

Thank you for inquiring about participating in Nevada County Association of REALTORS®. 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.

**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) _____ - _____

<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 _____ - _____ - _____	

<b>Applicant Contact Information</b>	<b>Preferred Mailing Address</b> <input type="checkbox"/> Home <input type="checkbox"/> Office
	Office Phone _____ - _____ - _____ Extension _____
	Home Phone _____ - _____ - _____ Personal Fax _____ - _____ - _____
	<b>I would like the following telephone number(s) to appear on my listings:</b>
	Primary Phone _____ - _____ - _____ Secondary Phone _____ - _____ - _____
	<b>Preferred Fax Number</b> <input type="checkbox"/> Office <input type="checkbox"/> Personal
	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	

<b>Required for Identification Purposes</b>	Date of Birth _____ / _____ / _____ SSN _____ - _____ - _____
	Driver's License Number _____
	Mother's Maiden Name _____
	Place of Birth _____

<b>License Information</b>	BRE License Number _____ BRE License Expiration _____ / _____ / _____
	BREA Appraiser License Number _____ BREA License Expiration _____ / _____ / _____
	List all other DBA's: _____

**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.

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 violation(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)

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

1. Bylaws, policies and procedure. I agree to abide by the Bylaws, policies and procedures of the Board/Association, 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 REALTOR® I understand that the professional designation REALTOR® is 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 regulations. 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 REALTOR® I will discontinue use of the term REALTOR® in all certificates, signs, seals or any other medium.
3. Orientation. I understand that if the Board/Association requires orientation, I must attend such orientation prior to becoming a member of the Board/Association.
4. No refund. I understand that my Board/Association membership dues are non-refundable. In the event I fail to maintain eligibility for membership 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 where I held, or continue to hold, any type of membership. I further authorize any Board/Association 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.

<b>Applicant Information continued</b>	<p>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.</p> <p>7. 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>8. REALTOR® Arbitration Agreement. A condition of membership in the Board/Association as a REALTORS® is that you agree to binding arbitration of disputes. As a REALTOR® (including Designated REALTOR) 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 REALTOR® 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. 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>  <input type="checkbox"/>	<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</b> (Agent/Appraiser/Broker Subscriber)	_____ <b>Subscriber's Signature</b>	_____/_____/_____ <b>Date</b>
_____ <b>Participant's Printed Name</b> (Designated Broker/Appraiser)	_____ <b>Participant's Signature</b>	_____/_____/_____ <b>Date</b>

FOR NCAOR STAFF USE ONLY															
NCAOR Staff Verification: _____ Input Date: _____	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Fees Collected:</td> <td></td> </tr> <tr> <td style="padding: 2px;"><b>NCAOR App Fee</b></td> <td style="text-align: right; padding: 2px;"><b>\$100.00</b></td> </tr> <tr> <td style="padding: 2px;"><b>NCAOR Dues</b></td> <td style="border-bottom: 1px solid black; padding: 2px;"></td> </tr> <tr> <td style="padding: 2px;"><b>CAR App Fee</b></td> <td style="text-align: right; padding: 2px;"><b>\$100.00</b></td> </tr> <tr> <td style="padding: 2px;"><b>CAR Dues</b></td> <td style="border-bottom: 1px solid black; padding: 2px;"></td> </tr> <tr> <td style="padding: 2px;"><b>NAR Dues</b></td> <td style="border-bottom: 1px solid black; padding: 2px;"></td> </tr> <tr> <td style="padding: 2px;"><b>Total</b></td> <td style="border-bottom: 1px solid black; padding: 2px;"></td> </tr> </table>	Fees Collected:		<b>NCAOR App Fee</b>	<b>\$100.00</b>	<b>NCAOR Dues</b>		<b>CAR App Fee</b>	<b>\$100.00</b>	<b>CAR Dues</b>		<b>NAR Dues</b>		<b>Total</b>	
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