



NRDS# _____

NORTHSHORE AREA BOARD OF REALTORS®

Chase Bank Center, 3500 Hwy 190, Suite 210, Mandeville, LA 70471 (985) 674-4233
www.nabors.org EMAIL: OFFICE@NABORS.ORG

REVISED 12/2018

NABOR MEMBERSHIP APPLICATION

THANK YOU FOR YOUR INTEREST IN THE NORTHSHORE AREA BOARD OF REALTORS!

Agents are always welcome to personally visit the NABOR Office, but for the agent’s convenience, the application and orientation process has all been redesigned to be completed online. Visit www.nabors.org

Return this application or complete the online Membership Application (not the Affiliate App). Return with all scanned supporting documents to OFFICE@nabors.org. Return all scanned pages attached as one (1) document. **Do not send each page of the application as a separately scanned file.**

1. Complete all information, sign this Membership Application and email to OFFICE@nabors.org with;
2. A copy of your LA Real Estate or Appraiser License;
3. Include a copy of a current valid driver’s license. _____
4. After an agent returns #1 - 3 above, a new NRDS Number will be issued. Until then, just leave the NRDS line above blank. **If you have an old NRDS number from a former association or membership, provide that** in the NRDS # space at the top of this page. NRDS numbers are usually 9 digits. This is NOT your license or MLS number.
5. Allow at least 24 hours for your application to be processed into NAR. You will receive an email when completed. Instructions are available on www.nabors.org on what to do next. DOUBLE click **MEMBERSHIP**, then click **JOIN AS A REALTOR**.
6. If you are a new agent, your **online course completion certificate of the NAR Code of Ethics will have to be submitted** after the course is completed. That course is not credited. An ethics course must also be taken again if any agent’s previous membership has lapsed more than one (1) year. Effective January 2017, NAR mandates that all REALTORS take a NAR certified ethics course once every two (2) years. (Next cycle is 2019-2020)
7. **Payment of all fees and dues can only be made online** through NAR www.nar.realtor using either your VISA, MC or electronic check. No credit card charges or hardcopy checks can be processed in the NABOR Office. Dues are non-refundable. Political Action Contributions are voluntary. Easy instructions on how to pay online are available on www.nabors.org, under **MEMBERSHIP.....DUES**.
8. **E-mail NABOR a copy of your NAR dues payment receipt**. Agents should also keep copies for their own records.
9. Application for MLS Service can only be made after agents complete all steps above. MLS application is available on www.nabors.org under **FORMS, MLS APPLICATION**. Once we receive your dues payment and copy of completed code of ethics certificate, NABOR will forward eligible *Letters of Good Standing* directly to the GSREIN office, after all steps have been completed.
10. GSREIN requires new agents must also take a free MATRIX Training course at the Mandeville GSREIN Office. This course is held monthly. Register with GSREIN 985-882-8521. **This course can only be taken after all NABOR requirements have been completed.**

PLEASE PRINT AND ANSWER ALL QUESTIONS:

Today’s Date: _____/_____/_____

NAME _____ Date of Birth: _____/_____/_____

(As it appears on your RE or Appraiser License)

City/State of Birth: _____

Name/s of any other family members active in the local real estate business? _____

CLASSIFICATION: ___Agent___Broker ___LA Appraiser Trainee ___LA State Certified Appraiser

Are you joining NABOR as your **primary** or **secondary** board? _____PRIMARY_____SECONDARY

Primary Board Affiliation at this time, if not NABOR _____

Real Estate or Appraiser License # _____ Date first licensed in LA: _____

➡ Name of your **Sponsoring Broker** (or Appraiser) and **Company** you are working under:

_____ **Broker's Personal Name**

_____ **Company Name**

NOTE: IF YOU ARE APPLYING FOR PRIMARY MEMBERSHIP, YOUR SPONSORING BROKER OR CERTIFIED APPRAISER WHOM YOU ARE AFFILIATED **MUST HOLD (PRIMARY OR SECONDARY) MEMBERSHIP WITH NABOR.**

Persons other than principals, partners or corporate officers of real estate or appraisal firms must be employed by or affiliated with a Designated REALTOR or State Certified Appraiser to be eligible for REALTOR Membership. MLS Subscribers must remain affiliated with a MLS Participant.

LA LICENSED APPRAISER TRAINEE: If you are applying as a LA Licensed Appraiser Trainee you must: (a) be working under the direct supervision of a State Certified Appraiser who currently holds membership in NABOR as a Designated REALTOR®, and (b) must be working on your LA State Certification. If affiliation with the LA Certified Appraiser under which you are granted membership ceases, your NABOR membership will be terminated until such time that you become affiliated with another Certified Appraiser who is a member of NABOR. In order to reinstate membership, a membership transfer form or written notice will be required along with payment of any dues or fees owed. Dues are nonrefundable.

MEMBER RECORD INFORMATION – PLEASE PRINT CLEARLY

REAL ESTATE COMPANY NAME: _____

Office Address: _____ City: _____ State: _____ Zip: _____

Office Phone: _____ Office Fax: _____

AGENT'S U.S. POSTAL MAILING ADDRESS (*Your preferred personal address of record*)

_____ *Street Address* _____ *City* _____ *State* _____ *Zip*

Agent's CELL Phone: _____

Agent's Preferred E-mail: _____

PLEASE PRINT THIS EMAIL ADDRESS VERY CLEARLY . ALWAYS ADVISE NABOR IF THIS ADDRESS EVER CHANGES.

Is real estate your primary business? _____ If not, please provide information on your primary business:

Name /Type of Other Business: _____ Position: _____

What type of SOCIAL MEDIA do you most often use: _____

III. LICENSE & BOARD INFORMATION:

How many months or years have you been an **active** real estate salesperson? _____

Do you hold, or have you ever held, a Real Estate License or Appraisal License in any other state?
___ Yes ___ No If yes, name state(s): _____

Has your license, in this or any other state, ever been suspended or revoked? ___ Yes ___ No

If yes, specify location, date of such action and detail the related circumstances:

Are you **currently** a member of **any** real estate board, whether or not affiliated with the National Association of REALTORS®? ___ Yes ___ No

If yes, name of that Board: _____ Location: _____

Have you **previously** held membership in NABOR or any other real estate board? ___ Yes ___ No

If yes, name each board and dates membership was held: _____

Do you have any record of:

___ Yes ___ No Code of Ethics complaints, violations, official sanctions, and/or violations of other membership requirements in any other Associations within the past three (3) years? Is so, please explain:

___ Yes ___ No Pending Ethics complains and/or hearings;

___ Yes ___ No Unsatisfied discipline, pending or past;

___ Yes ___ No Pending arbitration requests and/ or hearings;

___ Yes ___ No Unpaid arbitration awards and/or unpaid financial obligations to any other Associations?

Have you ever been what NAR refers to as a “non-member” of another board: ___ Yes ___ No

Have you ever been refused membership in any other real estate board? ___ Yes ___ No

If yes, state basis for each such refusal and detail the related circumstances:

Have you ever been convicted of a felony? ___ Yes ___ No Details of felony: _____

If yes, has this information been disclosed to the LREC? ___ Yes ___ No

IV. OTHER INFORMATION

In what area of real estate do you hope to specialize? _____

What REALTOR Designations do you currently hold? _____

Language(s) you are fluent in: _____

Highest level of education obtained: High School Some College Associate/Certificate Degree
 Bachelor Degree Master Degree or higher College Major: _____

Name of college / institution you graduated from or attended: _____

Local Emergency Contact Name _____ Phone _____

Emergency Contact – In the event of a natural disaster (hurricane), please give a contact who may know your whereabouts:

Name _____ Phone Number _____

What would you like your professional association to do for you that could help you better succeed in the real estate industry? _____

Would you be interested in serving on a committee or learning more about the local, state or national governance of your professional association/s? _____

What type of continuing education courses would you like NABOR to offer that would benefit agents? _____

IMPORTANT NOTE:

All Applicants are to read below and acknowledge by signing on the following page 6:

ARBITRATION AGREEMENT and ADHERENCE TO POLICIES: As a condition of Membership in the Northshore Area Board of REALTORS®:

A. I hereby agree for myself and the firm for which I act, to binding arbitration of disputes as defined in and provided for in the *Code of Ethics and Arbitration Manual* of the National Association of REALTORS® and/or the Louisiana REALTORS® Association, in accordance with the rules and regulations, or any client covered by the Association rules and regulations. I understand the Greater Baton Rouge Association of Realtors hears grievance and professional standards cases for the Northshore Area Board of Realtors. Agents may be responsible for filing and/or additional fees.

B. Refund Policy: I understand that my annual dues, other registrations and all event tickets/fees, etc. are nonrefundable. I understand that PAC donations are voluntary. Any NSF checks returned or credit card charges declined will be assessed a \$25 fee and/or any additional bank charges, per attempt, to collect. It is the agent’s responsibility to pay any and all other additional processing or late fees that may need to be assessed when handling problem situations.

C. Authorization to release and use information and waiver: I am familiar with the Qualification and Election Provisions and the Bylaws of NABOR. I allow verifying information in this application, including contacting any Board/Association, the Louisiana Real Estate Commission, and any current or past broker or business associates. I further authorize any Board/Association in which I have been a member/subscriber to release all membership and disciplinary records to the Northshore Area Board of REALTORS®. I further authorize NABOR to use this information in determining future disciplinary sanctions. I waive any cause of action including, but not limited to, slander, libel or defamation of character, resulting from such verification, evaluation or other processing of this application or use of the information gathered by NABOR and its agents.

D. I agree that should I cease to be a REALTOR®, I will discontinue use of the term REALTOR® in all certificates, signs, seals or any other medium and I will notify NABOR in writing of my decision to terminate my membership.

E. I understand that Orientation and Code of Ethics training, either done as live presentation or online format, is a requirement for membership that must be completed before an agent is considered in good standing.

F. I agree to settle all financial obligations in full that may be assessed involving my membership status. Failure to do so will result in your association membership considered not in good standing. MLS service may be denied and/or interrupted for all members not currently in good standing. I understand there may be late fees assessed.

G. By becoming and remaining a member, I agree to become familiar with and abide by the Bylaws, Code of Ethics and Arbitration Manual and any other rule as from time to time amended of the NATIONAL ASSOCIATION OF REALTORS®, The Louisiana REALTORS® Association and the Northshore Area Board of REALTORS®

DESIGNATED REALTOR® LICENSEE RESPONSIBILITY

It shall be the responsibility of the Designated REALTOR® (DR) to ensure that licensees and/or State Certified Appraisers newly affiliated with their firm meet all of the requirements for membership which include (1) notification to the Association; (2) completion of Application for Membership; (3) payment of appropriate dues and fees; (4) duplicate copy of real estate license, drivers license, letter of good standing, if applicable; and (5) completion of live presentation or online Orientation/Code of Ethics training or DR must submit Non-member dues for such licensees. The Designated REALTOR® will be advised and billed for this licensee as a non-member per the NABOR Bylaws. **All these requirements must be completed within thirty (30) days of date of this application or late fees may apply. Applications to GSREIN for MLS Service should be submitted immediately following completion of all NABOR membership requirements.** Should any new applicant not meet the necessary requirements within the allotted time, a processing and/or late fee may be applied, which will be retained by the Northshore Area Board of REALTORS®. **Applicants may not use the professional designation of REALTOR® until the Application is approved and all membership requirements are completed.**

Contributions or gifts to the Northshore Area Board or REALTORS®, the Louisiana REALTORS® Association, the NATIONAL ASSOCIATION OF REALTORS®, NABOR-PAC and LARPAC are not deductible as charitable contributions for Federal Income Tax purposes. However, a portion of dues may be tax deductible as ordinary and necessary business expenses. REALTORS® may participate in the PAC by including a voluntary donation at the same time dues are paid. No contributor will be favored or disfavored by reasons of the amount of his/her contribution or decision not to contribute. Failure to contribute will not affect an individual membership status in NABOR.

COMMUNICATIONS:

I authorize NABOR or other Divisions or Councils, which I may subscribe as a member to communicate information to me via phone, Fax, Mail, and/or email at the addresses and phone number provided. I also authorize NABOR to provide my contact information to NABOR Affiliate members in good standing for the purpose of informing members of their services. **It is the agent's responsibility to provide NABOR immediate written notice of any changes in their broker affiliation and/or personal contact information so your profile remains current and allows timely communication with you.**

I hereby certify that the foregoing information furnished by me is true, complete and correct. I understand that failure to provide complete and accurate information, as requested, or any misstatement of fact, shall be grounds for revocation of my membership, if granted. I pledge myself to subscribe to the Code of Ethics and to be bound by its obligations, including the duty of Membership to submit all pertinent facts to the Grievance and Professional Standards Committees of this Association in any disciplinary or Arbitration proceeding and to abide by the decisions thereof. I further pledge to abide by the Constitution, Bylaws, Policy and Procedures, and Rules and Regulations of the Local Board, the State Association and the National Association of REALTORS®.

PRINT Name of Applicant _____

Signature of Applicant _____ **Date** _____

**SCAN AND RETURN THIS COMPLETED APPLICATION VIA
EMAIL TO NABOR, OFFICE@nabors.org WITH A COPY OF
BOTH YOUR REAL ESTATE AND DRIVER LICENSES.**

**THANK YOU FOR CONSIDERING THE NORTHSHORE AREA BOARD OF REALTORS!
YOUR MEMBERSHIP IS VALUED AND APPRECIATED.**

