

# MEMO

TO: REALTOR® Applicants

FROM: Diane Cooke, Membership Department, 517-323-4090, frontdesk@glaronline.com

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Thank you for your interest in REALTOR® Membership. An Application and Orientation Enrollment Form are attached along with information about Member Fees and Dues. The following checklist will assist you with the Membership process. Please review these steps and contact The Association if you have any questions. An appointment to apply for Membership is not necessary but appreciated.

- ❖ The amount of payment to accompany your Application can be determined from the New Member Payment Plan. This payment schedule is designed to bring you up-to-date with our current REALTOR® Members concerning New Member Fees and Dues to our Association, the Michigan REALTORS®, and the National Association of REALTORS®.
- ❖ The following two options are available for paying Member Fees and Dues. After you choose a payment option, the appropriate Authorization Form can be provided by e-mail, fax, or in person.
  - You may pay the “Total Due” amount shown on the New Member Payment Plan, which covers Dues and New Member Fees in full and the MLS Fees for the current month. MLS Fees for subsequent months are paid automatically with your credit card or via an ACH withdrawal from a checking or savings account by submitting an appropriate Authorization form with your Application.
  - You may pay a partial payment, which primarily covers the required Dues in the month that you join the Association. The balance of New Member Fees and MLS Fees will then be paid in monthly installments by submitting an appropriate Authorization Form with your Application.
- ❖ Your “Classification of Membership” on the Application would be “Primary REALTOR®” unless you are currently a Member of another REALTOR® Association. If you are applying as a “Secondary REALTOR®” please contact The Association for information on different Member Fees and Dues.
- ❖ Read the Member Orientation Enrollment Form carefully before you and your Designated REALTOR® sign it. Please enter the dates of the Orientation that you plan to attend.
- ❖ Application for REALTOR® Membership should be submitted to our office immediately upon your affiliation with a Member Firm or “within 30 calendar days from the date of license issuance” (Article V, Section 1 of the Bylaws) to avoid additional fees. You may apply prior to receiving a license, and a license number is not required on the Application.
- ❖ You may obtain your license issue date by contacting The Department of Licensing and Regulatory Affairs (LARA) at 517-373-8068 or checking their web site at <http://www.michigan.gov/lara>.

You will be enrolled in New Member Orientation upon receipt of your REALTOR® Application, Member Orientation Enrollment Form, Authorization Form and payment.



# GREATER LANSING ASSOCIATION OF REALTORS®

4039 Legacy Parkway, Suite 100, Lansing, Michigan 48911

Phone (517) 323-4090 • Fax (517) 323-0586

http://www.glaronline.com

E-Mail: frontdesk@glaronline.com

### FOR ASSOCIATION USE ONLY

Date Applied \_\_\_\_\_

Amount Paid \_\_\_\_\_

Personal Check # \_\_\_\_\_

Entry Card # \_\_\_\_\_

NRDS # \_\_\_\_\_

GLAR # \_\_\_\_\_

FIRM# \_\_\_\_\_

## REALTOR® MEMBERSHIP APPLICATION

This application must include payment of appropriate Membership fees and dues

ALL APPLICANTS: PLEASE ANSWER ITEMS 1 THROUGH 23 AND APPLICANT'S AGREEMENT ON BACK PAGE.

1. NAME OF APPLICANT \_\_\_\_\_  
(First) (Middle) (Last)

NICKNAME (IF ANY) \_\_\_\_\_ LAST 4 DIGITS OF SOCIAL SECURITY NO \_\_\_\_\_

2. CLASSIFICATION OF MEMBERSHIP DESIRED (Check One): PRIMARY REALTOR® \_\_\_\_\_ SECONDARY REALTOR® \_\_\_\_\_  
\* If Secondary REALTOR, Please include a Letter of Good Standing from your Primary Association.

3. NAME OF FIRM \_\_\_\_\_

Your Position with Firm: Principal ( ) Partner ( ) Corporate Officer ( ) Trustee ( )  
(Check all that apply) Employee ( ) Salesperson ( ) Owner ( ) Other ( )

Please explain \_\_\_\_\_

4. OFFICE ADDRESS \_\_\_\_\_  
(Street) (City) (State) (Zip)

Office Phone \_\_\_\_\_ Office Fax \_\_\_\_\_ Direct Line \_\_\_\_\_

5. RESIDENCE ADDRESS \_\_\_\_\_  
(Street) (City) (State) (Zip)

Home Phone \_\_\_\_\_ Home Fax \_\_\_\_\_ Other \_\_\_\_\_

Cellular Phone \_\_\_\_\_ Would you like to receive text message updates or reminders from the Association? Yes ( ) No ( )  
(All phone numbers are published unless you notify us in writing.)

E-Mail Address \_\_\_\_\_

What is your preferred method of communication? Phone call ( ) Text ( ) Email ( )

6. ARE YOU ACTIVELY ENGAGED IN THE REAL ESTATE BUSINESS? Yes ( ) No ( )

IF YES, PLEASE INDICATE WHAT AREA OF REAL ESTATE YOU ARE ENGAGED. \_\_\_\_\_

7. DO YOU HOLD YOURSELF OUT TO THE GENERAL PUBLIC AS BEING ACTIVELY ENGAGED IN THE REAL ESTATE BUSINESS? Yes ( ) No ( )

8. I HAVE BEEN ASSOCIATED WITH \_\_\_\_\_  
(Broker Name, Address, Phone)

SINCE \_\_\_\_\_

9. MICHIGAN PROFESSIONAL LICENSE NUMBER(S) OR PERMANENT I.D. NUMBER HELD: SALESPERSON \_\_\_\_\_

BUILDER \_\_\_\_\_

BROKER \_\_\_\_\_

APPRAISER \_\_\_\_\_

OTHER \_\_\_\_\_

10. BIRTHDATE \_\_\_\_/\_\_\_\_/\_\_\_\_ BIRTHPLACE \_\_\_\_\_

11. IF MARRIED, SPOUSE'S NAME \_\_\_\_\_

12. LIST ANY LANGUAGES OTHER THAN ENGLISH \_\_\_\_\_

13. BUSINESS ASSOCIATIONS (List companies, organizations, and individuals in your business with whom you are or have been associated during the past five years. Use additional sheet if necessary.) \_\_\_\_\_

14. HAVE YOU HELD, OR DO YOU HOLD MEMBERSHIP IN ANOTHER ASSOCIATION OF REALTORS®? Yes ( ) No ( )  
IF YES, LIST ASSOCIATION NAME, ADDRESS, AND YEARS OF MEMBERSHIP.

15. IF YOU ANSWERED YES TO QUESTION #14, HAVE YOU PAID STATE AND NATIONAL DUES FOR THE CURRENT YEAR THROUGH ANOTHER ASSOCIATION? Yes ( ) No ( )

IF YES, WHICH ONE \_\_\_\_\_

\*\*If yes, please include a Letter of Good Standing from your primary or former association with your application to avoid paying state and national dues twice\*\*

16. HAVE YOU EVER HELD MEMBERSHIP IN THE GREATER LANSING ASSOCIATION OF REALTORS®? Yes ( ) No ( )

APPROXIMATE YEAR \_\_\_\_\_ COMPANY AFFILIATION \_\_\_\_\_

17. MEMBERSHIP: (Clubs, civic organizations, church, and professional organization. Use additional sheet if necessary.)

18. EDUCATION: High School \_\_\_\_\_ Year Graduated \_\_\_\_\_

College or University \_\_\_\_\_ Advanced Degrees \_\_\_\_\_

Real Estate courses completed and years if known \_\_\_\_\_

Please list any professional real estate designation(s) you hold \_\_\_\_\_

19. PLEASE LIST YOUR HOBBIES \_\_\_\_\_

20. PLEASE LIST PREVIOUS WORK EXPERIENCE \_\_\_\_\_

21. NUMBER OF YEARS IN:

Residential Brokerage \_\_\_\_\_ Industrial Brokerage or Development \_\_\_\_\_ Property Management \_\_\_\_\_

Mortgage Loans \_\_\_\_\_ Commercial-Investment Brokerage \_\_\_\_\_ Building \_\_\_\_\_

Real Estate Appraising \_\_\_\_\_ Town House/Condominium Sales \_\_\_\_\_ Counselor \_\_\_\_\_

22. HAVE YOU EVER, EITHER AS A COMPLAINANT OR AS A RESPONDENT, BEEN INVOLVED IN ANY QUESTIONS OF ETHICS OR CIVIL RIGHTS ACTIONS? No ( ) Yes ( ) (If yes, state circumstances in each instance on a separate attached sheet if necessary.)

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23. HAVE YOU EVER APPEARED BEFORE ANY REAL ESTATE LICENSING AUTHORITY IN DEFENSE OF AN ALLEGED VIOLATION OF LICENSE LAW? No ( ) Yes ( ) (If yes, state the approximate date and the disposition of the matter, using a separate sheet for information if necessary.)

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I hereby apply for Membership in the Greater Lansing Association of REALTORS®, and include my payment of \$ \_\_\_\_\_ (including application fees and dues), which I understand will be returned to me in the event I am not accepted to Membership. In the event my application is approved, I acknowledge that I have had access to, have carefully reviewed, and agree to abide by the Code of Ethics of the National Association of REALTORS®, and the Constitutions, Bylaws, and Rules and Regulations, and I consent that and authorize the Association, through its Membership Committee or otherwise to invite and receive information and comment about me from any Member, or other person. I further agree that any information and comment furnished to the Association by any Member or other person in response to any such invitation shall be conclusively deemed to be privileged and not form the basis of any action by me for slander, libel, or defamation of character. I also agree to explain to the Membership Committee or to its Members, any information relating to this application. I also agree that any information provided on this application may be used in Membership publications at the discretion of the Greater Lansing Association of REALTORS®. I also hereby acknowledge the license to use the term REALTOR® granted by the National Association of REALTORS®.

As a reaffirmation of my Membership in the Greater Lansing Association of REALTORS®, I agree to fulfill my Membership duty to arbitrate any complaint made against me pursuant to Article VII of the Association's Bylaws. This shall be deemed an arbitration agreement within the meaning of the Revised Judicature Act, Section 5001 et seq.; MSA 27A.5001 et seq.; MCLA 600.5001 et seq.; and Michigan General Court Rule 3.602. The undersigned agrees that a judgment may be entered in any circuit court upon the award.

I hereby acknowledge that as a condition of the GLAR granting me access to Confidential and/or Proprietary Information, Copyrighted Materials, and the Service Marks that: (a) the Confidential and/or Proprietary Information, the Copyrighted Material, and the Service Marks belong exclusively to GLAR; (b) except as otherwise permitted under a license granted to me by the GLAR, I will use the Confidential Proprietary Information, the Copyrighted Materials, and the Service Marks exclusively for the benefit of the GLAR and only as necessary to accomplish the tasks assigned to me by GLAR; and (c) I will not provide copies of the Confidential and/or Proprietary Information or the Copyrighted Material to any third party unless I am expressly authorized to do so by the President or the CEO of the GLAR in writing. I further acknowledge and agree that any assistance I provide in developing the Copyrighted Materials constitutes a work made for hire such that the materials I help develop are owned exclusively by the GLAR, notwithstanding any contribution I make to authorizing the work.

I, \_\_\_\_\_, do hereby acknowledge that the Greater Lansing Association of REALTORS® Multiple Listing Service listings and/or sold information) is for the exclusive use of \_\_\_\_\_, a Member Firm of the Greater Lansing Association of REALTORS®. I also agree that all current listings and sales data (book, computer generated, and/or any other MLS or comparable sold information) will not be used for any firm other than for \_\_\_\_\_.

(current Applicant) (Firm Name)

I also acknowledge that if I use any Greater Lansing Association of REALTORS® Multiple Listing Service data or give any of this information to anyone not entitled to this information, my Designated REALTOR®, \_\_\_\_\_, can be found in violation of the MLS Security and can incur fines of up to \$1,000 per occurrence/appraisal as well as possible suspension; and a \$10,000 fine for divulging my MLS user name and password or providing the entire MLS database to a nonmember.

In addition, as a Member of the Greater Lansing Association of REALTORS®, I hereby give my authorization and permission for the Association to contact me through e-mail, text, voice mail, telephone, fax, and other forms of communication.

The foregoing facts and statements are true to the best of my knowledge and belief.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Designated REALTOR®)

**GREATER LANSING ASSOCIATION OF REALTORS®**

4039 Legacy Parkway, Lansing, Michigan 48911  
Phone: 517-323-4090 Fax: 517-323-0586

Member Orientation Enrollment Form

The New Member Orientation Course will be held at the Association Office on the following dates:

Monday- Thursday  
9 a.m.-1 p.m.

February 6 - 9, 2017  
April 10 - 13, 2017  
June 5 - 8, 2017

August 7 - 10, 2017  
October 2 - 5, 2017  
December 4 - 7, 2017

To enroll for Orientation, please complete this form along with the REALTOR® Membership application and return them to the Association with your payment for Entrance Fees and Dues. Orientation begins at 9:00 a.m. and adjourns at approximately 1:00 p.m. **You are required to attend all 4 days.** Coffee and breakfast treats will be available. You must submit your application and payment by the Wednesday before Orientation. If you have registered but cannot attend, please call the Membership Department at 517-323-4090 as soon as possible to avoid being charged a cancellation fee.

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**NOTE: THIS COURSE SHOULD BE COMPLETED IN THE FIRST OR SECOND OPPORTUNITY FROM YOUR ASSOCIATION APPLICATION DATE (within 70 days) IF THE COURSE IS NOT COMPLETED WITHIN THAT TIME, YOU WILL NEED TO PAY \$50 LATE FEE. IF THE COURSE IS NOT COMPLETED BY THE THIRD OPPORTUNITY (within 90 days) YOU MUST REAPPLY FOR MEMBERSHIP & PAY ANOTHER ENTRANCE FEE**

**PLEASE COMPLETE THIS FORM BELOW TO SIGNIFY THAT YOU AND YOUR DESIGNATED REALTOR® HAVE READ AND AGREE TO COMPLY.**

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NAME \_\_\_\_\_ MEMBER # \_\_\_\_\_  
(Member # will be issued by GLAR)

COMPANY NAME \_\_\_\_\_ FIRM # \_\_\_\_\_

I WILL ATTEND MEMBER ORIENTATION ON \_\_\_\_\_  
(Choose from the dates listed above)

**I realize that by signing this form, I have read and understand the above paragraph which states that if I do not complete Member Orientation within the next two opportunities, I will pay an additional \$50 Late Fee. I also understand that if I do not complete Member Orientation by the third opportunity, I will have to reapply for Membership and pay another Entrance Fee.**

APPLICANT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

DESIGNATED REALTOR® SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

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**SUGGESTIONS FOR NEW MEMBER ORIENTATION**

- 1 Please avoid scheduling any personal/professional appointments on these days, as that may put you in jeopardy of not completing the Course within the requirement.
2. Please dress comfortably and in layers so that you can control your temperature comfort level.
3. **Please put the Orientation dates on your calendar and keep a photocopy of this form for reference.**



**MLS Access Request Form**

I, \_\_\_\_\_, Designated REALTOR® for \_\_\_\_\_ request,  
(name) (firm name)

\_\_\_\_\_  
(applicant's name)

**Please give this Agent the following access in the FLEX MLS:**

- |                       |           |                  |                |
|-----------------------|-----------|------------------|----------------|
| Add Listings          | ___ Never | ___ Individually | ___ For Office |
| Change Listings       | ___ Never | ___ Individually | ___ For Office |
| Price Changes         | ___ Never | ___ Individually | ___ For Office |
| Add Photo/Doc/Video   | ___ Never | ___ Individually | ___ For Office |
| Status Changes        | ___ Never | ___ Individually | ___ For Office |
| Open Houses           | ___ Never | ___ Individually | ___ For Office |
| Change Map Locations  | ___ Never | ___ Individually | ___ For Office |
| Add/Change Remarks    | ___ Never | ___ Individually | ___ For Office |
| Auto Approve Listings | ___ Never | ___ Individually | ___ For Office |

Add to Team

Team Name: \_\_\_\_\_

Please give Super User access and allow them to log in as the person named below:

\_\_\_\_\_

Please give Super User access for Office

Please give Super User access for Company

Receive MLS Access before New Member Orientation\*\*  
\*\*By doing this I take full responsibility for his or her MLS training.

\_\_\_\_\_  
(Applicants Name)

\_\_\_\_\_  
(Applicants Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Designated REALTORS® name)

\_\_\_\_\_  
(Designated REALTORS® Signature)

\_\_\_\_\_  
(Date)