



Valley Board of REALTORS®

741 E. Susitna Ave.

Wasilla, AK 99654

www.matsurealtors.com

valleybd@mtaonline.net

Phone: 907-376-5080

Fax: 907-376-5081



REALTOR® Membership Application

The following information is **REQUIRED** to properly process your application in accordance with the Bylaws of the Board and the requirements of the Alaska Association of REALTORS® and the National Association of REALTORS®. The information you provide is confidential and shall be properly safeguarded.

Are you applying to be: _____ New Member _____ Secondary Member _____ Transfer from another board

Name _____

Date of Birth _____

Other Name(s) Used _____

Real Estate License Number _____

Date Issues _____

Date First Entered Real Estate _____

Location _____

Home Address _____

City _____

State _____

Zip _____

Mailing Address _____

City _____

State _____

Zip _____

Home Phone _____

Cell Phone _____

Email _____

Website _____

Brokerage Name _____

Brokerage Address _____

City _____

State _____

Zip _____

Work Phone _____

Work Fax _____

Have you:

Ever been a VBR member in the past?

_____ Yes

_____ No

Date _____

Been a member of another Board of REALTORS®?

_____ Yes

_____ No

Date _____

If yes, what Board of REALTORS® were you previously a member of? _____

Been refused membership in a REALTOR® Board?

_____ Yes*

_____ No

Date _____

Been disciplined by a REALTOR® Board?

_____ Yes*

_____ No

Date _____

Been disciplined by a licensing authority?

_____ Yes*

_____ No

Date _____

** If Yes, please explain _____



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Application for Membership

I hereby apply for active membership in the Valley Board of REALTORS®. If elected to membership, I agree to thoroughly familiarize myself with the *Code of Ethics* of the National Association of REALTORS®, the *Constitution, Bylaws and Regulations* of the Board, the State Association and the National Association, and will abide by those documents as stated and as may be amended from time to time.

In abiding by the *Code of Ethics* of the National Association of REALTORS®, I agree to the obligation to arbitrate or mediation controversies arising out of real estate transactions as specified by Article 17, and otherwise specified in the *Code of Ethics and Arbitration Manual*.

I understand that I am required to complete the Code of Ethics course within my first 120 days of membership.

I hereby waive all claims against the Board, particularly as to its act in electing or failing to elect, advance, suspend, expel or otherwise discipline me as a member in accordance with the Bylaws. Upon expiration of my membership for any cause, except transfer, I shall return to the Board all certificates, signs, seals, and other indications of membership in the Valley Board of REALTORS® and the National Association of REALTORS®.

I further understand that I am not entitled to use the designation of REALTOR® or any certificate, sign, deal or decal indicating REALTOR® status until such time as I have completed the requirement of Membership established by the Board, and have been installed at a General Membership Meeting. I further understand that violation of this provision may result in a fine being levied in an amount not to exceed \$500.00.

Membership Dues

Article X of the Bylaws of the Valley Board of REALTORS® contains information on Dues & Assessments. The Annual Dues breakdown is as follows:

Application Fee	\$25	(NOT PRORATED)
Local Dues - VBR	\$175	
State Dues - AAR	\$185	
National Dues - NAR	\$120	
NAR image awareness fee	\$35	(NOT PRORATED)
Total dues & fees	\$540	

Dues are prorated monthly as follows:

Jan. \$540.00	May \$380.00	Sept. \$220.00
Feb. \$500.00	June \$340.00	Oct. \$180.00
March \$460.00	July \$300.00	Nov. \$140.00
April \$420.00	Aug. \$260.00	Dec. \$100.00

Applicant Signature

Date



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Authorization & Certification - Applicant

As an applicant for membership in the Valley Board of REALTORS®, I certify that the information I have provided on this application is true and correct. I authorize the Board, through its' representatives, to make such investigations as are necessary to verify the statements I have made.

I further understand that I will not be elected **unless I complete the requirement for membership within 90 days of application (provide any/all missing or required documentation, attend new member orientation, etc.)** If I do not complete membership requirements within 90 days of application, I understand that I will be required to re-apply for membership and pay another application fee, as will be reported as a non-member.

I also understand that New Member Orientation and formal instillation at a General Membership Meeting is **required** for all new applicants. Any renewing member who has let their VBR membership lapse for more than 1-year will be required to attend New Member Orientation.

Applicant Signature

Date

Authorization & Certification - Broker

I hereby sponsor _____ (name of applicant) for membership in the Valley Board of REALTORS®, who first affiliated with my firm on _____.

I understand that any/all new applicants are required to apply for VBR membership within seven (7) days of joining my firm, and failure to enforce this rule may result in a fine.

I understand that my REALTOR® Member Dues will be increased, and/or a fine may be assessed by the appropriate amount in the event that this applicant fails to complete the requirements of membership, and I agree to pay all said dues immediately upon billing.

I further understand that the applicant is not entitled to use the designation REALTOR® or any certificate, sign, seal or decal indicating REALTOR® status until such time as the applicant has complete the requirements for Board membership and has been installed at a General Membership Meeting.

And, I further understand that if the applicant is found to be in violation of this provision, I may be fine an amount not to exceed \$500.00.

Broker Signature

Date



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Appendix C

Professionalism in Real Estate Proactive Certification Form

I hereby certify that I have read and understand the contents of *Professionalism in Real Estate Practice*, published by the National Association of REALTORS®, including the *Code of Ethics* and Standards of Practice in Appendix A.

I acknowledge my personal responsibility to abide by the ethical obligation imposed by the Code of Ethics as a REALTOR® or REALTOR®-Associate member of the Board. If, for any reason, I choose not to hold membership in the Board, I nonetheless acknowledge that the REALTOR® Principal with whom I am affiliated remains responsible for my conduct.

Regardless of my membership status (or lack thereof) I agree to review any questions I may have with regard to appropriate conduct with the REALTOR® whom I am affiliates so that I can avoid any conduct inconsistent with the obligations established by the Code of Ethics. I further understand that even if I hold membership on my own account, the REALTOR® whom I am associated is also responsible for my actions.

I have read, understand and agree to abide by the obligations set forth in the *Professionalism in Real Estate Practice*, which is amended from time-to-time.

Applicant Name (please print)

Applicant Signature

Date



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Pathways to Professionalism

While the Code of Ethics and Standards of Practice of the National Association establishes objective, enforceable ethical standards governing the professional conduct of REALTORS[®], it does not address issues of courtesy or etiquette. Based on input from many sources, the Professional Conduct Working Group of the Professional Standards Committee developed the following list of professional courtesies for use by REALTORS[®] on a voluntary basis. This list is not all-inclusive, and may be supplemented by local custom and practice.

Respect for the Public

1. Follow the "Golden Rule" – Do unto others as you would have them do unto you.
2. Respond promptly to inquiries and requests for information.
3. Schedule appointments and showings as far in advance as possible.
4. Call if you are delayed or must cancel an appointment or showing.
5. If a prospective buyer decides not to view an occupied home, promptly explain the situation to the listing broker or the occupant.
6. Communicate with all parties in a timely fashion.
7. When entering a property, ensure that unexpected situations, such as pets, are handled appropriately.
8. Leave your business card if not prohibited by local rules.
9. Never criticize property in the presence of the occupant.
10. Inform occupants that you are leaving after showings.
11. When showing an occupied home, always ring the doorbell or knock – and announce yourself loudly – before entering. Knock and announce yourself loudly before entering any closed room.
12. Present a professional appearance at all times; dress appropriately and drive a clean car.
13. If occupants are home during showings, ask their permission before using the telephone or bathroom.
14. Encourage the clients of other brokers to direct questions to their agent or representative.
15. Communicate clearly; don't use jargon or slang that may not be readily understood.
16. Be aware of and respect cultural differences.
17. Show courtesy and respect to everyone.
18. Be aware of – and meet – all deadlines.
19. Promise only what you can deliver – and keep your promises.
20. Identify your REALTOR[®] and your professional status in contacts with the public.
21. Do not tell people what you think – tell them what you know.

Respect for Property

1. Be responsible for everyone you allow to enter listed property.
2. Never allow buyers to enter listed property unaccompanied.
3. When showing property, keep all members of the group together.
4. Never allow unaccompanied access to property without permission.
5. Enter property only with permission even if you have a lockbox key or combination.
6. When the occupant is absent, leave the property as you found it (lights, heating, cooling, drapes, etc). If you think something is amiss (e.g. vandalism) contact the listing broker immediately.
1. Be considerate of the seller's property. Do not allow anyone to eat, drink, smoke, dispose of trash, use bathing or sleeping facilities, or bring pets. Leave the house as you found it unless instructed otherwise.
2. Use sidewalks; if weather is bad, take off shoes and boots inside property.

Respect for Peers

1. Identify your REALTOR[®] and professional status in all contacts with other REALTORS[®].
2. Respond to other agents' calls, faxes, and e-mails promptly and courteously.
3. Be aware that large electronic files with attachments or lengthy faxes may be a burden on recipients.
4. Notify the listing broker if there appears to be inaccurate information on the listing.
5. Share important information about a property, including the presence of pets; security systems; and whether sellers will be present during the showing.
6. Show courtesy, trust and respect to other real estate professionals.
7. Avoid the inappropriate use of endearments or other denigrating language.
8. Do not prospect at other REALTORS[®]' open houses or similar events.
9. Return keys promptly.
10. Carefully replace keys in the lockbox after showings.
11. To be successful in the business, mutual respect is essential.
12. Real estate is a reputation business. What you do today may affect your reputation – and business – for years to come.