

**APPLICATION FOR DESIGNATED REALTOR®**

What type of membership are you applying for:		
<input type="checkbox"/> Designated REALTOR®-Broker		<input type="checkbox"/> Designated REALTOR®- Certified Appraiser
Company information:		
<input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation		<input type="checkbox"/> LLC (Limited Liability Company)
Your position in office:		
<input type="checkbox"/> Principal <input type="checkbox"/> Partner <input type="checkbox"/> Corporate Officer		<input type="checkbox"/> Branch Officer Manager
Name		License #
Office Name		Office License or CQ#
Office Physical Address		
City	State	Zip
Office Mailing Address (if different)		
City	State	Zip
Office Phone		Office Fax
Personal Mailing Address		
City	State	Zip
Cell	Home	Personal Fax (if applicable)
Email		Website
Preferred Phone	<input type="checkbox"/> Cell <input type="checkbox"/> Office	<input type="checkbox"/> Home
Preferred Mailing	<input type="checkbox"/> Office <input type="checkbox"/> Personal	
Are you currently a member of another REALTOR® association? -If yes, please name.		<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you previously been a member of a REALTOR® association? -If yes, please name and include NRDS# if known.		<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Optional Information</b>		
Date of Birth		How long have you been engaged in the real estate business?
How long with current real estate firm?		How long with previous real estate firm (if applicable)?

**Application for Designated REALTOR®**

**Page 2**

If you answer “Yes” to any of the following questions, please provide details in space below, or as an attachment.	<b>YES</b>	<b>NO</b>
Have you ever been refused membership in any Association of REALTORS®?		
Do you hold, or have you ever held, a real estate license in another state?		
Have you or your firm been found in violation of state real estate licensing regulations within the last three years?		
Have you been convicted, adjudged, or otherwise recorded as guilty by a final judgment of any court of competent jurisdiction of a felony or other crime?		
Remarks:		

In accordance with TBR and NAR bylaws, dues are assessed to each Designated REALTOR® by calculating the total number of licensees in the firm minus those licensees who join a REALTOR® Association. The following represents a complete list of licensees in my office:

LICENSEE NAME	LICENSE #
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
Please list additional licensees on separate page.	

Additionally, you agree to notify the Board of any changes in your licensees’ status, and agree to follow the NAR dues formula.

\_\_\_\_\_   
 Broker Name

\_\_\_\_\_   
 Broker Signature

\_\_\_\_\_   
 Date

**Application for Designated REALTOR®**

**Page 3**

I, \_\_\_\_\_, hereby apply for REALTOR® Membership in the Tallahassee Board of REALTORS®. My annual dues will be returned to me in the event of non-election. In the event of my election, I agree to abide by the Code of Ethics of the National Association of REALTORS®, which includes the duty to arbitrate; and the Constitution, Bylaws and Rules and Regulations of the Tallahassee Board of REALTORS®, the Florida Association and the National Association; and if required, I further agree to satisfactorily complete a reasonable and non-discriminatory written examination on such Code, Constitutions, Bylaws and Rules and Regulations.

I understand membership brings certain privileges and obligations that require compliance. Membership is final only upon approval by the Board of Directors and may be revoked should requirements, such as orientation, not be completed within the timeframe established in the bylaws. I understand that I will be required to complete periodic Code of Ethics training as specified in the association’s bylaws as a continued condition of membership. Additionally, I affirm that I have not been found in violation of the Code of Ethics or other membership duties in any Association of REALTORS® in the past 3 years nor are there any such complaints pending; or I have provided details of such violations/complaints as an attachment.

***NOTE:** Applicant acknowledges that if accepted as a member and he/she subsequently resigns from the Board or otherwise causes membership to terminate with an ethics complaint pending, the Board of Directors may condition renewal of membership upon applicant’s certification that he/she will submit to the pending ethics proceeding and will abide by the decision of the hearing panel. If applicant resigns or otherwise causes membership to terminate, the duty to submit to arbitration continues in effect even after membership lapses or is terminated, provided the dispute arose while applicant was a REALTOR®.*

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 Board, I shall pay the fees and dues as from time to time established. ***NOTE:** Payments to the Tallahassee Board of REALTORS® are not deductible as charitable contributions. Such payments may, however, be deductible as an ordinary and necessary business expense. **No refunds.***

By signing below I consent that the REALTOR® Associations (local, state, national) and their subsidiaries (e.g., CATRS, Foundation) may contact me at the specified address, telephone numbers (voice/text), 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.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## 2022 New REALTOR® Member Education Requirement

### Ethics

As offered through TBR, this class satisfies NAR’s mandatory ethics training requirement. Documentation of completion of the free online NAR ethics course or another accepted program is accepted as fulfillment of this requirement. The online class can be accessed through [www.TBRnet.org](http://www.TBRnet.org).

Registration fee: No cost to TBR members.  
*Class time 9 a.m. – noon, at the TBR office or virtually.*  
 \*2022: February 4, March 17, May 26, July 21, August 18, November 17

### Contract I: Learn Our Sales Contract

Instruction on the proper use of the TBR or FR/BAR Contract for Sale and Purchase, to reduce the risk to REALTORS®, firms, and our Association. *Note: REALTORS® in commercial or property management offices where at least 80% of the office’s business is non-residential are exempt from this requirement.*

Registration fee: Free with REP, or \$10 per classroom hour  
*Class time 9 a.m. – 4 p.m., at the TBR office or Virtually*  
 \*2022: January 6 (TBR), March 3 (FR/BAR), May 12 (TBR), July 7 (FR/BAR), August 4 (TBR), November 3 (TBR),

### Contract II: Contract & Listing Addenda

Instruction on the proper use of the TBR or FR/BAR addenda to the Contract for Sale and Purchase, to reduce the risk to REALTORS®, firms, and our Association. *Note: REALTORS® in commercial or property management offices where at least 80% of the office’s business is non-residential are exempt from this requirement.*

Registration fee: Free with REP, or \$10 per classroom hour  
*Class time 9 a.m. – 1 p.m. at the TBR office or Virtually*  
 \*2022: January 24 (TBR), March 10 (FR/BAR), May 19 (TBR), July 14 (FR/BAR), August 11 (TBR), November 7 (TBR)

### MLS and Your Liability

Required of all new MLS participants and subscribers, this course provides agents a comprehensive look at the CATRS MLS Rules and Regulations to further mitigate risk of liability to the agent, office, and Association. *Note: REALTORS® in non-MLS offices, or commercial or property management offices where at least 80% of the office’s business is non-residential are exempt from this requirement.*

Registration fee: Free with REP, or \$10 per classroom hour  
*Class time 1 – 4 p.m., at the TBR office or Virtually*  
 \*2022: February 3, March 17, May 26, July 21, August 18, November 17

I have read the above requirements and understand that class dates and time may change. I also understand that I must complete these mandatory classes within the next four months, and to do so I will need to attend each class on one of the dates listed below:

Ethics: \_\_\_\_\_ Contract I: \_\_\_\_\_  
 Contract II: \_\_\_\_\_ MLS & Your Liability: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*(As of 12/02/2021)*