

# 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](http://www.realtor.org) within 120 days of joining HLAoR.**

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

**Highland Lakes Association of REALTORS®<sup>®</sup>, Inc.**  
**2017 REALTORS® Association Application**

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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: \_\_\_\_\_

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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.

4601 Innovation Loop, Marble Falls, TX 78654

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

[www.highlandlakesrealtors.com](http://www.highlandlakesrealtors.com)

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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.

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

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Name of Firm or Business

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Fax Number Requested To Be Used

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E-Mail Address Requested To Be Used

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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](http://www.realtor.org) within 120 days of joining HLAoR.



## 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