



REALTOR® Pak

Thank you for your interest in REALTOR® Membership with PAR. Attached are the required forms you will need to complete in order to join.

It is your responsibility to read this information in its entirety. Failure to read the information you are signing will not release you from the obligations and requirements.

Please email or fax your completed:

- REALTOR® Application Agreement
- REALTOR® Input Form
- 60 Day Code of Ethics Form
- Dues Acknowledgment Form
- Membership Charge Card Authorization Form
- ARMLS/ flexmls Web New Subscriber Form
- If not activating MLS this year –than a MLS Waiver Form is required to be included and can be obtained at www.armls.com – listed under Forms – then under MLS – then under Membership forms located at the bottom.
- and a **legible copy/photo of a government issued photo ID**

FYI: If You Are Transferring to PAR from Another Association – Contact PAR for the current Fees



Email: Receptionist@paronline.com

Fax: 602-288-0320

Failure to submit all required forms will delay processing your application.

Once we have processed your application you will receive an email from us containing your MLS log-in information, Code of Ethics information and details on how to access your PAR Member Handbook.

If you have any questions please contact the PAR Membership staff at 602-246-1012.



REALTOR® Application Agreement



In order to file application with the Phoenix Association of REALTORS®, you must read – and agree with signature at the end of this document to all of the following terms and conditions as follows:

Applicant Name (print): _____

In filing my application for REALTOR® membership in the Phoenix Association of REALTORS®, and upon being granted the rights and privileges of such membership, I hereby pledge to accept as binding on me the terms and conditions herein specified:

- I hereby agree, as a REALTOR® member of the Phoenix Association of REALTORS®, to subscribe to and abide by the Constitution, Bylaws and Code of Ethics of the National Association of REALTORS®, the Articles of Incorporation, Bylaws, rules and regulations of the Arizona Association of REALTORS®, and the Articles of Incorporation, Bylaws, rules, regulations and policy of the Phoenix Association of REALTORS®
- I further agree to abide by and adhere to any future additions, alterations, amendments, repeals or revisions of the Constitution, Code of Ethics, Articles of Incorporation, Bylaws, rules, regulations and policy of any of the aforementioned organizations which may hereafter be adopted should I continue my membership.
- I agree that my act of paying dues and assessments shall evidence my initial and continuing commitment to abide by the aforementioned Code of Ethics, Constitutions, Bylaws, rules, regulations, and policy, including the duty to arbitrate any future disputes with another member of this association, any member of the Arizona Association of REALTORS® or members of the public in accordance with the National Association of REALTORS® Code of Ethics and Arbitration Manual, all as from the time to time amended. I also agree to pay all fees, dues and assessments as from time to time established. I further understand and agree that my dues shall include such amount as established annually by the Board of Directors.
- I acknowledge that, if I subsequently resign or am expelled from membership in the Association with an ethics complaint or arbitration request pending, the Association's Board of Directors may condition re-application of membership upon 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 Board of Directors may condition re-application of membership upon my payment of the award, plus any costs that have been previously established as due and payable in relation thereto, provided that the award and such costs have not, in the interim, been otherwise satisfied.
- I understand that the use of the membership term "REALTOR®" and its logo are for sole use of members of the REALTOR® association. Upon expiration of my REALTOR® membership, for whatever reason, I will discontinue use of "REALTOR®", and its designations and logos in every way, including use on all business cards, signs, certificates, letterhead promotional materials.
- I consent and agree that any information and comment about me furnished to the Association by any member or other person or association in consideration of this application shall be privileged and not form the basis of any action by me for slander, libel or defamation of character.

Compensation Fees

- I acknowledge that neither the Phoenix Association of REALTORS® nor its Multiple Listing Service set or recommend compensation fees, rates or policies, and that compensation arrangements for the sale, purchase, leasing or management of property are established by negotiation between brokers and clients or customers.

On July 16, 1975, final judgment was issued in the class action suit of Charles T. James, et ux, plaintiff, vs. Phoenix Real Estate Board, Inc., and all other defendants. While the Phoenix Association of REALTORS® denies any allegations of the suit, it was determined to settle the suit, such settlement including agreement that the following information be read by all new applicants for membership of the Phoenix Association of REALTORS®:

“Each of the defendant Boards, whether acting unilaterally or in concert or agreement with any other person, and each of the remaining defendants when acting in concert with third persons, with respect to transactions involving residential real estate, is enjoined and restrained from:

- (A) Filing, establishing or maintaining any rates or amounts of commissions or other fees;
- (B) Urging, recommending or suggesting that any of its members adhere to any rates or amounts of commissions or other fees;
- (C) Adopting, suggesting, publishing or distributing any schedule or other recommendation concerning the rates or amounts of commissions or other fees;
- (D) Including in any instructional course or other educational material any recommended or suggested rates or amounts of commissions or other fees;
- (E) Adopting, adhering to, maintaining, enforcing or claiming any rights under any Bylaws, rule, regulation, plan or program which restricts or limits the right of any person engaged in the sale of residential real estate to agree with his/her client on any judgment;
- (F) Taking any punitive action against any person where such action is based upon that person’s failure or refusal to adhere to any schedule or other recommendations concerning rates or amounts of commissions or other fees;
- (G) Refusing to accept for multiple listing any listing for the sale of residential real estate because the rate or amount of commission set forth in such listing;
- (H) Considering in any way the commissions charged by any person duly licensed as a real estate broker in passing upon the application of such person or membership in any Board or Multiple Listing Service.”

Board Dues & Billing

- Dues are paid annually in advance. Currently, dues are from the date paid through December 31st, of the year paid. Dues and assessments for the National Association of REALTORS® (NAR) and the Arizona Association of REALTORS® (AAR) are paid through the Phoenix Association of REALTORS®. The Phoenix Association of REALTORS® reserves the right to deny dues refund requests, to assess service charges on refunds or checks/credit card charges returned for insufficient funds and to establish time limits on the period during which refunds may be granted. In all instances, if funds have been transmitted to AAR or NAR on behalf of the prospective applicant, PAR is not responsible for any refund of monies transmitted to those entities. Total amount due at the time of joining can include but is not limited to: application fees, local dues, state dues, national dues and assessments. The breakdown of all fees will be included on the Dues Receipt created when filing application. By signing below, I hereby certify that the information contained on this application is true and correct, and I agree that failure to provide complete and accurate information as requested or any misstatement of fact, may be grounds for revocation of my membership. I confirm and certify that I have read, understand and agree to the provisions of this entire application (including second page). I also agree to accept all bills and communication electronically and to keep a current valid email address on file as a condition of membership.

Policy on Commissions

Under the long established policy of the Phoenix Association of REALTORS®, the Arizona Association of REALTORS®, and the NATIONAL ASSOCIATION OF REALTORS®.

The Broker’s compensation for services rendered in respect to any listing is solely a matter of negotiation between the Broker and his or her client, and is not fixed, controlled, recommended or maintained by any persons not a party to the listing agreement;

The compensation paid by a listing Broker to a cooperating Broker in respect to any listing is established solely by the listing Broker in his offer of compensation, and is not fixed, controlled, recommended or maintained by any persons other than the listing Broker and his or her agent.

“I, (print name) _____, solemnly pledge that I will abide by the Rules and Regulations of the Multiple Listing Service and of the Phoenix Association of REALTORS®” and that I have read and agree with all the terms and conditions listed above.

Signature: _____ **Date:** _____

Office Use Only:

Member # _____ NRDS # _____ MLS ID _____

Current Status _____ MLS Thru _____ Subclass change _____

Via: In Person / Mail / Fax / Email



REALTOR® Input Form



Date: _____ Applying for: Primary Membership Secondary Membership

Name as shown on license: _____

Home Address: _____ City _____ State _____ Zip _____

Email Address (for NAR): _____

Stop Email (Select box if you do not want NAR to sell your email address to third parties.)

Home Phone: _____ Cell Phone _____ Home Fax: _____

Preferred Phone: (Home / Cell / Office) Preferred Fax : (Home / Office)

Mail Preference (for all mail): Home Office Other _____

Firm Name _____ Firm Code _____

Personal Real Estate License # or Appraisal License # _____ License Exp. Date ____/____/____

DOB: ____/____/____ Personal website: http://www. _____

Email Address (for PAR) *only completed if different than above:* _____

PAR does not sell your information to third party vendors. We use your email address to notify you of upcoming events, when dues are due, etc.

Email Address (for ARMLS) *only completed if different than above:* _____

PAR recommends that you use an email address for ARMLS that you are not concerned about receiving junk mail to – however – you must check it regularly – as this email address is the one that you will use when emailing clients from the MLS systems – as well as for MLS billing.

Do you hold any professional designations? No Yes – if yes, which ones? _____

Have you ever been a member of the Phoenix Association of REALTORS®? Yes _____ No _____

If yes – when? _____

Are you currently or have you ever been a member of any local association of REALTORS® anywhere in the US?

Yes _____ No _____ If yes – which association? _____

Have you ever been listed under a different name? Yes _____ No _____

If yes – list all previous names: _____

OFFICE USE ONLY RESRCH BY: _____ MBR PROCSD BY: _____ INPUTTED BY: _____ File By _____

Rev Date: 12/17



CODE OF ETHICS IS DUE

WITHIN 60 DAYS

OF THE DATE OF JOINING!

Your membership with the Phoenix Association of REALTORS® (PAR) requires that you complete a qualifying Code of Ethics course within the first 60 days of the date of joining, or submit a certificate for a qualifying Code of Ethics course that has a completion date that is no older than 01/01/2017 to qualify for the current Code of Ethics cycle (2017-2018) within the first 60 days of joining PAR.

By signing below, you are stating that you have read the above information, and that you will comply with the above mention membership requirement. Also by signing below, you are stating that you understand that failure to comply with the membership requirement within the time frame permitted will result in suspension of membership and all services offered through PAR.

Any membership fees paid will not be refunded as a result of failure to comply with the PAR Code of Ethics membership requirement.

Please note: This requirement may not match the current requirement you may have with any other association. This requirement is a PAR Membership requirement; however, completion of this requirement will also qualify for any other REALTOR® association Code of Ethics requirement for the 2017-2018 cycle.

Member Name (please print): _____

Member Signature: _____ **Date** ___/___/___



Dues Acknowledgement Form

For REALTORS®

DUES, FEES, BILLING CYCLE AND REQUIREMENTS for 2018

- I understand that my payment to PAR is for the current billing year toward my REALTOR® membership dues. If joining as of December 1st or later – I will be paying the remainder part of the current year and all of following year. I will be emailed directly in early December when my next year's dues are available to pay online. Dues refund requests are only permitted within 15 calendar days from the date of payment. Requests must be made in writing and acknowledge in writing by the Designated REALTOR®. All refunds are subject to a \$20 processing fee. Checks returned for insufficient funds and credit cards that receive a charge back will incur service charges and membership will be suspended or terminated. Application fees are non-refundable. Dues paid to AAR and NAR through PAR are non-refundable by PAR.
- Current Fee Schedule for PAR Board Dues at the time of signing up: ***If you were a previous REALTOR® or REALTOR®-Associate of NAR anytime in the last 2 years – or if you hold current (or recently held) REALTOR® or REALTOR®-Associate membership in any other REALTOR® Association – please contact PAR for your current dues that will be due.** Billing year for PAR Board Dues are January through December. Application fee is applicable to any new REALTOR® member or any REALTOR® member who has been inactive with a REALTOR® Association for longer than 60 days.

PAR Dues:	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
	2017	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018
App Fee *	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00
NAR	130.00	120.00	110.00	100.00	90.00	80.00	70.00	60.00	50.00	40.00	30.00	20.00	
NAR Pub	70.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	
AAR	267.50	190.00	190.00	190.00	190.00	190.00	190.00	95.00	95.00	95.00	95.00	95.00	
PAR	210.00	140.00	140.00	140.00	140.00	140.00	140.00	70.00	70.00	70.00	70.00	70.00	
Total:	702.50	510.00	500.00	490.00	480.00	470.00	460.00	285.00	275.00	265.00	255.00	245.00	TBD

- The amount payable for your ARMLS fees will need to be paid first before you may access Flexmls or any other MLS service including Supra Lockbox keys/lockboxes.
- Your Login and Password will be emailed to you once we have set up your MLS access. ARMLS billing year will begin the day you make payment. So the amount you are paying for ARMLS will take you through 1 year from date of payment. Any refund requests for these fees must be addressed directly to ARMLS.

MLS Options Available:
 MLS Pro Subscription: \$324.00
 MLS Advantage Bundle Subscription: \$504.00

- Separate fees may be charged by ARMLS for access to an electronic key or the purchase of electronic lock boxes.
- I understand that I must complete/submit a qualifying Code of Ethics class certificate within 60 days of joining.
- I understand that the Local, State and National Dues and ARMLS Fees are subject to change upon renewal each year.
- I understand that my yearly dues invoice will be sent to me electronically via email only. Paper invoices are not available.
- I understand that it is my responsibility to keep my current company and my email address up to date with PAR at all times.
- I understand that it is my responsibility to have read through the entire packet. Failure to read the information will not release me from the obligations and requirements.

Member Name (print) _____

Signature _____ Date _____

Fax your completed REALTOR® Pak to: 602-288-0320 or email it to: Receptionist@paronline.com.

Failure to submit all required paperwork will delay processing.

OFFICE USE ONLY RESRCH BY: _____ MBR PROCSB BY: _____ INPUTED BY: _____ File By _____



MEMBERSHIP CHARGE CARD AUTHORIZATION FORM For REALTORS®

Member Name: _____ Member #/MLS ID _____

PAR Board Dues (2018):

Please refer to the Dues Acknowledgement Form for a breakdown of dues. Billing year for PAR Board Dues are January through December. ***If you were a previous REALTOR® or REALTOR®-Associate of NAR anytime in the last 2 years – or if you hold current (or recently held) REALTOR® or REALTOR®-Associate membership in any other REALTOR® Association – please contact PAR for your current dues that will be due.**

Jan – Dec	Jan	Feb	Mar	Apr	May	June	Jul	Aug	Sept	Oct	Nov	Dec
App Fee	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00
Board Dues	485.00	475.00	465.00	455.00	445.00	435.00	260.00	250.00	240.00	230.00	220.00	
Total:	510.00	500.00	490.00	480.00	470.00	460.00	285.00	275.00	265.00	255.00	245.00	TBD

Card Type: (Circle One) Visa MasterCard Discover Amex Last 4 digits of Credit Card #

Phone#: _____ (Complete credit card # should be written below)

Total to be charged for PAR Board Dues: \$ _____

Signature: _____ Today's Date ____/____/____

By signing above, you authorize the Phoenix Association of REALTORS® to charge your credit card (listed below) for the amount listed above. Credit Card charges will appear on your statement as REALTOR® Association - Chicago IL.

ARMLS Fees:

If you are receiving MLS Access - the amount payable for your ARMLS fees can be made once you receive your MLS ID and Password – Information on how to pay will be emailed to you once we have set up your MLS access. ARMLS billing year is from the date you make payment. Refer to the Dues Acknowledgement Form for available options.

This portion will be shredded once processed:

Credit Card #

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(Please Print Clearly – include all digits – no space)

VIN# (from back of Visa/MC/Disc):

VIN# (from front of Amex):

Expiration Date: /

Fax your completed member Pak to: 602-288-0320 or email it to: Receptionist@paronline.com. Failure to

submit all required paperwork will delay processing. (Rev Date 12/17) ®

Date _____

Activate your ARMLS Subscription, Go to ARMLS.com/payfees

This section to be completed by Association Staff

MLS ID/Username: _____

Company/Office Name: _____

Password: _____

Office ID: _____

Subscriber Type
(check one)

Designated REALTOR[®]

REALTOR[®]

Appraiser

Affiliate with Key

Subscriber MLS Profile Information

***Required**

*First Name _____

Middle Name _____

*Last Name _____

*Email Address _____

Website (leave blank if none) _____

*Mailing Address _____

*City _____

*State _____

*Zip _____

*Primary Phone # (____) - ____ - ____

Home

Cell Phone

Office

(*Check one)

Fax # (____) - ____ - ____

Your ARMLS Subscription

The Association has assigned your MLS ID and login information as provided to you on this form. To activate your subscription, login to ARMLS.com/payfees with your MLS ID and password. You will login to our ATLAS system and will be prompted to purchase your MLS subscription. Your subscription begins the day you pay and will expire in 365 days. **Please note, there are no refunds.**

ARMLS Support Centers

You may also activate your ARMLS subscription at one of our Support Centers. Please ask your Association for the nearest location to you or go to ARMLS.com/Support. Our Support Centers will be able to assist you with lockbox/key and MLS system support.

Access to your MLS products

You may access your purchased MLS products from our ATLAS system. Go to ATLAS.ARMLS.com, login with your MLS ID and password, then select the product from the left launch panel. **Note: When accessing Flexmls for the first time, you will be prompted to change your password.**

MLS Products Included with Subscription		MLS Pro \$324 /yr	MLS Pro w/Advantage \$504 /yr
	Flexmls Our MLS runs on the Flexmls platform by FBS Data Systems out of Fargo, ND. The system has desktop, mobile and mobile web versions.	✓	✓
	Monsoon Monsoon is our tax records system using data from The Information Market (TIM). Based in Tempe, TIM has been providing data since 2005.	✓	✓
	ShowingTime ShowingTime is a showing system that makes scheduling showings easy for everyone. Based in Chicago, ShowingTime is fully integrated into Flexmls.	✓	✓
	Mobile apps and other products We will continue to offer multiple mobile options (Flexmls Pro, etc.) and our other offerings: ARMLS.com/products	✓	✓
	RapidStats RapidStats is a data-driven reporting and analytics tool created by ARMLS that helps agents and brokers understand their markets, pricing and opportunities to make decisions.		✓
	Cloud CMA With Cloud CMA you can easily create CMAs, buyer tours, property reports, and flyers. Every report is branded to you and full of big beautiful photos.		✓
	Cloud MLX Effortlessly search for listings, share information with clients and other agents, and access Cloud CMA and Cloud Streams all with Cloud MLX.		✓
	Cloud Streams Cloud Streams keeps your clients updated with auto listing alerts via email and text much faster than other portal options.		✓
	Remine Remine uses data layers to illuminate real estate opportunities with intuitive map-based visualizations and push notifications with actionable intelligence so you can prospect for new buyers and sellers.		✓