



Designated REALTOR® and New Firm Application

membership@RARealtors.com

804.422.5000

- Applicant must have an active Virginia real estate broker license. A copy of this license must be submitted with this application.
- If the Managing Broker of the office is completing this application and will serve as the Designated REALTOR® and point of contact, the Principal Broker (as reflected in DPOR's records) must sign the Participant Authorization on Page 1 of the application.
- If you are applying for Secondary Membership, you must include a Letter of Good Standing from your primary association.
- There is a firm activation fee of \$1375 or \$675 branch office activation fee, applicable to new firms or firms that have been inactive for 12 months or more in addition to individual membership dues. Individual membership dues are prorated based on the month you apply, and can be found on form RAR-100 on our website, www.RARealtors.com.
- Once your application has been processed, you will receive an emailed invoice to the email provided in this application. The invoice will contain a secure payment link for your convenience.
- If you have not held REALTOR® membership before or have not had an active REALTOR® membership within the past 12 months, you will be required to attend a New Member Orientation and Fair Housing training course within 90 days of joining.
- Submit completed applications to membership@RARealtors.com



PARTICIPANT AUTHORIZATION (If applicable)

If the broker completing this application and serving as the Designated REALTOR® of this office is not the Principal Broker, the Principal Broker's authorization is required.

I designate _____ as the
Supervising Broker and Designated REALTOR® for this office and certify that the
information contained on this application is correct.

Name (print) _____

Signature _____ Date _____

Principal Broker on record with DPOR

FIRM INFORMATION

If your firm does not have an established membership **at RAR**, please select "New Firm".
If you are setting up a new branch of an established firm, please select "Branch Office".

☐ Firm (\$1375 ACTIVATION FEE) ☐ Branch Office (\$675 ACTIVATION FEE)

Firm/ Branch Office Name _____

If Branch Office, Main Firm's Office ID _____

Firm/Branch License Number 0226- _____

Firm/Branch Office Physical Address _____

City, State and Zip _____

Firm/Branch Office Mailing Address _____

City, State and Zip _____

Phone _____ Fax _____

Firm Email _____

Firm website address _____

☐ My office is considered a *branch* office of a real estate firm established with the
National Association of REALTORS® through another REALTOR® association. Please list
the name of the real estate firm and the association through which the REALTOR
membership has been established:



MEMBERSHIP REQUESTED (check one)

☐ RAR as Primary Association (National and state dues collected through RAR)

☐ RAR as Secondary Association*

(*National and state dues collected through another REALTOR® association)

- Please include a letter of good standing from your primary association with this application
- Please include the NRDS ID and Primary Association in REALTOR HISTORY below

DESIGNATED REALTOR® APPLICANT INFORMATION

Full Name on License _____

Real Estate License Number _____ Exp. Date _____

Home Address _____

City, State and Zip _____

Preferred Phone _____ ☐ Home / ☐ Office / ☐ Cell

Cell Phone _____

Email _____

Preferred Mailing Address ☐ Home / ☐ Firm

REALTOR® HISTORY

- Are you a current member of any other REALTOR® Associations? ☐ Yes ☐ No

If **Yes**, Primary Local Association _____

if **Yes**, NRDS # _____

If yes, a letter of good standing from your local association must accompany this application.

- Are you a previous REALTOR® member of RAR or any association? ☐ Yes ☐ No

If **Yes**, NRDS # _____

- Do you hold, or have you ever held, a real estate license in another state?

☐ Yes ☐ No

If Yes, State of Licensure _____

- Have you ever had a real estate license suspended or revoked? ☐ Yes ☐ No

If yes, specify date and details _____

- Have there been any complaints/cases against you before any real estate association, state real estate regulatory agency or any other agency of government within the last three years? ☐ Yes ☐ No

If yes, please specify the substance of each complaint, the agency before which the complaint was made, and the status or resolution of such complaint _____



REALTOR® MEMBERSHIP AGREEMENTS

Affiliated agents/Non-Member licensees

Per RAR Bylaws, Article X, Section 2

(A) REALTOR® Members. The annual dues of each Designated REALTOR® Member shall be in such base amount as established from time to time by the Board of Directors, plus an additional amount to be established from time to time by the Board of Directors, times the number of real estate sales agents and licensed or certified appraisers who (1) are employed by or affiliated as independent contractors, or who are otherwise directly or indirectly licensed with such REALTOR® Member and (2) are not REALTOR® or Members of any Board in the state or a state contiguous thereto or Institute Affiliate Members of a Board. In calculating the dues payable to the Association by a Designated REALTOR® Member, non-member licensees as defined in (1) and (2) of this paragraph shall not be included in the computation of dues if the Designated REALTOR® has paid dues on said non-member licensees in another Association in the state or a state contiguous thereto, provided the Designated REALTOR® notifies the Association in writing of the identity of the Association to which dues have been remitted. Failure to report to the Association, within 10 days of affiliation, non-member licensees who are employed by or affiliated as independent contractors, or who are otherwise directly licensed with such REALTOR® firm, partnership or corporation shall subject the Designated REALTOR® to a per agent fine, in an amount as established by the Board of Directors. Designated REALTORS® will also be assessed, an amount equal to the accumulated monthly fees for the current fiscal year, that would have been due had the agent been reported on the date licensed with said firm.

Broker assessments for each Non-member Salespersons

NAR Assessment	\$156.00 per year
VAR Assessment	\$203.00 per year
RAR Assessment	\$225.00 per year

Code of Ethics Requirement

I, hereby, apply for membership in the Richmond Association of REALTORS® (RAR) as the Designated REALTOR®. I agree as a condition of membership to complete the New Member Orientation course within ninety (90) days of the approval date of this application unless I am current REALTOR member. I further understand that if I fail to attend the mandatory orientation within ninety (90) days, my membership will be terminated, at which time I will be given notice of the termination of my provisional membership and reapplication fees will apply. I have read and agree to abide by the Bylaws of the Richmond Association of REALTORS®. I understand that I will be required to complete periodic Code of Ethics training as specified in the Association's Bylaws as a condition of membership and will abide by the National Association of REALTORS® Code of Ethics, Local, State & National Association Constitution, Bylaws, Association Policies, including the obligation to submit to ethics hearings and the duty to arbitrate contractual disputes with other REALTORS®, all as from time to time amended.

Fair Housing Requirement

I, hereby, apply for membership in the Richmond Association of REALTORS® (RAR). I agree as a condition of membership to complete a Fair Housing course within ninety (90) days of the date of my REALTOR® membership application. I further understand that if I fail to attend the Fair Housing training within ninety (90) days, my membership will be terminated, at which time I will be given notice of the termination of my provisional membership. I understand that I will be required to complete periodic Fair Housing training as specified in the Association's Bylaws as a condition of membership



Membership Dues and Fees

I understand that I will be granted provisional membership upon completion of the application process and that my application is subject to review by the Board of Directors. If elected to membership I agree to pay (when due) the established fees, dues, assessments and fines in effect as long as I am a member of this Association. I understand that if I no longer wish to maintain my membership, the Association must be notified in writing. I further understand there will be no refund of dues paid should I terminate my membership in the Association. I assume full personal responsibility for all Association dues, fees, fines and assessments. I understand dues, fees and assessments are non-refundable and that failure to pay all dues, fees, fines and assessments when due may result in the loss of my REALTOR® membership as well as the membership and services for the licensees affiliated with my office.

REALTOR® Trademark

I understand that my use of the REALTOR® trademarks must comply with the National Association's trademark rules. I acknowledge that as a member of the Association, I will be licensed to use the REALTOR® trademarks to indicate such membership, and I agree to abide by the rules governing use of those trademarks. I understand that REALTOR® is a federally registered trademark of the National Association and use of this designation is subject to rules promulgated by the National Association. Upon termination of my membership in the Association for any reason, my license to use the term REALTOR® is automatically revoked and I will immediately discontinue use of the term REALTOR® and all REALTOR® trademarks.

I hereby certify that the foregoing information furnished by me is true and correct. I agree that failure to provide complete and accurate information as requested, or any misstatement of fact, shall be grounds for revocation of my REALTOR® membership. I consent and authorize RAR 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 RAR 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.

By signing below, I consent that the REALTOR® Associations (local, state, national) and their subsidiaries, if any, may contact me at the specified address, telephone numbers and email address I provide or through any other means of communication used by the Association. This consent applies to any and all changes in contact information that may be provided by me to the Association(s) in the future. I recognize that certain state and federal laws may place limits on such communication and as part of my membership, I am consenting to waive those limitations. I acknowledge that the Association's primary form of communication with its members is electronic mail (email) and I understand that it is my responsibility to notify RAR immediately of any change to my email address.

Name (print) _____

Signature _____ Date _____

Broker/ Designated REALTOR® Applicant