



## Richmond Association of REALTORS® Member Application

[membership@rarealtors.com](mailto:membership@rarealtors.com)

(P) 804.422.5000

Please submit completed applications to [membership@rarealtors.com](mailto:membership@rarealtors.com).

1. You must have an active Virginia real estate license associated with an active RAR member firm. **We cannot process your application without proof of licensure from DPOR, therefore your license status must be active on DPOR's website before we can accept your application.**
2. Please fill out all sections completely to avoid delays in your application process.
3. Please make sure your broker has signed this application.
4. Once your application has been processed, we will send you an invoice with all applicable REALTOR® membership fees to the email provided in this application. The invoice will contain a secure payment link for your convenience. Once payment is received, your membership will be considered active. See New Member Dues Summary at RAREaltors.com for a breakdown of all fees.
5. **All new REALTOR® members are required to attend our New Member Orientation Ethics class (NMO) within 90 days of their membership activation.** If you are a new REALTOR®, or have been an inactive REALTOR® for over a year, you will be registered in the next available NMO class date and that date will be provided to you in your Welcome email. If you are unable to attend that class, please contact us to register you for another class. These dates can be viewed on our calendar at RAREaltors.com.
6. **If you do not complete the NMO class within the 90-day period, your membership will be terminated.**



**APPLICANT INFORMATION**

Full Name on License \_\_\_\_\_  
DBA \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Home Address \_\_\_\_\_  
City, State and Zip \_\_\_\_\_  
Preferred Phone: \_\_\_\_\_ ☐ Home / ☐ Office / ☐ Cell  
Cell Phone: \_\_\_\_\_ Text? ☐ Yes / ☐ No  
Email Address \_\_\_\_\_  
Real Estate License # \_\_\_\_\_ Exp. Date \_\_\_\_\_  
Preferred Mailing Address: ☐ Home / ☐ Firm

**APPLICANT FIRM INFORMATION**

Firm/Branch Name \_\_\_\_\_ Firm/Branch MLS ID \_\_\_\_\_  
Supervising Broker Name \_\_\_\_\_  
Firm/Branch Address \_\_\_\_\_  
City, State and Zip \_\_\_\_\_

**PRIMARY FIELD OF BUSINESS**

Indicate your primary field of business by selecting one of the following that best describes your role as a licensee. (Pick one):

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> 100 General Sales        | <input type="checkbox"/> 200 General Commercial   | <input type="checkbox"/> 302 General Real Estate |
| <input type="checkbox"/> 120 Brokerage Management | <input type="checkbox"/> 224 Office Support Staff | <input type="checkbox"/> 411 Builder/Developer   |
| <input type="checkbox"/> 130 Property Management  | <input type="checkbox"/> 300 Auctioneer           |  |

### **REALTOR® NEW MEMBER ORIENTATION ETHICS CLASS**

REALTOR® New Member Orientation Ethics (NMO) is required for your REALTOR® membership unless you are an active REALTOR® in another association or have completed a comparable REALTOR® orientation within the past year. **You must complete the NMO class within ninety (90) days of the date of your REALTOR® membership activation or your membership will be terminated.** Once terminated, you will have to reapply for membership, which will include payment of all application fees.

### **MEMBERSHIP REQUESTED** (check one)

- ☐ RAR as Primary Association (You do not have another active REALTOR® membership at another association. As primary association, your NAR and VAR dues will be collected through RAR)
- ☐ RAR as Secondary Association (You belong to another REALTOR® association and that association collects your NAR and applicable state dues.)

Primary Association: \_\_\_\_\_

***A letter of good standing from your primary association must accompany this application.***

### **REALTOR® and LICENSE HISTORY**

- ☐ Yes / ☐ No Are you a previous REALTOR® member of RAR or any association?  
If Yes, NRDS # \_\_\_\_\_  
***A letter of good standing from your previous association must accompany this application***
- ☐ Yes / ☐ No Do you hold, or have you ever held, a real estate license in another state?  
If Yes, State of Licensure \_\_\_\_\_
- ☐ Yes / ☐ No 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?

**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.**

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- ☐ Yes / ☐ No Have you ever had a real estate license suspended or revoked?  
If yes, specify date and details:

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## **REALTOR® MEMBERSHIP AGREEMENTS**

### **Code of Ethics Requirement**

I, hereby, apply for membership in the Richmond Association of REALTORS® (RAR). I agree as a condition of membership to complete the New Member Orientation course within ninety (90) days of the date of my REALTOR® membership application. 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. 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®.

### **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 while 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 and 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.

### **Membership Status Changes**

I understand that I must notify the Association if I transfer my license from one firm comprised of REALTOR® principals to another firm comprised of REALTOR® principals within the timeframe set forth under the Association's Bylaws. I further understand that failure to do so will result in the automatic termination of my membership unless otherwise directed by the Board of Directors.

### **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.

By signing below, I consent that the Richmond Association of REALTORS® (RAR) 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 RAR in the future. I recognize that certain state and federal laws may place limits on such communication and as part of my subscription I am consenting to waive those limitations. I acknowledge that RAR's primary form of communication with its subscribers is electronic mail (email) and I understand that it is my responsibility to notify RAR immediately of any change to my email address.

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*Signature of REALTOR® Applicant*

*Date*

As Designated REALTOR® for the above referenced firm, partnership, or corporation I understand and accept responsibility for this licensee's responsibilities as well as his/her compliance with the Richmond Association of REALTORS® Bylaws and the Constitution and Bylaws State and National Associations of REALTORS®.

Name (print) \_\_\_\_\_

Signature \_\_\_\_\_

*Participating Broker/ Designated REALTOR®*

*Date*

## 2024 RAR/CVR MLS New Member Dues Summary

### Individual REALTOR® Member and CVR MLS Subscriber Joining Costs

	January	February	March*	April	May	June*
<b><u>RAR DUES</u></b>						
2024 National Assoc. of REALTORS®	\$156.00	\$143.00	\$130.00	\$117.00	\$104.00	\$91.00
2024 NAR Special Assessment	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00
2024 Virginia REALTORS®	\$191.00	\$191.00	\$191.00	\$143.25	\$143.25	\$143.25
Virginia REALTORS® New Member Fee	\$191.00	\$191.00	\$191.00	\$191.00	\$191.00	\$191.00
2024 REALTOR® Dues	\$225.00	\$206.25	\$187.50	\$168.75	\$150.00	\$131.25
REALTOR® Application Fee	\$375.00	\$375.00	\$375.00	\$375.00	\$375.00	\$375.00
REALTOR® Orientation & Ethics	\$325.00	\$325.00	\$325.00	\$325.00	\$325.00	\$325.00
RPAC (optional)	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00
<b>REALTOR® DUES SUBTOTAL</b>	<b>\$1558.00</b>	<b>\$1526.25</b>	<b>\$1494.50</b>	<b>\$1415.00</b>	<b>\$1383.25</b>	<b>\$1351.50</b>
<b><u>CVR MLS FEES (if joining)</u></b>						
CVR MLS Processing Fee	\$180.00	\$180.00	\$180.00	\$180.00	\$180.00	\$180.00
CVR MLS Subscriber Fee	\$180.00	\$120.00	\$240.00	\$180.00	\$120.00	\$240.00
<b>CVR MLS SUBTOTAL</b>	<b>\$360.00</b>	<b>\$300.00</b>	<b>\$420.00</b>	<b>\$360.00</b>	<b>\$300.00</b>	<b>\$420.00</b>
<b>TOTAL FOR RAR AND CVR MLS</b>	<b>\$1,918.00</b>	<b>\$1,826.25</b>	<b>\$1,914.50</b>	<b>\$1,775.00</b>	<b>\$1,683.25</b>	<b>\$1,771.50</b>

	July	August	September*	October	November	December*
<b><u>RAR DUES</u></b>						
2024 National Assoc. of REALTORS®	\$78.00	\$65.00	\$52.00	\$39.00	\$26.00	\$13.00
2024 NAR Special Assessment	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00
2024 Virginia REALTORS®	\$95.50	\$95.50	\$95.50	\$47.75	\$47.75	\$47.75
Virginia REALTORS® New Member Fee	\$191.00	\$191.00	\$191.00	\$191.00	\$191.00	\$191.00
2024 REALTOR® Dues	\$112.50	\$93.75	\$75.00	\$56.25	\$37.50	\$18.75
REALTOR® Application Fee	\$375.00	\$375.00	\$375.00	\$375.00	\$375.00	\$375.00
REALTOR® Orientation & Ethics	\$325.00	\$325.00	\$325.00	\$325.00	\$325.00	\$325.00
**2025 Membership Dues/Assessments			0	\$617.00	\$617.00	\$617.00
RPAC (optional)	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00
<b>REALTOR® DUES SUBTOTAL</b>	<b>\$1272.00</b>	<b>\$1240.25</b>	<b>\$1208.50</b>	<b>\$1746.00</b>	<b>\$1714.25</b>	<b>\$1682.50</b>
<b><u>CVR MLS FEES (if joining)</u></b>						
CVR MLS Processing Fee	\$180.00	\$180.00	\$180.00	\$180.00	\$180.00	\$180.00
CVR MLS Subscriber Fee	\$180.00	\$120.00	\$240.00	\$180.00	\$120.00	\$240.00
<b>CVR MLS SUBTOTAL</b>	<b>\$360.00</b>	<b>\$300.00</b>	<b>\$420.00</b>	<b>\$360.00</b>	<b>\$300.00</b>	<b>\$420.00</b>
<b>TOTAL FOR RAR AND CVR MLS</b>	<b>\$1,632.00</b>	<b>\$1,540.25</b>	<b>\$1,628.50</b>	<b>\$2,106.00</b>	<b>\$2,014.25</b>	<b>\$2,102.50</b>

\*Includes prorated month's fee plus next quarter's fees of \$180.

\*\*Special Note: Membership dues after 10/1/2024 will include annual membership dues for 2024.

### Recurring Fees and Dues

Description	Amount	Date Billed	Due By
1 <sup>st</sup> Quarter MLS	\$180	December 2	December 31
2 <sup>nd</sup> Quarter MLS	\$180	March 1	April 1
3 <sup>rd</sup> Quarter MLS	\$180	June 1	July 1
4 <sup>th</sup> Quarter MLS	\$180	September 1	October 1
2024 REALTOR® Dues	\$617*subject to change	October 1	January 2nd