



# SECONDARY REALTOR® APPLICATION

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 DRE salesperson or your BRE license. You must be listed on the DRE website [www.DRE.ca.gov](http://www.DRE.ca.gov) or on the BRE website, [www.BREA.ca.gov](http://www.BREA.ca.gov) to be eligible for membership in either Nevada County Association of REALTORS® or the MetroList 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 DRE form RE214.
- ☐ **Picture ID:** A copy of your picture ID (driver's license, passport, etc.).
- ☐ **Letter of Good Standing** from your primary Association.
- ☐ **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 hand-carry, email, or mail your application package to the NCAR Office.

Please contact NCAR to expedite your application request.

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.

336 Crown Point Circle, Grass Valley, CA 95945

Phone: (530) 272-2627 Email: [membership@nevadacountyaoor.com](mailto:membership@nevadacountyaoor.com)



# SECONDARY REALTOR® APPLICATION

FOR NCAR STAFF USE ONLY

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

## Applicant Information

First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_ Last Name \_\_\_\_\_  
(as it appears on your license)

Nickname \_\_\_\_\_  
(as it appears on the Roster)

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code (+ Four) \_\_\_\_\_ - \_\_\_\_\_

## Firm/Office Information

Firm Name \_\_\_\_\_  
(as it appears with DRE)

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code (+ Four) \_\_\_\_\_ - \_\_\_\_\_

Mailing Address \_\_\_\_\_  
(if different from above)

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code (+ Four) \_\_\_\_\_ - \_\_\_\_\_

Office Phone \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Office Fax \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

## Applicant Contact Information

**Preferred Mailing Address** ☐ Home ☐ Office

Office Phone \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Extension \_\_\_\_\_

Home Phone \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Cell Phone \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**I would like the following telephone number(s) to appear on my listings:**

Primary Phone \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Secondary Phone \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Preferred Fax Number** ☐ Office ☐ 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

## Required for Identification Purposes

Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ SSN \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Driver's License Number \_\_\_\_\_

Mother's Maiden Name \_\_\_\_\_

Place of Birth \_\_\_\_\_

## License Information

DRE License Number \_\_\_\_\_ DRE License Expiration \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

BREA Appraiser License Number \_\_\_\_\_ BREA License Expiration \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

List all other DBA's: \_\_\_\_\_



# SECONDARY REALTOR® APPLICATION

## 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 violations(s), including the date(s), Type of violation(s), and a copy of the discipline, if any.



# SECONDARY REALTOR® APPLICATION

## 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 association governing documents, 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 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.



# SECONDARY REALTOR® APPLICATION

## 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. 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®.
8. REALTORS®, REALTOR-ASSOCIATE®, Arbitration Agreement. A condition of membership in the Board/Association as a REALTORS® OR REALTOR-ASSOCIATE® 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. 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.

I understand  
that by checking  
this box, I  
have read and  
understood the  
following:

☐

I understand that it is my responsibility to pay my Nevada County Association of REALTORS® fees by the given date.

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.

I understand that it is my responsibility to notify Nevada County Association of REALTORS® if any information on this application changes.

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.

**I declare under penalty of perjury that the information given in this application is true and correct. Executed**

at \_\_\_\_\_, CA

Applicants Printed Name (Agent/Appraiser/Broker Subscriber)

Subscriber's Signature

Date

Participant's Printed Name (Designated Broker/Appraiser)

Participant's Signature

Date

REALTOR DUES & PRORATIONS CHART 2023

NEW MEMBER	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
National Allocation	\$195.00	\$182.50	\$170.00	\$157.50	\$145.00	\$132.50	\$120.00	\$107.50	\$95.00	\$82.50	\$70.00	\$57.50
Local Allocation	\$225.00	\$210.42	\$195.83	\$181.25	\$166.67	\$152.08	\$137.50	\$122.92	\$108.33	\$93.75	\$79.17	\$64.58
Local Application Fee	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00
CAR Allocation	\$235.00	\$206.25	\$187.50	\$168.75	\$150.00	\$131.25	\$112.50	\$93.75	\$75.00	\$56.25	\$37.50	\$18.75
C.A.R. Application Fee	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00
TOTAL W/O VOLUNTARY FUND	\$845.00	\$799.17	\$753.33	\$707.50	\$661.67	\$615.83	\$570.00	\$524.17	\$478.33	\$432.50	\$386.67	\$340.83
VOLUNTARY FUNDS #1												
Housing Affordability*	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
REALTOR Action Fund**	\$49.00	\$49.00	\$49.00	\$49.00	\$49.00	\$49.00	\$49.00	\$49.00	\$49.00	\$49.00	\$49.00	\$49.00
TOTAL WITH VOLUNTARY FUNDS #1	\$904.00	\$858.17	\$812.33	\$766.50	\$720.67	\$674.83	\$629.00	\$583.17	\$537.33	\$491.50	\$445.67	\$400.00
VOLUNTARY FUNDS #2												
Housing Affordability*	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
REALTOR Action Fund (True Cost)**	\$148.00	\$148.00	\$148.00	\$148.00	\$148.00	\$148.00	\$148.00	\$148.00	\$148.00	\$148.00	\$148.00	\$148.00
TOTAL WITH VOLUNTARY FUNDS #2	\$1,003.00	\$957.17	\$911.33	\$865.50	\$819.67	\$773.83	\$728.00	\$682.17	\$636.33	\$590.50	\$544.67	\$498.83
EXISTING MEMBER	\$645.00	\$645.00	\$645.00	\$645.00	\$645.00	\$645.00	\$645.00	\$645.00	\$645.00	\$645.00	\$645.00	\$645.00
CAR Late Fee		\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00
Local Late Fee		\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00
Primary Affiliate Members	\$200.00	\$183.33	\$166.67	\$150.00	\$133.33	\$116.67	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00
Secondary Affiliate Members	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00

DUES WORKSHEET

REALTOR Dues	Proration
Local App Fee	\$100
Local Dues	\$225
Local Late Fee	\$50
State App Fee	\$100
State Dues	\$225
State Late Fee	\$50
National Dues	\$195
Total Fees	

NEW MEMBER - Fees prorated to the month they join + application fees.  
EXISTING MEMBER - Active REALTOR within the past year - No prorations  
NOTE: State and National Dues waived for Secondary Members.

## FOR NCAR STAFF USE ONLY

NCAOR Staff  
Verification: \_\_\_\_\_  
Input Date: \_\_\_\_\_

Fees Collected:  
**NCAR App Fee \$100.00**  
**NCAR Dues Prorated**  
**CAR App Fee Paid through primary Association**  
**CAR Dues Paid through primary Association**  
**NAR Dues Paid through primary Association**

Total \$325 - \$164.58