



**MetroTex Association of REALTORS®**  
**APPLICATION FOR REALTOR MEMBERSHIP**  
 (For use by sales licensees, broker associates and appraisers)  
 Sponsoring Brokers Use the Application for Designated REALTOR Application

**Qualifications for Candidacy for  
 REALTOR® Membership**

**What to include with this application: For primary membership:** A copy of your active Texas Real Estate license, Broker license or Certified Appraiser License which shows sponsorship by a Broker or State Certified Appraiser who is a Primary or Secondary Designated REALTOR® member of MetroTex. Signature of the Designated REALTOR or authorized signatory for your office is required for all applications submitted. Full payment is due at the time the application is submitted.

**For secondary membership:** Signature of the Designated REALTOR or authorized signatory for your office is required for all applications submitted. Full payment is due at the time the application is submitted.

**All applicants are required to register for two courses upon joining the Association: 1) New Member Orientation 2) MLS Introductory Training (not required if your office receives MLS services through another Association)**

(See the last two pages of this packet for instructions on how to register for both courses).

REALTOR® (Salesman/Non-Principal Broker) applicants may have temporary Association services and Keycard/Keybox services prior to attending the new member orientation if the Designated REALTOR® (principal broker for the firm) is already a full Member. Temporary MLS services are contingent upon completion of the MLS training course.

**Application and Processing Fee:** \$100.00. Application fee is required to be paid with all dues at the time application is made. **DUES AND FEES ARE NOT REFUNDABLE AT ANY TIME. APPLICATIONS SUBMITTED AFTER 4:00 PM WILL BE PROCESSED THE NEXT BUSINESS DAY.**

You can email your completed application to [membership@dfwre.com](mailto:membership@dfwre.com), fax to the numbers listed below or submit it in person at any of our locations: **Main Office:** 8201 N. Stemmons Freeway, Dallas, 75247 Ph: 214-540-2745 fax: 214-905-6062  
**Duncanville Service Center:** 407 N. Cedar Ridge, Suite 110. Duncanville, 75116 Ph: 214-540-1070 fax: 214-540-1073  
**Garland Service Center:** 608 W. I-30, Suite 413, Garland 75043 Ph: 214-540-1060 fax: 214-540-1063  
**Grapevine Service Center:** 1681 W. Northwest Highway, Grapevine, 76051 Ph: 817-796-5400 fax: 817-796-5421  
**Lewisville Service Center:** 751 Hebron Parkway, Suite 105, Lewisville 75057 Ph: 214-540-1065 fax: 214-540-1068  
**Richardson Service Center:** 1701 N. Collins, Suite 1400, Richardson 75080 Ph: 214-540-1055 fax: 214-540-1058

**ANNUAL MEMBERSHIP DUES**

**If you activate your license during:**

	<u>MTAR</u>	<u>TAR</u>	<u>NAR</u>	<u>TECHNOLOGY ASSESSMENT</u>	<u>TAR LEGAL</u>	<u>NAR ASSESS</u>	<u>YOUR 2019 DUES WILL BE</u>
January, 2019	\$117.00	\$117.00	\$150.00	\$10.00	\$5.00	\$35.00	<b>\$434.00</b>
February, 2019	\$107.25	\$107.25	\$137.50	\$10.00	\$5.00	\$35.00	<b>\$402.00</b>
March, 2019	\$97.50	\$97.50	\$125.00	\$10.00	\$5.00	\$35.00	<b>\$370.00</b>
April, 2019	\$87.75	\$87.75	\$112.50	\$10.00	\$5.00	\$35.00	<b>\$338.00</b>
May, 2019	\$78.00	\$78.00	\$100.00	\$10.00	\$5.00	\$35.00	<b>\$306.00</b>
June, 2019	\$68.25	\$68.25	\$87.50	\$10.00	\$5.00	\$35.00	<b>\$274.00</b>
July, 2019	\$58.50	\$58.50	\$75.00	\$10.00	\$5.00	\$35.00	<b>\$242.00</b>
August, 2019	\$48.75	\$48.75	\$62.50	\$10.00	\$5.00	\$35.00	<b>\$210.00</b>
September, 2019	\$39.00	\$39.00	\$50.00	\$10.00	\$5.00	\$35.00	<b>\$178.00</b>
October, 2019	\$29.25	\$29.25	\$37.50	\$10.00	\$5.00	\$35.00	<b>\$146.00*</b>
November, 2019	\$19.50	\$19.50	\$25.00	\$10.00	\$5.00	\$35.00	<b>\$114.00*</b>
December, 2019	\$9.75	\$9.75	\$12.50	\$10.00	\$5.00	\$35.00	<b>\$82.00*</b>

*\*In addition to the above fees, any member joining after September 30, 2019 will also be required to pay 2020 annual dues at the time their application is submitted.*

## AN EXPLANATION OF YOUR 2019 REALTOR DUES

*2019 MetroTex Local Dues* – This is the annual dues of each REALTOR member as established annually in advance by the Board of Directors in accordance with Article X, Section 8(a) of the Association Bylaws. It funds all Association member benefits and services.

*MetroTex Technology Assessment* – This assessment funds the MetroTex Technology Reserve Fund, which was established in 2016. It allows for the designation of restricted reserves that can be used solely for new technology initiatives for the Association. It will allow for upgrades to current Association technology, the investment in new technology equipment, and/or for the installation of new technology systems for the benefit of the membership. This fund is reviewed annually by the MetroTex Budget & Finance Committee, and voted on annually by the MetroTex Board of Directors.

*2019 TAR Dues* – This is the annual dues of each REALTOR member as established annually in advance by the Board of Directors in accordance with Article III, Section 1(A) of the Association Bylaws. It funds all State Association member benefits and services.

*TAR Legal Fund Assessment* – The Legal Fund was created and approved annually by the TAR Board of Directors for the express purpose of:

- Helping Texas REALTORS® understand their legal rights and duties under law.
- Providing legal assistance for matters pending in court or governmental agencies.
- Defraying all or a portion of legal expenses for pending litigation in which a member is a party.
- Defraying legal expenses for cases in which the association intervenes or files briefs as a friend of the court.
- Monitoring and participating in the actions of governmental agencies.
- Reimbursing travel expenses of Texas REALTORS® who participate in form-development task forces.

*2019 NAR Dues* – This is the annual dues of each REALTOR member as established annually in advance by the Board of Directors in accordance with Article II, Section 1(A) of the Association Constitution and Bylaws. It funds all National Association member benefits and services.

*NAR Consumer Advertising Campaign* – This funds the NAR Public Awareness Campaign that includes TV ads highlighting the value a REALTOR brings to a transaction.

- The funds allow the campaign to support NAR's strategic objective of reaching and engaging consumers, increasing the association's reach and impact to the public by driving home the value of home ownership and importance of hiring a REALTOR®.
- Research shows that NAR's national advertising is accomplishing its goals of persuading consumers of the value of homeownership and real estate investment and assuring them of the value REALTORS® bring to the real estate transaction. In our most recent tracking study, 70 percent of consumers surveyed said the ads made them want to contact a REALTOR® for more information, and 82 percent said that the ads made them feel more positive about homeownership.
- The Consumer Advertising Campaign is also one of NAR's most popular membership services. According to the latest membership survey, 96 percent of all members like the ad program and 91 percent would like to see even more advertising than is currently run, a number unchanged through the past three years.
- The National Association of REALTORS®' Board of Directors voted to maintain the assessment level of \$35 for 2014-2016 when it approved the current 3-year budget during the Midyear Meetings in May 2013. The assessment has remained at this level since 2009.



**METROTEX ASSOCIATION OF REALTORS®, INC.  
APPLICATION AND AGREEMENT FOR  
(NON-DESIGNATED) REALTOR® MEMBERSHIP  
(Broker Associate and/or Sales Associate)**

<b>MetroTex USE ONLY</b>		
DATE	_____	
MEM #	_____	
FIRM #	_____	
BY	_____	
Cash	Check	CC
_____	_____	_____

THIS APPLICATION MUST BE FULLY COMPLETED AND LEGIBLE

**ATTACH: APPLICATION FEE OF \$100.00, MEMBERSHIP DUES, PHOTOCOPY OF REAL ESTATE LICENSE**

1. Name of Applicant: \_\_\_\_\_  
 Mr./Mrs./Ms. (First) (Middle) (Last) (Nickname for MLS)  
 (State Name Exactly as it appears on your real estate license)
2. Name of Real Estate Firm: It's Closing Time Realty
3. Name of Sponsoring Broker: Sam Berube
4. Office Address: 1701 W Northwest Hwy, Ste 240  
 City: Grapevine State: TX Zip: 76051 Phone 817-657-9776
5. Applicant's Residence Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Web Page: \_\_\_\_\_
6.  Check here if you wish to receive MetroTex mailings at your home address. (All bills will be sent via email to your email address.)
7. **Please complete all that apply and check ONE box to indicate the number that will be listed as your main contact number.**  
 Home phone #: (\_\_\_\_) \_\_\_\_\_  Voice Mail #:(\_\_\_\_) \_\_\_\_\_  Mobile Phone #:(\_\_\_\_) \_\_\_\_\_  
 Personal Fax #:(\_\_\_\_) \_\_\_\_\_ (If you wish to receive faxes at your personal fax number and not the office fax.)
8. **E-mail Address\*** \_\_\_\_\_ / / \_\_\_\_\_  
 \*Required for Keycard, MLS and Annual Dues Billing Date of Birth
9. Race/Ethnicity:  African American  Asian  American Indian or Alaskan Native  Hispanic or Latino  
 Native Hawaiian or Pacific Islander  White or Caucasian  
 Answer to question 9 is optional. Failure to check a box has no adverse effect.
10. Texas Real Estate License Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_
11. Will the MetroTex Association of REALTORS® be your primary Association/Board?  Yes  No  
 If No, list Primary Association/Board name: \_\_\_\_\_
12. Have you paid current year TAR and NAR dues to another Association/Board?  Yes  No  
 If yes, state name of Association/Board \_\_\_\_\_
13. Do you now, or have you ever held membership in another Association /Board?  Yes  No  
 If yes, state name of Association/Board \_\_\_\_\_
14. Do you have any unpaid financial obligation to any other association or association MLS?  Yes  No

15. Have there been any official sanctions against you or of your real estate license by a governmental agency or court of law within the last three years?  
 Yes  No If yes, describe the nature of each sanction, the agency or court issuing such sanction, and current status or resolution of such complaint. [Attach separate sheet(s) if necessary.]

16. Within the past three years, have you been involved in any pending or recent bankruptcy or insolvency proceedings or adjudged bankrupt?  Yes  No  
If yes, describe the nature of such proceedings, including the case number, court, and date of such proceedings. [Attach separate sheet(s) if necessary.]

17. I do hereby request and authorize any person or persons to furnish any information and to answer all questions asked concerning my credit worthiness or moral character in connection with this application.

I hereby apply for Non-Designated REALTOR® Membership in the MetroTex Association of REALTORS®, Inc., ("MetroTex"). I certify that I hold a current, valid Texas real estate license and that I am actively engaged in the real estate business. I agree as a condition of my membership to complete the indoctrination courses(s) as prescribed by MetroTex. On my own initiative I will thoroughly familiarize myself with the Code of Ethics of the National Association of REALTORS®, Bylaws and Rules and Regulations, from time to time in effect, of MetroTex, the Texas Association of REALTORS® and the National Association of REALTORS®; and will also familiarize myself with my mandatory duty to arbitrate business disputes with other REALTORS® in accordance with the Code of Ethics and Arbitration Manual of the National Association of REALTORS®. I agree that my act of paying dues shall evidence my initial and continuing commitment to abide by the aforementioned Code of Ethics, Constitutions, Bylaws, Rules and Regulations and duty to arbitrate, all as from time to time amended, revised, supplemented or altered. I acknowledge and confirm that the Bylaws of MetroTex provides that I am required to arbitrate and I do hereby irrevocably agree to arbitrate, any dispute or controversy hereafter arising between me and one or more members of MetroTex in accordance with the rules and regulations governing such arbitration, from time to time in effect as adopted by MetroTex or its Board of Directors. I consent and authorize MetroTex 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 MetroTex by any member or 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 agree that my membership in MetroTex and/or the MLS will authorize me unlimited access to the MLS database and to personal information of other members of MetroTex. Accordingly, I especially promise to use such access and information only in pursuit of my real estate activities within the scope of my license and not to utilize such access or information for commercial ventures or endeavors that are not within the scope of my license.

I agree, if my membership is approved as a (Non-Designated) REALTOR® of MetroTex, I will pay the prescribed dues and fees in accordance with the Bylaws of the Association, from time to time in effect. By signing this application, the undersigned sponsoring broker or other authorized signatory acknowledges responsibility for all financial obligations incurred by the Applicant, so long as the Applicant is affiliated with my firm for dues, fees, keybox lease access fees, MLS fees, and other expenses regularly billed by MetroTex to a sponsoring broker for Association services.

I acknowledge that if accepted as a member and I subsequently resign and/or am expelled from membership in MetroTex with an unpaid financial obligation, an ethics complaint or arbitration request pending, the Board of Directors of MetroTex may condition renewal of membership upon payment of the financial obligation owed, my verification that I will submit to the pending ethics or arbitration proceeding and will abide by the decision of the Hearing Panel; or if I resign or am expelled from membership without having complied with an award in arbitration, the said Board of Directors may condition renewal of my membership upon my payment of the award, plus any costs that have previously been established as due and payable in relation thereto, provided that the award and such costs have not, in the interim, been otherwise satisfied.

**IMPORTANT ORIENTATION NOTICE:**

1. All REALTOR® member applicants are **required** to attend Orientation **within 60 days**.
2. By signing below, I acknowledge that if I fail to attend orientation within 60 days of my join date my membership will be inactivated and my services discontinued until I complete the new member orientation course.

\_\_\_\_\_  
(Applicant's Signature)

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



\_\_\_\_\_  
(Sponsoring Broker OR AUTHORIZED SIGNATURE) \*REQUIRED

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

**\*\*IF YOUR OFFICE RECEIVES MLS SERVICES FROM METROTEX GMMLS THE SPONSORING BROKER OR AUTHORIZED SIGNATORY SHOULD COMPLETE THIS SECTION\*\***

**\*MLS ACCESS LEVEL:**  Agent/Load  Agent/No Load  Office Staff  Personal Assistant (requires Assigned Agent ID) \_\_\_\_\_

(Default MLS Access Level is Agent/Load if not specified)

**Please note: Once your completed application has been received, a member services staff person will contact you for payment and processing.**

# MANDATORY NEW MEMBER ORIENTATION

All REALTOR® applicants will be required to complete the new member orientation **within 60 days** of their join date. The orientation class is only offered at the Association headquarters. The cost of the course is included in your application fee.

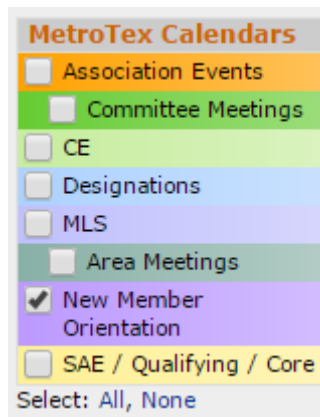
**Why must I attend?:** As a real estate professional, it is critical that you know about your professional trade organization and the many ways it can assist you in your business. Along with the many benefits, educational programs and resources that are available to members, the networking and business building that you can achieve by attending the orientation and other Association events more than pays for the cost of your annual membership. Statistics show that early engagement leads to a higher level of knowledge and understanding about the industry, its practices, and the critical rules and regulations that govern your activities as a real estate professional. This in turn leads to fewer TREC and MLS complaints, and a more conscientious effort to practice in a professional and ethical manner.

**Classroom Time:** New Member Orientation is held from 9:00 AM to 1:00 PM. Registration is required. You are responsible for reserving your seat for the orientation you wish to attend. Reservations are on a first come first served basis. Registration for any scheduled orientation closes two business days prior to the class. If you have made a reservation and find you are unable to attend, email [membership@dfwre.com](mailto:membership@dfwre.com) at least 48 hours prior to the course for cancellation. **If you have made a reservation and do not attend or cancel your reservation, you will be charged a cancellation fee of \$50.00.**

**Class Location: Dallas:** Training Room 1 (Second Floor) - 8201 N. Stemmons Freeway, Dallas, TX 75247  
Located on the West service road of Highway 35E between Empire Central and Mockingbird exit.

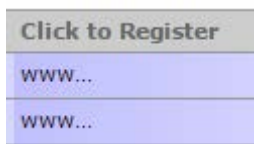
## New Member Orientation Registration Steps

- After submitting your application, please allow 48 hours for your member record to be set up in our system. At that time, you may schedule your Orientation.
- Register for New Member Orientation at <http://www.trumba.com/calendars/metrotex>
- Filter the calendar to display New Member Orientation only



MetroTex Calendars	
<input type="checkbox"/>	Association Events
<input type="checkbox"/>	Committee Meetings
<input type="checkbox"/>	CE
<input type="checkbox"/>	Designations
<input type="checkbox"/>	MLS
<input type="checkbox"/>	Area Meetings
<input checked="" type="checkbox"/>	New Member Orientation
<input type="checkbox"/>	SAE / Qualifying / Core
Select: All, None	

- In the **Click to Register** column, click on the registration link next to your preferred date. Your Logon ID is your 7-digit license number and your initial password is metrotex.



Click to Register
www...
www...

- After you have successfully completed your registration, you will receive a confirmation email immediately; and a reminder email with course materials 2-5 days prior to your orientation date.

## MANDATORY MLS TRAINING INFORMATION

MLS services are contingent upon completion of the **Intro to Matrix MLS Course**. You have two options in which to satisfy the training requirement for MLS services. This course can be completed in a hands-on computer lab environment on specific training dates, or you can complete it at your leisure by viewing a one hour on demand webinar. You are responsible for registering for the MLS training in one of the following two ways:

1. **The hands-on MLS training courses** are scheduled regularly throughout the month. After you have applied for membership you may register for the hands on training via MetroTex eSERVICES at [www.mymetrotex.com](http://www.mymetrotex.com)  
Or you can contact an MLS Coordinator at 214-540-2755 OR 817-796-5350 who can assist you in registering for a specific course.

To register on MetroTex eServices, go to [www.mymetrotex.com](http://www.mymetrotex.com) and click on Account Access at the top left of the homepage. Log in to your eServices account and click on the **MetroTex Course Calendar and Registration** Link found under the **Education and Training** section. Look for the **MLS-Intro Matrix MLS** course and click on the title to register. Click on the **Proceed to Register** box and follow the instructions to register.

OR

2. **Take the MLS Training via a 1 hour on demand webinar:** [Get started here](#)

Keep in mind that all MLS training courses are FREE to all MetroTex MLS subscribers. After you view this webinar, if you feel you need more training, simply use the instructions above to register for the hands on course.

Once you have completed one of the two training options above, contact the MLS Department at [mls@dfwre.com](mailto:mls@dfwre.com) or 214-540-2755 to receive your MLS password and login instructions.

For a copy of the quarterly MLS Fee sheet, click here: [MLS Quarterly Fee Sheet](#)

**Want to earn a FREE quarter of MLS fees?**

Ask about the M.A.P.S. certification courses. By navigating your way through our 6 course curriculum, you will receive your MLS Academy for Professional Success (M.A.P.S.) certification and get a quarter year of MetroTex MLS fees for free! Course selection is designed to give students a comprehensive knowledge base of the various MLS applications available to them. All of these courses are free to MetroTex MLS subscribers and are all approved for TREC CE credit (TREC provider #0011). Click here for the [Maps flyer](#)