

APPLICATION FOR MEMBERSHIP

Applicants for primary, secondary, or Designated REALTOR® membership are required to complete Section I. Applicants for REALTOR® membership who are principals, partners, corporate officers or branch office managers must also complete Section II. All other applicants should proceed directly to Section III.

To the
Potomac Highlands Board of REALTORS®

SECTION I

(Applicant's Name) _____

(Check the appropriate box next to home or business address to select your primary address for mailing purposes)

(Home Address) _____

(Home Phone) _____ (Home Fax Phone) _____

(Business Address) _____

(Business Phone) _____ (Business Fax Phone) _____

I hereby apply for Realtor® (primary, secondary, Designated) membership in the above named Board/Association, and enclose my check in the amount of **\$125.00 for a one time application fee and \$_____ for my dues payable to the Potomac Highlands Board of REALTORS®**, which I understand will be returned to me in the event I am not accepted to membership. In the event my application is approved, I agree as a condition to membership to complete the indoctrination course of the above named Board/Association, if any, and otherwise on my own initiative to thoroughly familiarize myself with the Code of Ethics of the NATIONAL ASSOCIATION OF REALTORS®, including the duty to arbitrate contractual and any specific non-contractual disputes in accordance with Article 17 of the Code of Ethics and the Code of Ethics and Arbitration Manual of the Board, and the Constitution, Bylaws, and Rules and Regulations of the above named Board, the State Association and the National Association, and I further agree to complete satisfactorily a reasonable and nondiscriminatory written examination covering such Code, Constitutions, Bylaws, Rules and Regulations, and duty to arbitrate. I further agree that my act of paying dues shall evidence my initial and continuing commitment to abide by the aforementioned Code of Ethics, Constitutions, Bylaws, Rules and Regulations, and duty to arbitrate, all as from time to time amended. Finally, I consent and authorize the Board, through its Membership committee or otherwise, to invite and receive information and comment about me from any Member or other person, and I agree that any information and comment furnished to the Board by any Member or other person in response to any such invitation shall be conclusively deemed to be privileged and not form the basis of any action by me for slander, libel, or defamation of character.

Applicant acknowledges that the board/association will maintain a membership file of information which may be shared with other boards/associations where applicant subsequently seeks membership. This file shall include: previous applications for membership, all final findings of Code of Ethics violations and violations of other membership duties within the past three (3) years; pending complaints alleging violations of the Code of Ethics or alleging violations of other membership duties, incomplete or pending disciplinary measures, pending arbitration requests; and information related to unpaid arbitration awards or unpaid financial obligations to the board/association or its MLS.

Applicant acknowledges that if accepted as a Member and he/she subsequently resigns or is expelled from membership in the Board with an ethics complaint or arbitration request pending, the Board of Directors may condition renewal of membership upon applicant's verification that he/she will submit to the pending ethics or arbitration proceeding and will abide by the decision of the Hearing Panel; or if applicant resigns or is expelled from membership without having complied with an award in arbitration, the Board of Directors may condition renewal of membership upon his/her payment of the award, plus any costs that have been established previously as due and payable in relation thereto, provided that the award and such costs have not, in the interim, been otherwise satisfied.

NOTE: Dues payments to the Board/Association are not tax deductible as charitable contributions. Portions of such payments may be tax deductible as ordinary and necessary business expenses.

I hereby submit the following information for your consideration:

Name as shown on license _____

Name as you want it to appear on roster _____

Nickname _____

License No. _____ Type of license: Broker _____ Associate Broker _____ Salesperson _____

Social Security Number ____/____/____ Tax ID Number _____

Name of Firm _____

Circle whether: Sole Proprietor DBA Partnership Corporation

Circle position with firm: Partner Corporate Officer Branch Office Manager Employee Independent Contractor Other

If "other", please explain: _____

I agree that, if accepted for Membership in the Board, I shall pay the fees and dues as from time to time established.

Dated: _____ 20_____

Signed: _____

(Applicant's Usual Form of Signature)

SECTION II

This section must be completed by applicants for REALTOR® Membership, whether primary or secondary, who are principals, partners, corporate officers, or branch office managers (i.e. individuals in positions of management control on behalf of individuals who are not physically present and engaged in the real estate profession). ALL OTHER APPLICANTS SHOULD PROCEED TO SECTION III.

State the names and titles of all other principals, partners, or corporate officers of your firm. _____

Is the office address stated in Section I your principal place of business? Yes____ No____

List the names and addresses of all branch offices or other real estate firms in which you are a principal, partner or corporate officer:

Are you currently a member of another board or association which is affiliated with the National Association of Realtors® or have you held membership in another board or association within the past three (3) years? Yes____ No____

If "yes", list each board and association where membership was held, type of membership held, and approximate dates of membership.

Have you participated in a Multiple Listing Service which is owned and operated by a board or association affiliated with the National Association of Realtors within the past three (3) years? Yes____ No____

If "yes", list the name of each MLS and the approximate dates of participation.

Business and Credit References

Name(s) of Bank(s)

General Account: _____

Trust Account: _____

Other Accounts: _____

Are you, or is any real estate firm in which you are a sole proprietor, general partner or corporate officer, involved in any pending bankruptcy or insolvency proceeding or have you or any real estate firm in which you are a sole proprietor, general partner or corporate officer been adjudged bankrupt in the past three (3) years? Yes ____ No ____

If "yes", specify the place(s) and date(s) of such action, and detail the circumstances relating thereto on attached separate sheets.

NOTE: Applicant acknowledges that if the applicant or any real estate firm in which the applicant is a sole proprietor, general partner, or corporate officer is involved in any pending bankruptcy or insolvency proceedings or has been adjudged bankrupt in the past three (3) years, the Board may require, as a condition of membership, that the applicant pay cash in advance for Board and MLS fees for up to one (1) year from the date that membership is approved or from the date that the applicant is discharged from bankruptcy (whichever is later) or, in the event that bankruptcy proceedings are initiated subsequent to obtaining membership in the Board, that the member may be placed on a "cash basis" from the date that bankruptcy is initiated until one (1) year from the date that the member has been discharged from bankruptcy.

Do you hold, or have you ever held, a real estate license in any other state? Yes ____ No ____

If "yes", please specify name of state(s) and license number(s) _____

Has your real estate license, in this or any other state, been suspended or revoked? Yes ____ No ____

If "yes", specify the place(s) and date(s) of such action, and detail the circumstances relating thereto on separate attached sheets.

Are there now any pending or unresolved complaints, or have there been within the past 3 years, any complaints against you or the firm with which you have been associated before any state real estate regulatory agency or any other agency of government? Yes ____ No ____

If "yes", specify the substance of each complaint in each state, the agency before which complaint was made, and the current status or resolution of such complaint on separate attached sheets.

Have you ever been convicted of a felony? Yes ____ No ____

If so, give details including state and court of conviction on separate attached sheets.

Please proceed to Section IV.

SECTION III

(Non-principal applicants for Realtor® Membership should omit Parts A and B and complete Part C; all other applicants must complete Parts A & B).

Name: _____

(Enter your name on the line above if you are required to complete Parts A & B)

Part A

Please circle the category of membership to which you are applying:

Institute Affiliate Affiliate Public Service Honorary Student

Part B

(Check the appropriate box next to home or business address to select your primary address for mailing purposes)

____(Home Address)_____

(Home Phone)_____ (Home FAX Phone)_____

____(Business Address)_____

(Business Phone)_____ (Business FAX Phone)_____

Part C

Are you a member of an Institute, Society or Council affiliated with the National Association of Realtors©? Yes____ No____

If “yes”, please indicate the name of the aaffiliate:_____

What professional designations, if any, do you hold? _____

NOTE: An applicant for Institute Affiliate Membership shall supply to the Membership Committee evidence that applicant holds a professional designation awarded by a qualified Institute, Society or Council affiliated with the National Association of Realtors© that addresses a specialty area other than residential brokerage or who otherwise holds a class of membership in such Institute, Society or Council that confers the right to vote or hold office and shall agree, if elected to membership, to abide by the Constitution, Bylaws and Rules and Regulations of the local Board, the State Association, and the National Association.

Are you currently a member of another board or association which is affiliated with the National Association of Realtors© or have you held membership in another board or association within the past three (3) years? Yes____ No____

If “yes”, list each board and association where membership was held, type of membership held, and approximate dates of membership.

Have you been a user or subscriber in a Multiple Listing Service which is owned and operated by a board or association affiliated with the National Association of Realtors© within the past three (3) years? Yes____ No____

If “yes”, list the name of each MLS and the approximate dates of participation _____

Section IV

(All applicants must sign)

I hereby certify that the foregoing information furnished by me is true and correct, and I agree that failure to provide complete and accurate information as requested, or any misstatement of fact, may be grounds for revocation of my membership, if granted.

Signed _____
(Applicant Name)

Date _____
(Date Signed)

SECTION V
PERSONAL DATA

NAME _____

INFORMATION SUPPLIED UNDER SECTION V IS NOT REQUIRED, BUT WILL ASSIST THE BOARD IN ESTABLISHING HISTORICAL DATA REGARDING ITS MEMBERS. INFORMATION FURNISHED UNDER SECTION V WILL NOT BE USED IN EVALUATING AN APPLICANT'S QUALIFICATIONS FOR MEMBERSHIP.

Place of Birth _____
(city or county) (state) (country)

Date of Birth _____

Ethnic/National Origin _____

Highest level of education completed _____

Year first entered the real estate business _____, at (city) _____, (state) _____

Have you been engaged continuously in the business since then? Yes ___ No ___

If not, during what years were you in the business? _____

How many years have you been active in the real estate profession? _____

In what capacity? ___ Salesperson ___ Broker ___ Other _____

In what phase of real estate do you specialize? _____

In what other business have you been engaged?

From (year) _____ to _____, at (city) _____

From (year) _____ to _____, at (city) _____

First licensed in this state in (year) _____, and continuously licensed since _____. Established in present location _____

Last previous location _____

Resident here since (year) _____.

Previous residence _____
(City and State)

E-mail _____

List the names of Board Committees on which you would be interested in serving (Multiple Listing, Professional Standards, Finance, etc.): _____

Are you now employed by or engaged in any other business or profession? Yes ___ No ___

If "yes", give position and location _____

Are you now a member of, or have you ever held membership in a real estate board NOT affiliated with the National Association of Realtors®? Yes ___ No ___

If "yes", list the names of each other such Board, the type of membership held, and dates establishing the time period during which membership has been held: _____