

Thank you for inquiring about participating in Nevada County Association of REALTORS® Multiple Listing Service (MLS). Outlined on this cover sheet are our application procedures.

The following items **MUST BE RECEIVED** in order to process your application request:

- Application(s): Must be fully completed and signed by your broker or the indicated person responsible for your office in order to be processed.
- California BRE License: Please furnish a valid copy of your BRE salesperson or your BREA license. You must be listed on the BRE website [www.BRE.ca.gov](http://www.BRE.ca.gov) or on the BREA website, [www.BREA.ca.gov](http://www.BREA.ca.gov) to be eligible for membership in either Nevada County Association of REALTORS® or the MLS.
- California Department of Real Estate Salesperson Change Form: If your license does not show an affiliation with your current broker/office, you must submit a copy of your BRE form RE214.
- Picture ID: A copy of your picture ID (driver's license, passport, etc.).
- Please allow 24 hours for Application processing. Applications received after 4:00 pm, will be processed on the next business day.
- Full payment - we accept cash, personal checks Visa or MasterCard.

You may fax, hand-carry or mail your application package to NCAOR Office.

**Please contact NCAOR to expedite your application request**

REALTOR® members must attend an NCAOR Orientation within 90 days and complete the NAR Code of Ethics or membership will be placed on suspended status with CAR and NAR. To complete the NAR Code of Ethics, register at [www.realtor.org](http://www.realtor.org); please click on education, then on Code of Ethics Training. When registering at [www.realtor.org](http://www.realtor.org), you will need your 9 digit NRDS ID

Please remember to register at California Association of REALTORS® - website, [CAR.org](http://CAR.org), and the National Association of REALTORS® - website [Realtor.org](http://Realtor.org), and get yourself acquainted with your member benefits.

**Lockbox Key Service Request Form**

Please indicate from one of the three key choices below, your choice of key for Supra lockbox access.

- 1)  I will lease an ActiveKey from NCAOR  
**Would you like to purchase annual insurance for your key for \$29.00**  Yes  No  
*(If your key is lost, the replacement cost is 249.00. If you have insurance, it is free to replace the key)*
- 2)  I wish to use my Smart phone as a lockbox key What 4-number PIN would you like \_\_\_\_\_  
*(\*Option 1&2 requires \$50.00 activation fee and a semi-annual access fee which will be prorated at time of access.)*
- 3)  I will co-operate my key from the \_\_\_\_\_ MLS (Nor Cal MLS's only)  
(MLS Name)  
 The Key Serial Number is: \_\_\_\_\_ the PIN# \_\_\_\_\_ (Four Digits)

**Nevada County Association of REALTORS**

336 Crown Point Circle  
 Grass Valley, CA 95945  
 Phone: (530) 272-2627  
 Fax: (530) 272-2646



<b>MLS Access</b>	Choose your Agent ID: _____ <small>(Up to Twelve (12) characters and/or numbers)</small> Choose your Password: _____ <small>(Up to Nine (9) characters and/or numbers)</small>	<b>I APPLY FOR THE FOLLOWING STATUS MEMBERSHIP</b> <input type="checkbox"/> REALTOR® (with MLS Access) <input type="checkbox"/> REALTOR® Only (no MLS Access) <input type="checkbox"/> Designated REALTOR® or Broker (with MLS Access) <input type="checkbox"/> Designated REALTOR® or Broker (no MLS Access)
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**FOR NCAOR STAFF USE ONLY**

Member No: \_\_\_\_\_ Office No: \_\_\_\_\_ NRDS No: \_\_\_\_\_

<b>Applicant Information</b>	First Name _____ Middle Initial _____ Last Name _____ <small>(as it appears on your license)</small> Nickname _____ <small>(as it appears on the Roster)</small> Home Address _____ City _____ State _____ Zip Code (+ Four) _____ - _____
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<b>Firm/Office Information</b>	Firm Name _____ <small>(as it appears with DRE)</small> Street Address _____ City _____ State _____ Zip Code (+ Four) _____ - _____ Mailing Address _____ <small>(if different from above)</small> City _____ State _____ Zip Code (+ Four) _____ - _____ Office Phone _____ - _____ - _____ Office Fax _____ - _____ - _____
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<b>Applicant Contact Information</b>	<p style="text-align: center;"><b>Preferred Mailing Address</b>      <input type="checkbox"/> Home    <input type="checkbox"/> Office</p> Office Phone _____ - _____ - _____ Extension _____ Home Phone _____ - _____ - _____ Personal Fax _____ - _____ - _____ <p style="text-align: center;"><b>I would like the following telephone number(s) to appear on my listings:</b></p> Primary Phone _____ - _____ - _____ Secondary Phone _____ - _____ - _____ <p style="text-align: center;"><b>Preferred Fax Number</b>      <input type="checkbox"/> Office    <input type="checkbox"/> Personal</p> Email Address: _____ Website: _____ Placement of agent information on agent roster: Cell Number <input type="checkbox"/> Yes <input type="checkbox"/> No      Website <input type="checkbox"/> Yes <input type="checkbox"/> No Direct Number <input type="checkbox"/> Yes <input type="checkbox"/> No      Email Address <input type="checkbox"/> Yes <input type="checkbox"/> No
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<b>Required for Identification Purposes</b>	Date of Birth _____ / _____ / _____      SSN _____ - _____ - _____ Driver's License Number _____ Mother's Maiden Name _____ Place of Birth _____
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<b>License Information</b>	BRE License Number _____ BRE License Expiration _____ / _____ / _____ BRE Appraiser License Number _____ BRE License Expiration _____ / _____ / _____ List all other DBA's: _____
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**Designated  
REALTOR  
Applicants  
Only**

Persons other than principals, partners, corporate officers or branch office managers of real estate or appraisal firms must remain employed by or affiliated with a Designated REALTORS® to be eligible for REALTORS® or REALTOR-ASSOCIATE® membership. Persons other than principals, partners, corporate officers or branch office managers of real estate or appraisal firms who hold a valid California real estate license must remain employed by or affiliated with a MLS Broker Participant or MLS Appraiser Participant of the MLS in order to join as a MLS Subscriber.

If applicable, please complete below:

Name of Designated REALTOR®: \_\_\_\_\_

Designated REALTORS® DRE or OREA License #: \_\_\_\_\_

**DESIGNATED REALTORS® APPLICANTS ONLY.**

Designated REALTOR® applicants must provide the Board/Association a list of licensees employed by or affiliated with them and must also regularly update the Board/Association on any changes, additions, or deletions from the list. On a separate sheet or form, please list all licensees under your license, including their name, the type of license, and their DRE or OREA License #.

**Applicant  
Information  
continued**

I am a:  Broker  Corporate  Certified General Appraiser  Appraiser in Training  
(select one)  Sales Person  Licensed Appraiser  Certified Residential Appraiser

And I am:  a Broker Participant  
(select one)  an Appraiser Participant  
 a sole proprietor  
 a general partner  
 a corporate officer  
 a Branch Office Manager  
 an employee or an independent contractor affiliated with a Broker/Participant

If I selected sole proprietor, general partner or corporate officer, then I understand that I must answer the following questions

1a. Are you or your firm subject to pending bankruptcy proceedings?  Yes  No

1b. Have you or your firm been adjudged bankrupt in the last 3 years?  Yes  No

*(If you answered yes to (1a) or (1b), you may be required to make cash payments for membership dues and MLS fees.)*

2. Have you been adjudged bankrupt within the last 3 years?  Yes  No

3. Have any official sanctions by a court or other lawful authority been imposed upon you within the past 3 years for

Civil Rights Laws  Yes, I certify  No

Real Estate Licensing Laws  Yes, I certify  No

Criminal convictions where (1) the crime was punishable by death or imprisonment in excess of one year under the under which you were convicted and (2) no more than ten (10) years have elapsed since the date of the conviction or your release from the confinement imposed for that conviction, whichever is the later date.  Yes, I certify  No

If you cannot certify any of the above, please attach addition sheets with the relevant details about the violations(s), including the date(s), Type of violation(s), and a copy of the discipline, if any.

**Applicant  
Information  
continued**

Professional Designations:     GRI     CRS     Other(s) \_\_\_\_\_  
(Please Specify)

Primary Specialty:                     Residential Brokerage                     Commercial/Industrial Brokerage  
 Farm & Land Brokerage                     Building & Development  
 Property Management                     Appraising  
 Mortgage Financing                     Other(s) \_\_\_\_\_  
(Please Specify)

I am also a member of the following MLS(s): \_\_\_\_\_

I have belonged to the following MLS(s): \_\_\_\_\_

- (select one):     I have not been disciplined by one of the above MLS's  
 I have been disciplined by one of the the above MLS(s), and I have attached copies of the discipline
- (select one):     I have not been disciplined by the DRE or OREA  
 I have been disciplined by the DRE or OREA, and I have attached copies of the discipline

By signing this application, I understand and agree to abide by the MLS Rules, as from time-to-time amended, including but not limited to the following:

1. Bylaws, policies and rules. I agree to abide by the bylaws, policies and rules of the Board/Association, the bylaws, policies and rules of the California Association of REALTORS®, and the constitution, bylaws, policies and rules of the National Association of REALTORS®, all as may from time to time be amended.
2. Use of the term REALTORS® OR REALTOR-ASSOCIATE®. I understand that the professional designations REALTORS® and REALTOR-ASSOCIATE® are federally registered trademarks of the National Association of REALTORS® ("N.A.R.") and use of these designations are subject to N.A.R. rules and regulation. I agree that I cannot use these professional designations until this application is approved, all my membership requirements are completed, and I am notified of membership approval in one of these designations. I further agree that should I cease to be a REALTORS® or REALTOR-ASSOCIATE®, I will discontinue use of the term REALTORS® or REALTOR-ASSOCIATE® in all certificates, signs, seals or any other medium.
3. Orientation. I understand that if the Board/Association or the MLS requires orientation, I must attend such orientation prior to becoming a member of the Board/Association or MLS.
4. No refund. I understand that my Board/Association membership dues and MLS fees are non-refundable. In the event I fail to maintain eligibility for membership or for MLS Services for any reason, I understand I will not be entitled to a refund of my dues or fees.
5. Authorization to release and use information; waiver. I authorize the Board/Association or its representatives to verify any information provided by me in this application by any method including contacting the California Department of Real Estate., my current or past responsible broker or designated REALTORS®, or any Board/Association or MLS where I held, or continue to hold, any type of membership. I further authorize any Board/Association or MLS where I held, continue to hold, any type of membership to release all my membership or disciplinary records to this Board/Association, including information regarding (i) all final findings of Code of Ethics violations or other membership duties within the past three (3) years; (ii) pending ethics complaints (or hearings); (iii) unsatisfied discipline pending; (iv) pending arbitration requests (or hearings); and (v) unpaid arbitration awards or unpaid financial obligations. I understand that any information gathered under this authorization may be used in evaluating my application for membership and future disciplinary sanctions. I waive any legal claim or cause of action against the Board/Association, its agents, employees or members including, but not limited to, slander, libel or defamation of character, that may arise from any action taken to verify, evaluate or process this application or other use of the information authorized and released hereunder

**Applicant  
Information  
continued**

6. By signing below, I expressly authorize the Board/Association, including the local, state and national, or their subsidiaries or representatives to fax, e-mail, telephone or send by U.S. mail to me, at the fax numbers, e-mail, telephones and addresses above, material advertising the availability of or quality of any property, goods or services offered, endorsed or promoted by the Board/Association.
7. Additional terms and conditions for MLS Subscribership. I understand and agree that by becoming and remaining a broker participant or subscriber to the MLS, I agree to abide by the MLS rules, as from time to time amended, including but not limited to the following:
  - A. I agree not to use the MLS data for any purpose other than to market property or support market valuations or appraisals as specifically set forth in the rules.
  - B. I agree not to reproduce any portion of the active listings except as provided in the MLS rules.
  - C. I agree not to download MLS data except as provided in the MLS rules.
  - D. I agree not to allow anyone other than authorized participants, their subscribers and the clerical users as defined in the MLS rules to access any computer receiving MLS information. I agree not to transmit the information to any participants, subscribers and clerical users not authorized to access the system by the rules. I agree not to use the MLS to create another product except as may be used by the participant who downloaded the data in compliance with the MLS rules
  - E. I agree I will not give or sell my password to any person or make it available to any person. I further understand that the California Penal Code and the United States Code prohibits unauthorized access to computer data bases. I agree not to allow such unauthorized access by use of either any of my equipment or pass codes.
  - F. I understand that clerical users may be authorized to have limited access to the MLS for clerical support only. I understand that clerical users are not allowed to use the information in any way other than to provide such information to me. Persons performing any activities that require a real estate license are not eligible for this clerical users classification. I further understand that any violation by a clerical user employed by me, under contract with me or used by me is my responsibility and can result in discipline and ultimate termination of MLS services.
  - G. I will not lend or make available my lockbox key to any person, even if an authorized MLS user. I further understand that the Board can incur costs in securing the system if I fail to take adequate measures to protect my key and lockbox and that I may be held responsible for these costs. Failure to adhere to key and lockbox requirements could undermine the security of homeowners.
  - H. I understand and agree that the above statements are in addition to the MLS rules, to which I have also agreed. Violation of any MLS rule may result in discipline, fine and ultimate termination of the service. In addition to that, my actions may cause damage to Board/Association which owns the MLS and the Board may pursue its legal remedies against me to recover such damages.
8. I understand that I will be assigned a unique user name ("Agent ID") by Nevada County Association of REALTORS®. I understand that if I permit another person to use my Agent ID for access to the MLS computer system without authorization from Nevada County Association of REALTORS®, I will be subject to a fine and/or other disciplinary action up to and including termination of MLS services. I understand that unauthorized access to and/or use of computers, computer systems or computer data, including misuse of my Agent ID, is a crime under California penal code section 502.
9. I understand that all access to the system furnished or permitted under these MLS Rules are furnished without warranty of any kind, either express or implied, and all such warranties, including without limitation the implied warranties of merchantability and fitness for a particular purpose, are hereby disclaimed.

I further understand that Nevada County Association of REALTORS® will not be responsible for the interruption of, interference with, lessening of or suspension of any of the services or access to the system or to information to be provided hereunder if caused by strikes, earthquakes, lockouts, riots, epidemics, war, government regulation, fire, flood, natural disasters, Acts of God or material shortages, failures, malfunctions or inadequacies of equipment not provided by Nevada County Association of REALTORS®, or any other cause not under the control of Nevada County Association of REALTORS, or for material shortages, failures, malfunctions or inadequacies of equipment or software provided by Nevada County Association of REALTORS® or any other party during any transition or upgrade from one computer system to another computer system or any computer system upgrade.

<b>Applicant Information continued</b>	<p>I agree that in no event will Nevada County Association of REALTORS® be liable to Participants, Subscribers and/or Clerical Users or to any other person for any indirect, special, or consequential damages, including without limitation, any loss of profits or loss of revenues arising out of or in connection with the use or performance of the system operation or other services furnished by Nevada County Association of REALTORS®.</p> <p>10. I will not lend nor make available my Key to any person, even if said person is a Participant or Subscriber or a registered Clerical User; and I fully understand my obligations as a Keyholder in the Keybox System.</p> <p>I understand that if I am an Appraiser Participant or Appraiser Subscriber applicant that I am not eligible to purchase a Keybox; place a Keybox on any property; or use a key to enter a property without the express permission of the owner or listing agent.</p> <p>11. REALTORS®, REALTOR-ASSOCIATE®; Arbitration Agreement. A condition of membership in the Board/Association as a REALTORS® OR REALTOR-ASSOCIATE® and participant in the MLS is that you agree to binding arbitration of disputes. As a REALTOR® (including Designated REALTOR®) or REALTOR-ASSOCIATE® member, you agree for yourself and the corporation or firm for which you act as a partner, officer, principal or branch office manager to binding arbitration of disputes with (i) other REALTORS® OR REALTOR-ASSOCIATE® members of this Board/Association; (ii) with any member of the California or National Association of REALTORS®; and (iii) any client provided the client agrees to binding arbitration at the Board/Association. As a MLS Broker or Appraiser Participant or MLS Subscriber, you agree for yourself and the corporation or firm for which you act as a partner, officer, principal or branch office manager to binding arbitration of disputes with (i) other MLS participants and subscribers; or (ii) any other MLS Broker or Appraiser Participant or MLS Subscriber of another Board/Association MLS which shares a common database with this Board/Association MLS through a Regional or Reciprocal Agreement. Any arbitration under this agreement shall be conducted using the Board/Association facilities and in accordance with the Board/Association rules and procedures for arbitration.</p>
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<b>I understand that by checking this box, I have read and understood the following:</b>	<p>I understand that it is my responsibility to pay my Nevada County Association of REALTORS® fees by the given date.</p> <p>If my Nevada County Association of REALTORS® payment is not received by the due date, my services are subject to suspension and may later result in termination.</p> <p>I understand that it is my responsibility to notify Nevada County Association of REALTORS® if any information on this application changes.</p> <p>I understand that once my services are terminated with Nevada County Association of REALTORS® I must go through the application process to reapply and that am subject to Application fees.</p>
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<b>I declare under penalty of perjury that the information given in this application is true and correct.</b>		
Executed at _____, CA		
_____	_____	____/____/____
<b>Applicants Printed Name (Agent/Appraiser/Broker Subscriber)</b>	<b>Subscriber's Signature</b>	<b>Date</b>
_____	_____	____/____/____
<b>Participant's Printed Name (Designated Broker/Appraiser)</b>	<b>Participant's Signature</b>	<b>Date</b>

FOR NCAOR STAFF USE ONLY		
<input type="checkbox"/> IMS/MAGIC	<input type="checkbox"/> Password	<input type="checkbox"/> Supra
<input type="checkbox"/> Charges	<input type="checkbox"/> Invoice	

FOR NCAOR STAFF USE ONLY		
NCAOR Staff Verification: _____	Fees Collected:	
Input Date: _____	<b>NCAOR App Fee</b>	<b>\$100.00</b>
	<b>NCAOR Dues</b>	_____
	<b>CAR App Fee</b>	<b>\$30.00</b>
	<b>CAR Dues</b>	_____
	<b>NAR Dues</b>	_____
	<b>Total</b>	_____

