

Highland Lakes Association of Realtors®, Inc.

2017 Applicant Information – Association

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This application must be dated and signed by your sponsoring Designated REALTOR® and returned to the Association office either by email, mail or in person during normal office hours (M-F, 8am-5pm). All blanks on the application should be completed.

We accept personal or business checks, cashier's checks, money orders, and credit cards. We will accept credit card payments for Association Dues and Educational Classes only, as set forth by the Board of Directors.

Membership services will begin immediately on a probationary basis until presentation to the Board of Directors in their normally scheduled meeting (third Tues. month). However, continuation of membership is contingent upon attendance of the Association New Member Orientation Course within 120 days of application and successful completion of Paragon Online Academy's six modules within 30 days of application.

As a member of this Association, you agree to pay all membership dues and fees as established by the Board of Directors and on your own initiative, to thoroughly familiarize yourself with the Code of Ethics of the National Association of REALTORS®, including the duty to arbitrate business disputes in accordance with the Code of Ethics and Arbitration Manual of the Highland Lakes Association of REALTORS®, the State Association and the National Association.

NOTICE: Should your sponsoring Designated REALTOR® change from the one shown on this application at any time during your membership with this Association, you **MUST** notify the Association office in writing within ten (10) working days. There is a process in which the Association staff must adhere to and a fee is due from the agent at any time there is a change of office to be made.

Upon termination of your membership with this Association you **MUST** notify the Association office in writing immediately and return all items that have been leased to you or checked out to you by the Association. (i.e. Supra Keys, cradles, computer software, etc.) There are no refunds of fees or dues paid prior to membership termination.

- **Any member who drops or withdraws membership to HLAoR Board and/or MLS and wants to rejoin after 30 calendar days, must pay all joining fees.**

THE SEVEN POINT MEMBERSHIP CRITERIA OF THE NATIONAL ASSOCIATION OF REALTORS® FOR APPLICANTS FOR REALTOR® MEMBERSHIP:

1. Applicant must hold a valid real estate license, and be actively engaged in the Real Estate business and its recognized branches.
2. Applicant must be employed by a Designated REALTOR®, or affiliated with A Designated REALTOR® as an independent contractor.
3. Applicant must make written application for REALTOR® membership in the Association.
4. Applicant must signify intention to abide by the National Association of REALTORS® Code of Ethics.
5. Applicant must signify intention to abide by the Constitution, Bylaws, and Rules and Regulations of the Local Association, the State Association and the National Association.
6. Applicant must complete successfully the six (6) modules Paragon Online Academy within thirty (30) days of joining HLAoR.
7. All HLAoR members with MLS access must complete the Association's New Member Orientation Course within 120 days of application and successfully complete Paragon Online Academy's six modules with 30 days of application or membership will be terminated. Upon failure to complete either of these two requirements within the appropriate time period, membership will be discontinued and a \$250 fine will be assessed. Once payment of the fine is received by the Board Office, MLS service may be restored; however, the member must attend the next scheduled New Member Orientation and/or complete Paragon's Online Academy with 30 days in order to bring their membership back into good standing with the Board of Directors. Should the member fail to attend the next scheduled New Member Orientation and/or fail to complete Paragon's Online Academy with 30 days, the process and fine will be repeated.

All PRIMARY New Member Agents Must Take Code of Ethics at www.realtor.org within 120 days of joining HLAoR.

By signing below, I acknowledge I have read this page:

Highland Lakes Association of REALTORS®, Inc.

2017 REALTORS® Association Application

Membership Type: [] PRIMARY [] SECONDARY (Check One)

Applicant's Full Name: _____ (Name as it appears on your TREC License)

Home Address: _____ (Street or P.O. Box) (City) (State) (Zip)

Email address: _____

Home phone: (____) _____ Cell: (____) _____

Individual Website: _____

TREC License #: _____ Expiration Date: _____

TX Dr. License #: _____

Date of Birth: _____ Designations: _____ *****

Current Board Office: _____

Former Board Affiliation: (if applicable) _____

Company Name: _____

Designated REALTOR/Broker: _____

Office Address: _____ (Street or P.O. Box) (City) (State) (Zip)

Office phone # _____ Fax # _____

1) Are there now any pending or unresolved complaints, or have there been, within the past 5 years, any complaints against you or the firm with which you have been associated before any state real estate regulatory agency, Real Estate Association, or any other agency?

Please Check One: [] YES [] NO

(If yes, specify the substance of each complaint in each state, the agency before which the complaint was made, and the current status or resolution of such complaint)

2) Have you been convicted of a felony or misdemeanor in the last 5 years?

Please Check One: [] YES [] NO

(If yes, describe below)

By signing below, I agree to abide by the Bylaws and Code of Ethics of the National Association of REALTORS®, and the Highland Lakes Association of REALTORS®. I have read the attached information, and affirm that the information provided above is true and correct to the best of my knowledge. I agree that failure to provide complete and accurate information, or any misstatement of fact, may be grounds for revocation of my membership.

Signature of Applicant

Date: _____

Signature of Sponsoring Designated REALTOR®

Date: _____

Highland Lakes Association of REALTORS®, Inc.
2017 Multiple Listing Service Application

Applicant's Full Name: _____
(Name as it appears on your TREC pocket card)

Home Address: _____
(Street or P.O. Box) (City) (State) (Zip)

Email address: _____

Home phone: () _____ Cell: () _____

Individual Website: _____

TREC License #: _____ Expiration Date: _____

TX Dr. License # _____

Date of Birth: _____ Designations: _____

Current Board: _____

Company Name: _____

Designated REALTOR/Broker: _____

Office Address: _____
(Street or P.O. Box) (City) (State) (Zip)

Office Phone # _____ Fax # _____

User Name: _____ Password: 1234

User Choice: May be alpha or numeric or combination of both.

1) Are there now any pending or unresolved complaints, or have there been within the past 5 years, any complaints against you or the firm with which you have been associated before any state real estate regulatory agency, real estate Association, or any other agency?

Please check one: Yes No

(If yes, specify the substance of each complaint in each state, the agency before which the complaint was made, and the current status or resolution of such complaint.)

2) Have you been convicted of a felony or misdemeanor in the last 5 years?

Please check one: Yes No

(If yes, describe below)

By signing below, I agree to abide by the Bylaws and Code of Ethics of the National Association of REALTORS®, and the Highland Lakes Association of REALTORS®. I have read the attached information, and affirm that the information provided above is true and correct to the best of my knowledge. I agree that failure to provide complete and accurate information, or any misstatement of fact, may be grounds for revocation of my membership.

Signature of Applicant

Date: _____

Signature of Sponsoring Designated REALTOR®

Date: _____

MLS Participation Agreement

(For MLS Access by REALTOR® (principals) or a firm comprised of REALTOR® (principals) who are not members of the board/association.)

Highland Lakes Board/Association of REALTORS®

Name: _____

Office: _____

Primary Board or Association: _____

I agree as condition of participation in the MLS to abide by all relevant Bylaws, Rules and other obligations of participation including payment of fees. I further agree to be bound by the Code of Ethics on the same terms and conditions as board/association members including the obligation to submit to ethics hearings and the duty to arbitrate contractual disputes with other REALTORS® in accordance with the established procedures of the board/association. I understand that a violation of the Code of Ethics may result in termination of my MLS privileges and that I may be assessed an administrative processing fee which may be in addition to any discipline, including fines, that may be imposed.

Signature: _____

Date: _____

**MANDATORY
Paragon Online Academy &
New Member Orientation Requirement**

Applicant must successfully complete the following mandatory requirements in the allotted time(s) specified below:

- Paragon Online Academy's 6 modules / within thirty **30** days of joining HLAoR
- HLAoR's New Member Orientation Course / within **120** days of joining HLAoR

Upon failure to attend the Association's New Member Orientation Course within 120 days of application and successfully complete Paragon Online Academy's six modules with 30 days of application or membership will be terminated. Upon failure to complete either of these two requirements within the appropriate time period, membership will be discontinued and a \$250 fine will be assessed. Once payment of the fine is received by the Board Office, MLS service may be restored; however, the member must attend the next scheduled New Member Orientation and/or complete Paragon's Online Academy with 30 days in order to bring their membership back into good standing with the Board of Directors. Should the member fail to attend the next scheduled New Member Orientation and/or fail to complete Paragon's Online Academy with 30 days, the process and fine will be repeated.

I have read the above requirements for membership to the Highland Lakes Assoc. of REALTORS® and agree to fulfill these requirements within the time period allowed.

Member Signature

Date

All Newly Licensed Primary Association Member Agents Must Take Code of Ethics at www.realtor.org within 120 days of joining HLAoR.

Highland Lakes Association of REALTORS® , Inc.

4601 Innovation Loop, Marble Falls, TX 78654

Phone: 830-693-5787 Fax: 830-693-3845

www.highlandlakesrealtors.com

Facsimile & E-Mail Consent Form

Pursuant to the FCC Rules Regarding Facsimile & E-Mail "Advertising".

As a Designated REALTOR®/Agent/Affiliate member, I/we hereby give Highland Lakes Association of REALTORS® the authority to send any "advertisement" related to information, programs, educational offerings, functions, etc. to my/our desk/firm by FAX or E-MAIL. This authorization shall remain in effect as long as my/our membership remains current with the Highland Lakes Association of REALTORS®. I/We understand I/we may remove my/our consent authorization at any time during my/our membership by making my/our request known to the Association in a signed, written notification.

Name of Applicant (Designated REALTOR®, REALTOR®, or Affiliate)

Name of Firm or Business

Fax Number Requested To Be Used

E-Mail Address Requested To Be Used

Signature

Date

Highland Lakes Association of REALTORS®

4601 Innovation Loop
Marble Falls, TX 78654
Phone: 830-693-5787
Fax: 830-693-3845

**Highland Lakes Assoc of REALTORS®
MLS Access Policy**

This is notification to the Designated Realtor/Broker and all Real Estate Agents of all Real Estate Agencies that retain membership status with MLS access to the Highland Lakes Association of Realtors® (HLAoR). The Highland Lakes Association of Realtors® Multiple Listing Service (MLS) is a members only access program. Only members in good standing with HLAoR may access and/or use our Multiple Listing Service (MLS). Any unauthorized access or use by any non-member is prohibited and is subject to immediate penalty.

I, _____, hereby understand and agree to abide by the members only
Applicant

access to the Highland Lakes Association of Realtors® Multiple Listing Service (MLS) as stated in the MLS Policy and Procedures. I furthermore understand that any violation of this policy is subject to an immediate fine of \$250 as set forth by the Highland Lakes Association of Realtors® MLS Committee and its Board of Directors.

HLAoR Member Signature

Date

Acknowledgement of Receipt

On this date, _____ I received a copy of the **HIGHLAND LAKES ASSOCIATION OF REALTORS® Multiple Listing Service Policy and Procedures***.

Applicant

***This Policy and Procedures document is subject to changes and updates. Please check www.HighlandLakesRealtors.com for current updates.**

**Multiple Listing Service
Policy and Procedures**
Revised March 2017

These Policy and Procedures hereby support, reinforce and clarify the Highland Lakes Association of REALTORS® Multiple Listing Service Rules and Regulations.

The power to alter, amend or repeal the MLS Policy and Procedures is vested in the MLS Committee and is subject to review and approval by the Board of Directors.

The Purpose of the Multiple Listing Service is to list, sell, lease and appraise Real Estate. Any other use for any other purpose would be a violation of these policies. An automatic **\$250** fine will be imposed for each violation.

Section 1. LISTING PROCEDURES & APPLICABLE FINES

The MLS will not accept “open” listings.

Any member who is not a co-listing agent of a property, may not accept and list, in our MLS, a property from a non-member agent.

All Listings in the HLAoR MLS must be supported with a listing agreement signed by the HLAoR member placing it in the MLS. This also applies to all **co-listing** of properties with non-member agents. This violation carries an **immediate \$1000** fine. The Board Office or MLS Committee can request a copy of the listing agreement at any time. A copy must be submitted within 24 hours. (May 2011)

Following violations will result in an **immediate \$150 fine**.

- Listing of a non-member Agent or Broker **ANYWHERE** in the MLS.
(Including but not limited to virtual tours, photos, and Associated Documents.)

Where properties are suitable for listing in more than one type or class of the MLS, that listing may be entered in duplicate without penalty or fee; however, NO listing may be entered into more than one (1) geographical area.

All **Residential** listings are **required** to have a **minimum of three (3) photos**, and **ALL other listings** are **required** a **minimum of one (1) photo**. Photos must be submitted within **5 days** after a listing has been entered in the MLS database. If a photo has not been put in the system or received by the HLAoR office on the 5th day after the listing submission, the listing will be withdrawn from the database. Any listing withdrawn for violation from lack of photo must be reactivated by HLAoR Board Office and not re-entered as new listing by agent. A **\$25** per listing fine will be assessed for photo violations and must be paid prior to reactivation of listing.

The **FIRST** photo in all residential listings must be an exterior photo.

When a listing is “under contract” or “pending” or “pending taking backup” and the contract fails, the listing status should be restored to “active”.

Any listing withdrawn by one office may not be re-entered in the MLS by another office unless the original listing has been released by the Participating Designated REALTOR® or has expired.

Section 2. UNAUTHORIZED USE.

Unauthorized use results in an **immediate** fine of **\$1000**. Including, but not limited to the following:

- Use of an MLS lockbox key by anyone other than the assigned key holder.
- Access and/or Use of the MLS Computer Database by a non-subscribing agent.

NOTE: A fine of \$1000 will be imposed by the MLS Committee for unauthorized use. Additional actions could include the filing of a complaint with the TAR Professional Standards Committee and initiating legal action should the circumstances so indicate.

Section 3. SUBMISSION OF “SOLD” SALES PRICE.

The true (actual) sales price of Real Property must be entered in the MLS within 72 hours after the property is sold. The first offense of failing to report the sales data timely will result in a warning notice being sent by the Board office. On the second and subsequent offenses **there is an immediate fine of \$100 for failure to report the sale data timely on each property.**

No submission of “0” shall be entered as the sold price. **Sold** data must be entered into the **MLS within 72 hours** of the closing date. (Closing date is to be defined as the date on the closing documents.) **There is an immediate fine of \$100 for failure to report.** Ten days after notification, if the sold data is still not entered in the MLS, there will be an additional fine of **\$250**. If after 30 days the data is still not entered in the MLS, the listing Broker will be subject to review by the HLAoR Board of Directors and/or possible suspension of Board Membership and/or denial of use of MLS.

Any listing entered in the MLS as “*withdrawn*” or “*expired*” and subsequently sells within 90 days must be reported in the MLS. Listings are not to be withdrawn or allowed to expire to avoid reporting sold data. Any compensation received from listing a property, shall be considered “Sold” and must therefore be reported in MLS.

The Board office or the MLS Committee can request a copy of the closing statement at any time. A copy must be submitted within 24 hours of the request.

Section 4. DATABASE VIOLATIONS.

Following database, violations are subject to a **fine of \$25** per listing after notification is given and failure to provide data **by 5pm the next business day**. Notification will be by email. Please make sure that your email address is current with the Board Office.

- Inclusion of disparaging remarks in listing
- No legal description
- No complete owner(s) name (unless requested by owner, in which case agent will denote on listing to “See Agent”)
- No features
- No directions
- No tax rate
- No approx. year built
- No approx. square footage

- No waterfront (if waterfront)
(Continued on next page)
- Omission of Subdivision or Survey Name
(if new subdivision is in Burnet or Llano Counties – contact board office in writing to have subdivision added to MLS)
- Comments that could be harmful or derogatory to the interest of the Seller
- No City, State, Zip Code
- No Property ID Number – *[6 numeric characters – if PIDN is < 6 digits use leading 0's.] [For multiple PIDN's, use primary property number and list additional PIDN's in Confidential Agent Remarks.]*
- *No duplicate listings under a “Classification” will be allowed. The “Type” selection should clearly define the subject property type (i.e. Single Family Site Built, Condo, Townhouse, Duplex, Manufactured Home w/ Real Property, Manufactured Home Only, or Modular Home. (The only exception to this policy would be if the property is listed both For Sale and For Rent).*

Following database, violations are subject to an **immediate fine of \$25** per listing

- Late submission of Listing *(based upon list date)*
- Inclusion of Gate Code in Listing *(except in Associated Documents)*
- Inclusion of Security Code in Listing *(except in Associated Documents)*
- Failure to disclose a non-exclusive right to sell listing

Posting of listing agent or agency information **ANYWHERE** in a listing, *except where required, (name, phone number, email, website, etc.)* including but not limited to “Public Remarks, Addendum, Virtual Tours, Videos, Associated Documents & Signs in Photos” is prohibited. **“Call Listing Agent” or similar verbiage is also prohibited.** These offenses are subject to an **immediate \$50 fine.** *(The “Agent Confidential Remarks” field is reserved for this type of personal information.)*

Following database, violations are subject to an **immediate fine of \$50** for the first occurrence and **\$100** thereafter, per listing. There will be a 24 hr. grace period.

- Late Reporting of “Pending” status
- Late Reporting of “Pending Taking Backup” status
- Personal or Business websites hyperlinked to the field reserved for virtual tours.

NOTE: Failure to correct any database violations by 5 PM of the following business day, after receipt of notification, will result in withdrawal of the listing and the imposition of an additional \$25 fine each 10 days after the date of the original notification. Where there is continuing, and apparent willful violation relative to a property listing or the collective listings of a Participant, a fine of up to \$250 may be imposed by the MLS Committee.**

NOTE: All dues (except those with stated due dates), fines or other financial obligations to HLAoR are due and payable within 10 business days of notification. Failure to meet any and/or all financial obligations to HLAoR within the allotted time period will result in the member’s and/or office’s interruption of the MLS service until such obligation has been satisfied. (Brokers will be notified of all delinquencies.)**

****Notifications are sent via email. Please make sure that your information is current with the Board Office.**

Section 5. WITHDRAWN / EXPIRED LISTINGS

Any listing which has been *withdrawn/expired* under 90 days, may be reactivated by Board Office at the request of the agent, any listing over 90 days must be re-entered. Additionally, all reactivation requests should be made via fax or email to the Board Office. Each agent is allowed 3 free reactivations in a calendar year. All reactivations over 3 will be subject to a **\$10** per listing charge.

Any listing that has been *withdrawn* from the MLS may not be re-entered, as a new listing, by the same REALTOR® within 30 days. The violation carries an immediate **\$50** fine.

Section 6. MEMBERSHIP REQUIREMENTS

All agents under the sponsorship of a Designated Realtor/Broker who holds primary board status in HLAoR must join a Board of Choice within **2 weeks** from the TREC stated Broker Sponsorship Date or there will be a **\$500** fine for Non-Compliance. This includes all New Agents and Agents Changing Sponsoring Brokers. (*All NEW Agents: Broker must have license in-hand before a newly licensed salesperson can join a local board and MLS.*)

- **Any member who drops or withdraws membership to HLAoR Board and/or MLS and wants to rejoin after 30 calendar days, must pay all joining fees.**

Any Agent joining HLAoR, whose Broker has access to the HLAoR MLS must also join the HLAoR MLS.

Each Broker is responsible for notifying HLAoR when a salesperson's TREC license has expired. Failure to notify the Board Office in writing within 48 hours will result in a **\$250 fine.**

All HLAoR members with MLS access must complete the Association's New Member Orientation Course within 120 days of application and successfully complete Paragon Online Academy's six modules with 30 days of application or membership will be terminated. Upon failure to complete either of these two requirements within the appropriate time period, membership will be discontinued and a \$250 fine will be assessed. Once payment of the fine is received by the Board Office, MLS service may be restored; however, the member must attend the next scheduled New Member Orientation and/or complete Paragon's Online Academy with 30 days in order to bring their membership back into good standing with the Board of Directors. Should the member fail to attend the next scheduled New Member Orientation and/or fail to complete Paragon's Online Academy with 30 days, the process and fine will be repeated.

Section 7: NOTIFICATION OF TERMINATION OF AGENT OR ADMIN ASSISTANT

The broker must send written notification to the Board Office within 48 hours when an Agent or Admin Assistant, with MLS access, leaves an office. If no notification is received, Broker must pay Agent's current quarterly MLS dues (if not already paid) in addition to a fine of **\$250**.

Offense	Time Period	Fine	Notes
Late Submission of Listing (ACT)	48 hours	\$25	Immediate fine. Based on listing date
Late Reporting of Pending Status (PTB or PED)	72 hours	\$0	First offense – warning notice. Second and subsequent offenses result in an immediate fine of \$100 per listing.
Late Reporting of <u>Actual</u> Sales Price (SLD)	72 hours	\$100	First offense – warning notice. Second and subsequent offenses result in an immediate fine of \$100 per listing. After 10 days an additional fine of \$250 and after 30 days Broker & Agent are subject to review by Board of Directors
Late Submission of Photos	5 days	\$25	Listing is withdrawn until the fine is paid. 3 photo minimum for Residential Listings and 1 photo minimum for Waterfront Listings. May not re-enter as new listing to avoid fine.
Missing Legal Description, Complete Owner's Name, Features, Directions, Tax Information, or Year Built.	-	\$25	Fine enforced after notification is given and failure to provide data by 5 pm the following business day.
Misrepresented Listing in verbiage or picture(s)	-	\$25	Fine enforced after notification is given and failure to provide data by 5pm the following business day
Inclusion of gate code or security code in listing (allowed only in Associated Documents)	-	\$25	Immediate fine. Must be corrected by 5pm the following business day.
Exclusion of Prop ID Number (PIDN)	-	\$25	Fine enforced after notification is given and failure to provide data by 5pm the following business day
Failure to disclose a non-exclusive right to sell listing	-	\$25	Immediate fine. Must be corrected by 5pm the following business day.
Inclusion of disparaging remarks in listing	-	\$25	Fine enforced after notification is given and failure to provide data by 5pm the following business day.
Unauthorized use of MLS lockbox key or MLS database	-	\$1,000	Immediate fine.
Listing of a Non-Member Agent or Broker anywhere in MLS	-	\$150	Immediate fine. Must be corrected by 5pm the following business day.
Hyperlink of Personal or Business Website to field reserved for Virtual Tours in MLS	-	\$100	Immediate fine. Must be corrected by 5pm the following business day.
Posting of listing agent or agency information (name, phone number, email, website, etc.) in "Public Remarks, Addendum, Signs in Photos, Assoc Docs , Virtual Tours & Videos" (<i>Agent Confidential Remarks field is reserved for this information</i>)	-	\$ 50	Immediate fine. Must be corrected by 5pm the following business day.

All Listings in the HLAoR MLS must be supported with a listing agreement signed by the HLAoR member placing it in the MLS. This also applies to all

Co-Listing of properties with non-member agents. This violation carries an **immediate \$1000** fine. The Board Office or MLS Committee can request a copy of the listing agreement at any time. A copy must be submitted within 24 hours

\$1000

Immediate fine

Must submit requested copy of listing agreement to MLS within 24 hrs.

Any listing that has been *withdrawn* from the MLS may not be re-entered, as a new listing, by the same REALTOR® within 30 days

\$50

Immediate fine



2017 FEES

Association/MLS Membership Fees:

*One-Time Assoc Joining Fee (Brokers & Agents)	\$ 100.00
Fair Share TREPAC Investment (voluntary)	\$ 35.00
**2017 National Dues (Prorated Monthly)	\$ 155.00
**2017 TAR / State Dues (Prorated Monthly)	\$ 157.00
**2017 HLAoR / Local Dues (Prorated Monthly)	\$ 175.00
*One-Time MLS Joining Fee (Brokers)	\$ 400.00
*One-Time MLS Joining Fee (Agents)	\$ 100.00

MLS Only Membership Fees:

*One-Time MLS Joining Fee (Brokers)	\$ 750.00
*One-Time MLS Joining Fee (Agents)	\$1,000.00

MLS Quarterly Dues:

Broker (Prorated Monthly) – includes tax	\$ 122.59
Agent (Prorated Monthly) – includes tax	\$ 90.61

*Note: One-time only, as long as the membership remains continuous.

**Note: Membership fees and MLS quarterly dues are prorated. Please call the Board Office for exact pricing.

Key Activation Fees:

eKey Activation Fee (for new key holders)	\$ 50.00
eKey Co-op Fee (for existing key holders)	\$ 50.00

eKey Monthly Access Fees:

Basic Plan (monthly before taxes)	\$ 13.46
Professional Plan (monthly before taxes)	\$ 25.19

Lockboxes (includes tax) \$ 112.00

Change of Office Fee \$ 25.00

Please Note: You have 10 business days to move into new office when changing broker sponsorship.

Updated: April 1, 2016