granted. I further agree that, if accepted for membership in the Association, I shall pay the fees and dues as from time to time established. NOTE: Payments to the Association of REALTORS® are not deductible as charitable contributions. Such payments may, however, be deductible as an ordinary and necessary business expense. No refunds shall be extended except for a refund requested in writing within thirty (30) calendar days after the first of the month in which elected to membership, less \$100 for processing. I understand that in the event I am not eligible for membership in the category indicated, or if I am not elected to membership, the advanced dues and fees will be refunded to me, less \$100 for processing.

I irrevocably waive all claims against the association or any employees, officers, directors or members for any act or omission in connection with the business of the association, including the interpretation and/or application of the Bylaws, Policies and Procedures of the association and the acceptance of or failure to accept, advance, suspend, expel or discipline me as a member of the association.

I understand that the Greater Capital Area Association of REALTORS® may terminate my membership if this application contains misrepresentations or I fail or refuse to comply with the conditions of membership as stated in the Bylaws, Policies and Procedures and Regulations of this association and the National Association of REALTORS®. Further I agree that if I resign or am terminated from membership with any outstanding dues and fees (including any costs and sums previously awarded by the Arbitration Hearing Panel in conjunction with arbitration proceedings), the Board of Directors may condition renewal or reinstatement of membership upon my payment of said fees.

By signing below, I consent that the REALTOR® Associations (local, state, national) and their subsidiaries may contact me at the specified address, telephone numbers, fax numbers, email address or other means of communication available. This consent applies to changes in contact information that may be provided by me to the Association(s) in the future. This consent recognizes that certain state and federal laws may place limits on communications that I am waiving to receive all communications as part of my membership.

### Application by

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name Printed

\_\_\_\_\_  
Date

**Either submit a copy of your real estate license or have your broker /office manager sign below.**

I (the Designated REALTOR®/ Office Manager/Broker) have carefully reviewed this application and the membership information contained herein and have determined it to be true and correct to the best of my knowledge.

### Certified by

\_\_\_\_\_  
Signature of Office Manager or Broker

\_\_\_\_\_  
Name Printed

\_\_\_\_\_  
Date



## Secondary REALTOR® Membership Dues and Fees

Agent / Broker / Appraiser / Property Manager

Please note: A dues waiver/letter of good standings must be provided from your Primary REALTOR® Association along with this payment. If not, the membership application cannot be processed.

### 2022 Dues (January 2022 – December 2022)

You may opt to become a secondary member of GCAAR only or also become a secondary member of the Maryland or District of Columbia State Association of REALTORS®.

	<u>Local Only</u>	<u>Maryland</u>	<u>District of Columbia</u>
Application Fee (\$150)	waived	waived	waived
GCAAR Dues	275.00	275.00	275.00
State Dues	----	Contact Maryland REALTORS® directly	125.00
RPAC	<u>50.00†</u>	<u>50.00†</u>	<u>50.00†</u>
<b>Total</b>	<b>\$325.00</b>	<b>\$325.00</b>	<b>\$450.00</b>

### Method of Payment

Check # \_\_\_\_\_ is enclosed in the amount of \_\_\_\_\_, payable to GCAAR.

Credit card (American Express, Discover Card, MasterCard, or Visa)

\_\_\_\_\_  
*Card Number*

\_\_\_\_\_  
*Exp Date*

I authorize GCAAR to charge my credit card \$ \_\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name Printed

\_\_\_\_\_  
Date

**Membership in GCAAR is held by individuals, not companies. Membership benefits therefore, cannot be transferred to other individuals within the same company or public agency. All dues and fees are non-refundable. All payments must be received with the proper completed application.**

† RPAC Contributions are not deductible for Federal income tax purposes. Contributions to RPAC are voluntary and are used for political purposes. You may contribute more or less than the suggested amount. You may refuse to contribute without reprisal and the National Association of REALTOR® or any of its state or local associations will not favor or disfavor any members because of the amount contributed. 70% of each contribution is used by your state PAC to support state and local political candidates. Until your state PAC reaches its RPAC goal, 30% is sent to National RPAC to support federal candidates and is charged against your limits under 52 U.S.C. 30116. After the state RPAC reaches its RPAC goal, it may elect to retain your entire contribution for use in supporting state and local candidates.