



HARRISONBURG-ROCKINGHAM ASSOCIATION OF REALTORS®

2050 Pro Pointe Lane, Harrisonburg, VA 22801

Phone: (540)433-8855 Fax: (540)433-2881

Robert Hill, Association Executive

bob@hrar.com

Jennifer Bettiga, Office Manager

staff@hrar.com

Primary Membership Application Packet:

1. HRAR Membership Dues
2. HRAR REALTOR® Membership Application Form
3. HRAR REALTOR® MLS Registration Form
4. SentiLock Smart Card Lease Agreement

****Please Attach the Following with Application****

1. A copy of the agent's license from DPOR
2. All Checks need to be made payable to **HRAR**:
 - a. HRAR Membership Dues: Per Dues Schedule
(Check Payable to **HRAR** by the Agent)
 - b. MLS Fees: New MLS User Fee & MLS Quarterly Fee
(Check Payable to **HRAR** by the Firm)
 - c. SentiLock Fees: Issuance Fee & Lease Fee
(Check Payable to **HRAR** by the Agent)

****New Member Required Meetings****

1. New Member Orientation
2. MLS Training



HARRISONBURG-ROCKINGHAM ASSOCIATION OF REALTORS® MEMBERSHIP DUES

ADDITIONAL FEES:

\$200.00 Application Fee: Branch Office

NEW REALTOR® MEMBERS:

\$135.00 Application Fee

\$110.00 Orientation Fee

\$155.00 VR New Member Fee

\$400.00 TOTAL OF ONE-TIME FEES

ANNUAL DUES	NAR DUES	VR DUES	HRAR DUES	DUES TOTAL	One-Time FEES	*TOTAL*
January	185.00	155.00	201.00	\$541.00	400.00	\$941.00
February	172.50	155.00	201.00	\$528.50	400.00	\$928.50
March	160.00	155.00	201.00	\$516.00	400.00	\$916.00
April	147.50	116.25	150.25	\$414.00	400.00	\$814.00
May	135.00	116.25	150.25	\$401.50	400.00	\$801.50
June	122.50	116.25	150.25	\$389.00	400.00	\$789.00
July	110.00	77.50	100.50	\$288.00	400.00	\$688.00
August	97.50	77.50	100.50	\$275.50	400.00	\$675.50
September	85.00	77.50	100.50	\$263.00	400.00	\$663.00
October	72.50	38.75	50.75	\$162.00	400.00	\$562.00
November	60.00	38.75	50.75	\$149.50	400.00	\$549.50
December	47.50	38.75	50.75	\$137.00	400.00	\$537.00

Reactivation Fee: 1) If inactive up to 1 year: \$50.00

2) If inactive 1+ years: All one-time fees must be paid

Transfer Processing Fee: \$30.00

MLS FEES

New Firm Fee - \$300.00

New MLS User Fee - \$150.00

MLS Quarterly Fee - \$84.00

*Per licensee payable from the Broker/Firm on the first day of each quarter.

***Team* Set-Up Fee - \$150.00**

* Teams must be licensed through DPOR before being set-up in the Paragon MLS system.

A copy of their Virginia Real Estate License is required for each individual requesting service.

SENTRILOCK FEES

SENTRILOCK SMART CARDS:

	Jan 1-Dec 31	Apr 1-Dec 31	Jul 1-Dec 31	Oct 1-Dec 31
Issuance Fee:	\$50.00	\$50.00	\$50.00	\$50.00
Lease Fee:	<u>\$120.00</u>	<u>\$90.00</u>	<u>\$60.00</u>	<u>\$30.00</u>
	\$170.00	\$140.00	\$110.00	\$80.00

LOCKBOXES:

Lockbox Fee: New Bluetooth Lockboxes: \$90.00
(Lockboxes are leased to Principal Brokers only)



HRAR REALTOR® Membership Application Form

Name: _____ Name: _____
(As Appears On License) (As It Should Appear In the MLS)

Firm Name: _____ Branch Office: _____

Desired PIN for Lockbox Access: _____
(Must be 4 numbers)

R.E. License #: _____ Expiration Date: _____ Type: Broker ___ Sales ___

Appraisal License #: _____ Expiration Date: _____

Preferred Mailing Address: Office Address _____ Home Address _____ (Check One)

Home Mailing Address: _____

E-Mail Address: _____ Website: _____

Mobile #: _____ Home #: _____ Fax #: _____

Preferred Phone # in MLS Listings: _____ Birth Date: _____

Please indicate your primary REALTOR® Association if other than HRAR: _____

(If HRAR is NOT your primary Association, please provide a letter of good standing from your primary Association)

Do you currently have any pending REALTOR® Code of Ethics violations filed against you? Yes ___ No ___

Have you been in violation of the REALTOR® Code of Ethics in the last three years? Yes ___ No ___

Have you ever been convicted of a felony? (If yes, please explain) _____ Yes ___ No ___

If you are applying for HRAR REALTOR® Membership please read and sign below.

I hereby apply for membership in the Harrisonburg – Rockingham Association of REALTORS®. In the event my application is approved, I agree as a condition of membership to complete the orientation courses within 6 months of my approval. I further agree that I will pay dues when due and will abide by the Code of Ethics, Bylaws, Association Policies and duty to arbitrate, all as from time to time amended. Finally, I consent and authorize HRAR to invite and receive information and comment about me from any Member or other person, and I agree that any information and comment furnished to HRAR 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.

REALTOR® Signature: _____ Date: _____

Harrisonburg-Rockingham Association of REALTORS®
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FOR OFFICE USE ONLY: NRDS ID _____



HRAR REALTOR® MLS Registration Form

Each REALTOR® in the firm who will utilize the MLS must submit this registration form signed by the Principal or authorized Managing Broker and pay the appropriate fees before using any HRAR Information Services.

REALTOR® Name: _____

Firm Name: _____

Section I: Please have your Principal or Authorized Managing Broker complete the following.

I, _____, the Principal or authorized Managing Broker of the above named firm/branch office, hereby register the REALTOR® listed above as an authorized user of HRAR Information Services under my membership. I understand the following:

1. My firm is responsible for all HRAR MLS fees and fines incurred by this user/subscriber.
2. I am responsible for ensuring that this subscriber complies with the HRAR MLS Rules and Regulations and policies.
3. I understand that non-registered licensees may not use the HRAR MLS in any way, including listing a property under my name or another REALTORS'® name in the MLS or data base for any other purpose. MLS Only Subscribers shall not enter listings into the MLS when the property is marketed with another licensee within the same firm who is not a subscriber of the HRAR MLS, i.e. a licensee's name appears on the listing agreement, signage or other MLS as to give the appearance that the licensee is the listing agent.
4. I understand that access by registered support staff to the MLS data base is solely for clerical and administrative functions for the participant or Subscriber under whom the clerical user is registered.
5. I am responsible for all subscribers and clerical users under my membership and for the security of their passcodes and shall not give or allow use of or make available their passcode to any unauthorized person.
6. If any non-registered person uses the HRAR MLS in any way through my membership, my firm is responsible for fees applied retroactively from the date of first use by the person (or from the beginning of the year of first use if the exact date of first use cannot be established.) My firm is also subject to penalties including, but not limited to, a fine of \$500.00 for unauthorized usage and other fines or damages as determined by the HRAR Board of Directors.
7. The HRAR Board of Directors reserves the right to deny or revoke HRAR Multiple Listing Services to any person.

Principal or Authorized Managing Broker's Signature

Date

Section II: Requires Applicant Signature

I agree as a condition of participation in the MLS to abide by all relevant bylaws, rules and other obligations of participation including payment of fees. I confirm that I currently, and will on a continual and ongoing basis in the operation of my real estate business activities, actively endeavor to list real property of the type filed with the MLS and/or accept offers or cooperation and compensation made by other Participants through the MLS. I agree that I must continue to engage in such activities during my participation in the MLS. I acknowledge that failure to abide by these conditions of participation on an ongoing basis may result in potential suspension or termination of MLS participatory rights after a hearing in accordance with the MLS's established procedures.

Agents Signature

Date

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HRAR SentiLock Smart Card Lease Agreement Form

It is hereby agreed among: (Issuer) The Harrisonburg-Rockingham Association of REALTORS®, Inc.

And Broker/Participant: _____ of _____
(Name of Broker) (Company Name)

And the Broker/Participant Licensee: (Card Holder) _____
(Name of Agent)

1. **Smart Card Annual Fee:** An Annual User Fee of \$120.00 or as determined annually by the HRAR Board of Directors, will be due and payable on January 1st of each year.
2. **Current Update:** The agent acknowledges that the Smart Card has a required update and that this code expires at regular intervals determined by the issuer prohibiting further use of the Smart Card until a new update is obtained by placing the Smart Card in a Card Reader or by other authorized method.
3. **Terms of Agreement:** The term of this Agreement begins on the date of the execution of this Agreement and ends on the date the Smart Card is terminated.
4. **Replacement Smart Cards:** If a Smart Card malfunctions under normal use, or has been damaged, the issuer agrees to replace the product without charge to the holder under the condition that the damaged card is returned to the issuer. Replacements for Smart Cards that have been lost or stolen will be issued to Agents who have complied with this Agreement and the policies and procedures of the HRAR MLS with respect to the Lockbox System Policy and make a Smart Card Replacement Fee of \$25.00 for the first replacement, \$50.00 for the second replacement, and \$75.00 for the third and subsequent replacements.
5. **Security of Smart Card:** Agent acknowledges that it is necessary to maintain security of the Smart Card to prevent its use by unauthorized persons. Consequently, Agent agrees:
 - a. To keep the Smart card in Agent's possession and/or in a safe place at all times.
 - b. To not allow his/her PIN to be attached to the Smart Card or disclose the PIN to any person
 - c. To not loan or permit the use of the Smart Card to any other person whatsoever.
 - d. To not duplicate the Smart Card or allow any person to do so.
 - e. To not assign, transfer, or pledge the rights of the Smart Card.
 - f. To notify the issuer immediately of the loss or theft of a Smart Card.
6. **Disclosure to Clients:** Prior to placing a lockbox on the owner's property, the holder agrees to obtain written permission to place a lockbox on the property containing a key to that property. This lock box may only be opened by the issuer MLS Participants and their authorized Agents.
7. **Disciplinary Action:** Holder agrees to be subject to the disciplinary rules and procedures of the HRAR Professional Standards Committee for violation of any provision of this Agreement. Discipline may include forfeiture of a Smart Card and the right to be issued a new Smart Card.
8. **Indemnification:** Broker and holder agree to indemnify and hold the issuer and all of its respective officers, directors and employees harmless from any and all loss, cost, expense, claims or demands whatsoever by or against the issuer resulting from loss, use or misuse of the SentiLock System, including, but not limited to, any and all liabilities, including attorney's fees, incurred by them as a result of damage or injuries to property or persons arising out of entry by any person into any premises by use of the SentiLock System.
9. **Reimbursement:** Broker and holder agree that, in the event that the issuer shall prevail in any legal action brought by or against the Broker or holder to enforce the terms of the agreement, Broker or holder as appropriate, any be assessed a reasonable amount of attorney's fees in addition to any other relief to which the Court rules the issuer may be entitled.
10. **Partial Invalidity:** If any provision of this contract is held by any Court to be invalid, void or unenforceable, the remaining provisions shall nevertheless continue in full force.
11. **Broker Responsibilities:** The Broker warrants that he/she is both a licensed real estate broker and is a member of the HRAR MLS. The Broker warrants that the Agent possesses a real estate license and is in fact associated with the Broker in an active effort to sell real estate or is a licensed or certified real estate appraiser affiliated with the Broker. The Broker agrees to notify the HRAR MLS immediately should the Agent terminate their relationship or should the Agent's license be transferred. The Broker agrees that he/she is jointly liable with the holder for all duties responsibilities and undertakings of holder under this Agreement and understands that failure to follow the provisions of the SentiLock Smart Card agreement may result in Smart Card terminations.

This written contract expresses the entire agreement between the Broker, Holder, and Issuer with respect to SentiLock Smart Cards. This agreement is binding upon the personal representatives of the Holder. If you have read and fully understand the Smart Card Lease Agreement, please indicate by signing below.

Brokers Signature

Card Holder's Signature

Date