



EAST TENNESSEE  
REALTORS®

## East Tennessee REALTORS® Membership Application

This packet contains the application forms for a REALTOR® membership with the East Tennessee Realtors®. The enclosed materials review the services, benefits, and responsibilities of your association membership.

To join the Association, please complete the application form. Once the form has been completed, you may e-mail your application to Membership Director Teresa Tillery, [teresa@etnrealtors.com](mailto:teresa@etnrealtors.com).

### **New members are required to complete the following within 30 days**

- Complete the National Association of Realtors (NAR) online ethics courses for new members
- Complete and pass the online Multiple Listing Service exam
- Complete NAR's New Member Orientation

Links for the Ethics, MLS, and NAR New Member Orientation will be sent via email when application is made. Once the online Ethics, MLS exam, and New Member Orientation are completed and passed, you will receive an email with your MLS access and eKey issuance.

**NOTE:** *Reciprocal members only need to complete the MLS exam to obtain MLS access.*

# East Tennessee REALTORS® Membership Application

Upon joining the Association, you also become a member of the Tennessee REALTORS® and the National Association of REALTORS®. If you have any questions regarding this membership packet or the process of joining, contact our Membership Department at (865) 584-8647 ext. 1. Once you have completed the REALTOR® application, please submit the application and appropriate fees to East Tennessee REALTORS by e-mail (teresa@etnrealtors.com).

Name as shown on license: \_\_\_\_\_

Preferred name: \_\_\_\_\_ Real Estate or Appraiser License Number: \_\_\_\_\_  
Must be on license

Type of Membership  REALTOR®  REALTOR® Appraiser  Reciprocal MLS

Primary Field of Business  Residential  Commercial

Residence Address: \_\_\_\_\_  
(Street) (City, State and Zip)

Name of Firm: \_\_\_\_\_

Firm Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

Please check preferred #  Home: \_\_\_\_\_  Cell: \_\_\_\_\_  Office: \_\_\_\_\_

Email Address: \_\_\_\_\_ Web Address: \_\_\_\_\_

Date First Licensed in TN: \_\_\_\_\_ Date license was placed with current firm: \_\_\_\_\_

Please list all REALTOR® boards/associations you currently or have ever belonged to: \_\_\_\_\_  
\_\_\_\_\_

If you are now or have ever been a REALTOR®, indicate your NAR membership (NRDS) #: \_\_\_\_\_

Has any money been paid to another Association for the current year's dues?  Yes  No  
*(If yes, please call the association for pricing.)*

If you speak another language and consent to having your name on our bilingual agent roster, please list the languages you speak: \_\_\_\_\_

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Principal Broker's Signature Date

<b>ASSOCIATION USE ONLY</b>
Application Fee: _____
MLS Participation Fee: _____
Association: _____
TAR: _____
NAR: _____
EC: _____

# East Tennessee REALTORS® Membership Application

## General Terms & Conditions of Membership

**Bylaws, policies and rules:** I agree to abide by the bylaws, policies and rules of East Tennessee REALTORS®, the bylaws, policies and rules of the Tennessee REALTORS®, and the constitution, bylaws, policies and rules of the National Association of REALTORS®, all as may from time to time be amended.

**Use of the term REALTOR®:** I understand that the professional designation REALTOR® is a federally registered trademark of the National Association of REALTORS® (“NAR”) and use of this designation is subject to NAR rules and regulations. I agree that I cannot use this professional designation until this application is approved, all my membership requirements are completed, and I am notified of membership approval in one of the designations. I further 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.

**Permission to communicate:** By signing this application, I expressly authorize the Boards/Associations I have applied to, including the local, or their subsidiaries or representatives, to fax, email, telephone, text or send by U.S. mail to me, at the fax numbers, email addresses, telephone numbers and postal addresses herein, material advertising the availability of or quality of any property, goods or services offered, endorsed or promoted by the Boards/Associations.

**I certify that I have read and agree to the terms and conditions of this application and that all information given in this application is true and correct.**

---

Signature of Applicant

---

Date of Signature

## I Understand and Agree to the Following

(initial) I agree that I will complete mandatory New Member Orientation within 30 days from the date my East Tennessee REALTORS® application was processed.

(initial) I acknowledge that all DUES and FEES are NON-REFUNDABLE. Suspension or termination of my membership does not entitle me to a refund.

(initial) I agree to keep my MLS password confidential. I will not post, share, disseminate or record the password in any way.

(initial) I agree to accept responsibility for any action I take under my password.

# East Tennessee REALTORS® Membership Application

## Annual Dues

Payment of Application Fee and Annual dues is required when the application is submitted. The Total Column represents the amount due the time the application is turned in, and the columns to the right (local, state, national, application fee, & MLS) show the breakdown of the total cost.

Application Fee is \$400 for primary members with MLS Access, Application fee is \$200 for reciprocal (MLS only).

<b>New Member Orientation</b>	<b>TOTAL</b>	<b>Local</b>	<b>State</b>	<b>National</b>	<b>Application Fee</b>	<b>MLS</b>
Jan.	<b>\$1,069.00</b>	\$180.00	\$120.00	\$201.00	\$400.00	\$168.00
Feb.	<b>\$1,004.25</b>	\$165.00	\$111.25	\$188.00	\$400.00	\$140.00
March	<b>\$939.50</b>	\$150.00	\$102.50	\$175.00	\$400.00	\$112.00
April	<b>\$1,210.75</b>	\$135.00	\$93.75	\$162.00	\$400.00	<del>\$420.00</del>
May	<b>\$1,146.00</b>	\$120.00	\$85.00	\$149.00	\$400.00	\$392.00
June	<b>\$1,081.25</b>	\$105.00	\$76.25	\$136.00	\$400.00	\$364.00
July	<b>\$1,016.50</b>	\$90.00	\$67.50	\$123.00	\$400.00	\$336.00
Aug.	<b>\$951.75</b>	\$75.00	\$58.75	\$110.00	\$400.00	\$308.00
Sept.	<b>\$887.00</b>	\$60.00	\$50.00	\$97.00	\$400.00	\$280.00
Oct.	<b>\$1,323.25</b>	\$45.00	\$41.25	\$84.00	\$400.00	\$252.00
Nov.	<b>\$1,258.50</b>	\$30.00	\$32.50	\$71.00	\$400.00	\$224.00
Dec.	<b>\$1,193.75</b>	\$15.00	\$23.75	\$58.00	\$400.00	\$196.00

The initial cost to join the Association is prorated based on the month of the join date. After you have established your East Tennessee REALTORS membership and paid the initial cost to join, agents will be billed for the reoccurring annual fees and dues. Invoices are issued approximately three months prior to the billing due date. Annual membership dues are \$501, due every December 31. Annual MLS fees are \$336, due every June 30.

Commercial MLS fees are \$456 per year, and due every June 30 (prorated at the time of joining).

**NOTE:** Annual dues & fees are subject to change

### Credit Card Authorization

Date: \_\_\_\_\_ Member Name: \_\_\_\_\_ License #: \_\_\_\_\_

Type of Card:  Visa       MasterCard       Discover       Amex

Credit Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ CVV: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# East Tennessee REALTORS® Membership Application

## Master Key Custody Agreement

IT IS HEREBY AGREED by and between EAST TENNESSEE REALTORS® MULTIPLE LISTING SERVICE, hereinafter referred to as the "Multiple;" and \_\_\_\_\_ hereinafter referred to as the "Holder."

1. KEY RECEIPT. The Holder hereby acknowledges receipt of master key Serial No. \_\_\_\_\_ (hereinafter referred to as the "key") from the Multiple.
2. CHANGE OF LICENSE. The Holder agrees that in the event of release or transfer of his license or suspension or revocation of his license, Holder will immediately notify the Multiple. In the event of transfer of license to another member firm, Holder agrees to submit immediately to the Multiple an Addendum to this agreement signed by the releasing Principal Broker and the new Principal Broker.
3. NO LOAN OF KEY. The Holder agrees not to loan the key to any person whomsoever, for any period of time no matter how short. The foregoing includes loan to appraisers, mortgage and utility company employees, builders, other *brokers* and *salesmen*, purchasers, sellers, and anyone else.
4. FINE & DAMAGES. In the event of violation of any provision whatsoever of this Agreement, the Holder agrees to immediately pay to the Multiple a fine of up to \$15,000.00 as then provided in the Multiple's rules. In addition to said fine, it is understood and agreed that should said key get into unauthorized hands, the security of all of the Multiple's key boxes could be destroyed & be of no future value to the Multiple. Therefore, the Holder agrees that should the Multiple, in the sole discretion of its Board of Directors, determine that such is the case, the Holder will immediately reimburse the Multiple for the total cost of all expenses incurred in connection with replacement of all its key boxes & master keys. Further, in the event that it shall be necessary for the Multiple to commence any legal proceedings against the Holder or any other person to enforce this Agreement, Holder agrees to pay all cost incurred by the Multiple in connection therewith, together with a reasonable attorney's fee for the Multiple.
5. FUTURE CHANGES. The parties hereto agree that the Multiple may, from time to time as it sees fit, amend, modify, and add to the provisions of this Agreement; and the Holder agrees that all such amendments, modifications, and additions shall become a part of the Agreement in like manner as if they had originally appeared herein, upon their passage by the Board of Directors of the Knoxville Area Association of Realtors and their publication in the Multiple's bulletin.
6. LOCK BOX RULES. Holder agrees to adhere to all the Multiple Lockbox Rules as set forth in the MLS Rules and Regulations.
7. I, the Designated REALTOR® or Broker of record for the above-mentioned Holder, do hereby co-sign and agree that if said Holders license is released from my firm, transferred to a non-member or placed in retirement, I will notify the Multiple. If Holders license is transferred to another member firm, I will immediately inform the Multiple by Addendum. I further understand that any violation of this agreement by the Holder constitutes me to the same fine and damages as stated above.

\_\_\_\_\_  
Principal Broker

\_\_\_\_\_  
Date

\_\_\_\_\_  
Key Holder

\_\_\_\_\_  
Multiple's Manager  
East Tennessee REALTORS