



## Membership Application Procedures

Dear Real Estate Professional:

Thank you for inquiring about joining the Sacramento Association of REALTORS®. Outlined on this cover sheet are the application procedures.

The following items **MUST BE RECEIVED** in order to process your application:

- Your Application must be fully completed in order to be processed.
- California Bureau of Real Estate License: You **must** be listed on the BRE website ([www.bre.ca.gov](http://www.bre.ca.gov)) to be eligible for membership with SAR.

Your license will also need to show affiliated under the brokerage you are applying for membership with OR submit a Front Counter Stamped Copy of Salesperson Change Application BRE Form RE 214 (RE 214A for Restricted Salesperson).

- New Member Orientation Appointment Form
- PAYMENT*

You may fax your application package to 916.922.1221; or you can mail or hand-carry it to SAR at the address below.

No appointment is needed to submit your application.





2003 Howe Ave., Sacramento, CA 95825 ■ 916-922-7711 ■ 916-922-1221 fax ■ [www.sacrealtor.org](http://www.sacrealtor.org)

## APPLICATION FOR REALTOR® MEMBERSHIP

### PERSONAL INFORMATION

First Name \_\_\_\_\_ MI \_\_\_\_\_ Last Name \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Phone (\_\_\_\_) \_\_\_\_\_ Personal Fax (\_\_\_\_) \_\_\_\_\_

E-mail \_\_\_\_\_ Date of Birth \_\_\_\_\_

Last 4 digits of SSN \_\_\_\_\_ BRE/BREA License # \_\_\_\_\_ Exp. Date \_\_\_\_\_

I prefer to receive communications from SAR via (please choose one)

Email  Mail-Office  Mail-Home  Mail-P.O. Box \_\_\_\_\_

List any foreign languages you speak fluently: \_\_\_\_\_

Would you like your name to be placed on a referral list for foreign language speakers?  Yes  No

I have previously been a REALTOR®.  My NRDS number is \_\_\_\_\_

### YOUR OFFICE INFORMATION

Office Name \_\_\_\_\_

Office Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Office Mailing Address \_\_\_\_\_  
(Include address, city, state, and zip if different from above)

Office Phone (\_\_\_\_) \_\_\_\_\_ Office Fax (\_\_\_\_) \_\_\_\_\_

Have you been sanctioned by the courts or other lawful authorities for violations of civil rights laws or real estate laws within the past three years?  Yes  No

If yes, attach a brief explanation to this application.

Have you been convicted of a crime punishable by imprisonment in excess of one year?  Yes  No

If yes, has at least 10 years elapsed since the date of conviction or the release from confinement, whichever is later?  Yes  No

### Member Information Privacy Policy

In an effort to provide quality Member services and to comply with federal regulations, we are required to inform you of the Sacramento Association of REALTORS'® guidelines regarding any information collected from our Members and your rights regarding that information.

- Confidential.** In general, all Member information provided to SAR by their Members is treated as confidential and SAR uses their best efforts to keep such information confidential and prevent unauthorized use. Except for the limited situations described in this policy, SAR will not use your Member information for any purpose without your consent. In addition, we do not provide any information pertaining to: racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership or information concerning the sexual orientation or marital status of any individual.
- SAR Member Communications.** From time to time, SAR will use your preferred contact information to send you Membership communications and publications. For example, Members of SAR receive a monthly newsletter and we will need to access and use your preferred mailing address to send you this publication. "Preferred contact information" as used in this section and the remainder of the privacy policy is the information pertaining to your name, email address, preferred mailing address, telephone and facsimile numbers which you indicated to SAR as your preferred contact information to receive communications.
- Member Requests.** You may contact SAR and make requests. In order to respond to your requests, we may need to access and use your Member information. For example, we may need to access your preferred mailing address to send you the information you requested.
- Membership Directory.** We make available on our website ([www.sacrealtor.org](http://www.sacrealtor.org)) a "Membership Directory." The purpose of this directory is to assist the public in locating and contacting our Members. The Member information made available through the Membership Directory is intended to contain only the business contact information of our Members. Under no circumstances will we intentionally display or make available your home address or telephone number in the Membership Directory unless your home information is listed as your business information. If you would like to be removed from the Membership Directory, please see section 8 of the privacy policy, "Choice/Opting Out." If you have corrections or updates to the directory, please see section 9, "Corrections/Updates."
- Names of Directors and Committee Members; Use of Business Contact Information.** For use by SAR Members and for purposes of conducting SAR Board of Directors meetings, we make available on our website and in other print and electronic formats the names of those Members serving as Directors or Committee Chairs of SAR. In addition, in order to provide meeting-related information and to send official notices, we access and use the business contact information of SAR Directors and Committee Chairs and Members, including email and business mailing addresses.
- Requests from the Public.** If the public contacts SAR and requests information regarding one of our Members, we may check our Member database and verify to the public whether the person is in fact a Member of SAR. We may also provide the public with the name and telephone number of the firm with which the Member is affiliated. However, in no event will we provide personal information to the public unless required by a subpoena, search warrant or other legal process or in case of imminent physical harm to the public or other Members.

7. **Orders/Credit Card Information.** SAR sells various real estate related products and services to its Members. In order to process and complete orders, we may need to access your Member information. This information will only be used to process your order. If you pay for your products or services by credit card, we will need to ask you for your credit card number and expiration date, which is used solely to complete your order and is destroyed.

8. **Choice/Opting Out.** SAR recognizes the importance of your privacy. If you do not want your Member information displayed or used in one or more of the manners described above, please complete the section below.

If you decide later that you wish to opt in or out of having your name and business contact information included in the Membership Directory, please e-mail us at: [rmayer@sacrealtor.org](mailto:rmayer@sacrealtor.org) or write us at: Member Services, 2003 Howe Avenue, Sacramento, CA 95825. To insure your request is processed in a timely manner, please provide your name, address, e-mail address, phone number and Broker's name. It may take up to (6) six weeks for SAR to process your request. You may continue to receive communications and your information may continue to be reproduced in the Membership Directory during that time period.

*PLEASE NOTE: If you are serving as a Director or Committee Chair or Member of SAR you cannot opt out of having your name reproduced and your business contact information used in the manner described in Section 5 above.*

9. **Corrections/Updates.** If there is Member information about you that SAR maintains which needs to be corrected or updated, please e-mail us at [rmayer@sacrealtor.org](mailto:rmayer@sacrealtor.org) or write us at Member Services, 2003 Howe Avenue, Sacramento, CA 95825.

10. **Changes in This Policy.** From time to time, SAR may need to change this Privacy Policy to better meet the needs of our Members. We reserve the right to change this Policy at any time. Such changes may be made without prior notice. We encourage you to periodically check this Privacy Policy statement for the changes we make. Changes to this policy will be effective when posted on SAR's web site unless determined otherwise by the SAR Board of Directors.

***Under no circumstances will SAR intentionally display or publish your personal information including home addresses and home telephone numbers unless this information is also listed as your business address and telephone number.***

Please read the privacy policy above carefully. Pursuant to this policy, you have a choice regarding whether or not you would like your business contact information published in a Membership Directory, or displayed on the SAR, C.A.R. and NAR websites. If you want to **opt out** of any of these, please indicate below.

### ***Complete this section ONLY if you want to opt out.***

**Please write your initials next to ONE option only**

\_\_\_\_\_ **Option #1 – Complete Removal** Please remove my business contact information (including e-mail) from the SAR, C.A.R. and NAR websites and any published Membership Directories. I understand that this also means I will not receive e-mail messages from SAR.

\_\_\_\_\_ **Option #2 – E-mail Opt Out Only** I do not wish to receive e-mail communications from the Association. I understand that this means my e-mail address will not be listed on the SAR, C.A.R. or NAR websites or any published Membership Directories, although my business contact information, minus my e-mail address, will continue to be listed; and that I will not receive the weekly SAR e-mail which communicates educational opportunities, information on Association events, and important policy changes at the Association.

### **TERMS AND CONDITIONS OF MEMBERSHIP**

- A. Persons other than principals, partners, corporate officers or branch office managers of real estate or appraisal firms must remain employed by or affiliated with a Designated REALTOR® (member broker) to be eligible for REALTOR® membership.
- B. I agree to abide by the bylaws, policies and rules of Sacramento Association of REALTORS®, California Association of REALTORS® and the National Association of REALTORS®.
- C. I understand that the National Association of REALTORS® requires an orientation and mandatory training on the Code of Ethics. Appointments for orientation are required.
- D. I authorize the Association or its representatives to verify the information provided by me in this application by any method including contacting the Bureau of Real Estate, my current or past responsible broker, and/or any Association where I held, or continue to hold, any type of membership to release all my membership or disciplinary records to this association, including

information regarding 1) all final findings of Code of Ethics violations or other membership duties within the past three years; 2) pending ethics complaints (or hearings); 3) unsatisfied discipline pending; 4) pending arbitration requests (or hearings); and 5) unpaid arbitration awards or unpaid financial obligations. I understand that any information gathered under this authorization may be used in evaluating my application for membership and future disciplinary sanctions. I waive any legal claim or cause of defamation of character that may arise from any action taken to verify, evaluate or process this application or other use of the information authorized and released hereunder.

- E. By signing below, I expressly authorize the Association, including the local, state, and national, or their subsidiaries or representatives to fax, e-mail, telephone or send by U.S. mail to me, at the fax
- F. A condition of membership in the Association as a REALTOR® is that you agree to binding arbitration of disputes. As a REALTOR® (including Designated REALTOR® and Broker Associate) member, you agree for yourself and the corporation or firm for which you act as a partner, officer, principal, or branch office manager to binding arbitration of disputes with 1) other REALTOR® members of this Association; 2) with any member of the California or National Association of REALTORS®; and 3) any client, provided the client agrees to binding arbitration at the Association. Any arbitration under this agreement shall be conducted using the Association facilities and in accordance with the Association rules and procedures for arbitration.

**DESIGNATED REALTORS® (BROKERS) APPLICANTS ONLY**

Broker applicants must provide the Association with a list of licensees employed by or affiliated with them. Brokers must also regularly update the Association on any changes, additions or deletions from the list. The list of agents currently affiliated your license must be attached to this application.

As stated in the SAR by-laws, your dues are based upon the number of licenses you hold, less the Realtors® who join the Association in their own right. If the individuals named on the attached list continue to operate under your license, your dues obligation will include them *unless they currently hold REALTOR® membership through SAR or another REALTOR® association. You will be billed non-member dues for any agent affiliated with your license who does not pay Association dues in their own right. Failure to pay those dues when due will result in the suspension of your REALTOR® Membership.*

I agree to these terms.

Signature of Applicant \_\_\_\_\_ Date of Signature \_\_\_\_\_

**AUTHORIZATION**

I certify that I have read and agree to the terms and conditions of this application and that all information provided in this application is true and correct to the best of my knowledge.

**I am aware that dues and fees are non-refundable.**

Signature of Applicant \_\_\_\_\_ Date of Signature \_\_\_\_\_



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## APPLICATION FOR REALTOR® MEMBERSHIP

### Credit Card Payment Authorization

**Dues and fees are NON-REFUNDABLE**

Please consult the dues schedule or consult the SAR Member Services staff for current dues.

If you are faxing or mailing your application and wish to pay by credit card, please complete the information below.

*Do not complete this form if you will deliver your application to SAR in person.*

Credit Card No. \_\_\_\_\_ Exp. Date \_\_\_\_\_

Name on card \_\_\_\_\_ 3-or-4 digit  
Security Code \_\_\_\_\_

Amount to charge \$ \_\_\_\_\_

Authorized signature \_\_\_\_\_

**Sacramento Association of REALTORS®  
New Member Orientation Appointment Form**

*For brokers/agents applying for membership in the  
Sacramento Association of REALTORS® only*

Effective January 1, 2014, the MANDATORY New Member Orientation consists of two parts: completion of the online NAR Ethics course AND attendance at a live New Member Orientation at SAR.

Your REALTOR® Membership is provisional until your orientation requirements are met. You have sixty (60) days to complete both parts. If you fail to complete this mandatory New Member Orientation within sixty days, your REALTOR® membership will be suspended and your broker notified.

We will send you an email with instructions on how to complete the NAR Ethics course.

Name \_\_\_\_\_ Phone: \_\_\_\_\_

- **You must complete the Online NAR Ethics course before you attend the SAR New Member Orientation.**
- **You will receive a certificate of completion via e-mail within 24 hours of successfully completing the NAR Ethics course.**
- **Please bring this certificate with you to your scheduled Orientation date.**
- **You have sixty (60) days to complete both parts.**

1<sup>st</sup> Wednesday (except holidays)      9 a.m. to 12:30pm      Date: \_\_\_\_\_

2<sup>nd</sup> Wednesday (except holidays)      1 p.m. to 4:30pm      Date: \_\_\_\_\_

3<sup>rd</sup> Wednesday (except holidays)      6 p.m. to 9:30pm      Date: \_\_\_\_\_

# Sacramento Association of REALTORS®

## Designated REALTOR® & REALTOR® Fee Schedule

### 2014 Membership Dues

Only New Members may pay the prorated amounts below. Returning Members should contact Member Services (916.922.7711) to determine the amount due.

<i>If joining SAR in</i>	<i>Dues</i>	<i>Admin Fee</i>	<i>Total</i>
January	\$539.00	\$130.00	\$669.00
February	497.00	130.00	627.00
March	454.99	130.00	584.99
April	412.99	130.00	542.99
May	370.99	130.00	500.99
June	328.98	130.00	458.98
July	286.98	130.00	416.98
August	244.98	130.00	374.98
September	202.97	130.00	332.97
October	160.97	130.00	290.97
November	118.97	130.00	248.97
December	76.96	130.00	206.96

Members are encouraged to make *voluntary* contributions to C.A.R.'s REALTOR® Action Fund (\$49.00 suggested) and Housing Affordability Fund (\$10.00 suggested).

**SAR dues can be paid by check, credit card, or cash**



**Please make checks payable to:**  
Sacramento Association of REALTORS®  
2003 Howe Avenue  
Sacramento, CA 95825  
Phone: 916-922-7711  
Fax: 916-922-1221