



# APPLICATION FOR MEMBERSHIP

I, \_\_\_\_\_ hereby apply for REALTOR® Membership in the Northern Fairfield County Association of REALTORS®. Membership type (check one):

REALTOR®     Designated REALTOR®(Owner/Manager)     Appraiser

enclosing my payment of \$\_\_\_\_\_ for dues and nonrefundable initiation fee. In the event my application is approved, as a new REALTOR® I agree as a condition of membership to complete the orientation course of The Northern Fairfield County Association of REALTORS® within 60 days. Membership in the Association necessarily means that I am also a member of the State Association and National Association of REALTORS® and I agree to be bound by the Code of Ethics of the National Association, which includes the duty to arbitrate (or to mediate if required by the association), as well as the Constitution, Bylaws and Rules and Regulations of the Association, the State Association, and the National Association.

I further understand that I will be required to complete periodic Code of Ethics training as specified in the association’s bylaws every three (3) years as a condition of continued membership. \_\_\_\_\_ (initial)

I understand the maximum fine for violations of the Code of Ethics and violations of other membership duties is stated in the bylaws of the Association. I agree that my act of paying dues shall evidence my initial and continuing commitment to be bound by the aforementioned Code of Ethics, Constitutions, Bylaws, Rules, and Regulations, and the duty to arbitrate all, as from time to time amended.

Applicant acknowledges that if accepted as a member he/she subsequently resigns from the Board or otherwise causes membership to termination with an ethics complaint pending, the Board of Directors may condition renewal of membership upon applicant’s certification that he/she will submit to the pending ethics proceeding and will abide by the decision of the hearing panel. If applicant resigns or otherwise causes membership to terminate, the duty to submit to arbitration continues in effect even after membership lapses or is terminated, provided the dispute arose while the applicant was a REALTOR®

*NOTE: Payments to The Northern Fairfield County Association of REALTORS®, Inc. are not deductible as charitable contributions. Such payments may, however, be deductible as an ordinary and necessary business expense.*

**Applicant Name:** *(please print)* \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Designated REALTOR® Signature:** \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
*(Applicant will not be processed if the Broker’s/Manager’s signature is missing)*

# Personal Data (Required)

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

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Preferred Phone#: \_\_\_\_\_ Preferred Email: \_\_\_\_\_

Date of birth: \_\_\_/\_\_\_/xxxx Languages Spoken: \_\_\_\_\_

*By providing and/updating your contact information, including any mobile or other phone numbers, you agree to be contacted by the National Association of REALTORS®, Connecticut REALTORS®, The Northern Fairfield County Association of REALTORS®, and their agents via text messages, SMS messages, and calls to cell phones including the use of artificial or pre-recorded message calls, as well as calls made via automatic telephone dialing systems or via email. You agree to update the association with any changes to your contact information. \_\_\_\_\_ (initial)*

***It is the responsibility of the member to maintain a valid email address with the association at all times. \_\_\_\_\_ (initial)***

NOTE: NFCAR uses email for all its communication using different programs like, but not limited to, Quick Books (invoice/statement delivery), Constant Contact & Outlook (general notices, Association Newsletters, correspondence between staff and members).

Specialization: \_\_\_ Residential \_\_\_ Commercial \_\_\_ Property Mgmt. \_\_\_ Appraisal \_\_\_ Other

Real Estate License # \_\_\_\_\_ Year Acquired? \_\_\_\_\_

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

If yes, where \_\_\_\_\_

Are you now or have you ever been a member of any other Real Estate Board/Association? \_\_\_ Yes \_\_\_ No

If yes, where \_\_\_\_\_

Last year of completion of required NAR’s Code of Ethics training; \_\_\_\_\_ (IF APPLICABLE)

*Article IV, Section 2, of the NAR Bylaws, prohibits Member Boards from knowingly granting REALTOR® membership to any applicant who has an unfulfilled sanction pending which was imposed by another association of REALTORS® for violation of the Code of Ethics.*

Do you have any unsatisfied professional standards situations, ethics, or arbitration? \_\_\_ Yes \_\_\_ No

If ‘Yes,’ please provide details: \_\_\_\_\_

Do you have any record of civil judgements imposed within the past seven (7) years involving judgements of civil rights laws, real estate license laws, or other laws prohibiting unprofessional conduct rendered by the courts or other lawful authorities? \_\_\_ Yes \_\_\_ No If ‘Yes,’ please provide details: \_\_\_\_\_

*If necessary, provide an attachment*

Do you have a record of criminal conviction(s) within the past seven (7) years? \_\_\_ Yes \_\_\_ No

If ‘Yes,’ please provide details: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

# Office Affiliation (Required)

Office Name \_\_\_\_\_

Office Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Office Phone # \_\_\_\_\_ Office Fax # \_\_\_\_\_

Office Web Page \_\_\_\_\_

Title/Position with Firm:

\_\_\_\_ Salesperson \_\_\_\_ Office Manager \_\_\_\_ Corp. Officer \_\_\_\_ Principal \_\_\_\_ Partner \_\_\_\_ Other \_\_\_\_\_

Designated REALTORS Only Office/Company Information:

\_\_\_\_ Sole Proprietor \_\_\_\_ Partnership \_\_\_\_ Corporation \_\_\_\_ LLC (*Limited Liability Company*)

Names of other Partners/Officers of your firm: \_\_\_\_\_

Is this Office Address, as stated, your principal place of business? \_\_\_\_ Yes \_\_\_\_ No

If not, or if you have any branch offices, please indicate, and give address: \_\_\_\_\_

*I hereby certify that the preceding 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, shall be grounds for revocation of my membership if granted. I further agree that, if accepted for membership in the Association, I shall pay the fees and dues as from time to time established. NOTE: Payments to the Association of REALTORS® are not deductible as charitable contributions. Such payments may, however, be deductible as an ordinary and necessary business expense. No refunds.*

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Designated REALTOR® Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
*(applicant will not be processed if the Broker's/Manager's signature is missing)*

Initiation Fee \$ \_\_\_\_\_ Local Dues \$ \_\_\_\_\_ State Dues \$ \_\_\_\_\_ National Dues \$ \_\_\_\_\_ Voluntary PAF \$ \_\_\_\_\_

**APPLICATION TOTAL \$ \_\_\_\_\_**

Payment Options: Check# \_\_\_\_\_ is enclosed or charge \$ \_\_\_\_\_ to my credit card (*Amex, Disc., MC, or Visa*):

Card #: \_\_\_\_\_ Exp Date: \_\_\_\_/\_\_\_\_

Authorization: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
*(please endorse here)*

**NFCAR USE ONLY: Member NRDS #: \_\_\_\_\_ Office NRDS #: \_\_\_\_\_**

# NEW MEMBER ORIENTATION ACKNOWLEDGEMENT

NEW APPLICANT'S MAY COMPLETE THIS MEMBERSHIP OBLIGATION ONLINE OR IN PERSON

*THE ONLINE COURSE COMPLETION DEADLINES; ORIENTATION: 60 DAYS - ETHICS: 60 DAYS*

## **BOTH MUST BE COMPLETED WITHIN 60 DAY OF SUBMITTING YOUR MEMBERSHIP APPLICATION**

If you have chosen to fulfill your Orientation requirement online, you may follow the instructions below, **once completed please submit your completion certificates to NFCAR**. To access the Ethics and Orientation education programs you must *first create your NAR Account at [www.nar.realtor](http://www.nar.realtor) using your NRDS id#.*

### **1. The New Member Ethics course online, MUST be completed within 60 days**

Click here: <https://www.nar.realtor/coeduc.nsf/findnrdsrecord?openform>

*Code of Ethics Training Requirements For New Members: Applicants for REALTOR® membership shall complete an orientation program on the Code of Ethics of not less than 2 hours and 30 min. of instructional time. This requirement can be satisfied through instruction provided by the local board or by another board and can include classroom instruction, or Internet based instruction. Any orientation program must meet the learning objectives and minimum criteria established by the NATIONAL ASSOCIATION OF REALTORS®.*

### **2. The New Member Orientation course online, MUST be completed within 60 days**

Click here: <https://learning.realtor/diweb/start>

*Upon completion of the module, each member will receive a certificate that can be downloaded and used as proof of the course completion, you must submit your certificate to the association. Please note, once you logs-in to the LMS and begins the module, **you will have only 30 days to complete the module**. Once the module is complete, you will have access to the Learning Management System for 7 additional days. REALTOR® Association Orientation For New Members.*

An applicant must complete the association's orientation course. The course shall cover but is not limited to the follow subjects:

The REALTOR® Trademark, NAR Membership Guide, Realtors Property Resource® (RPR®), Your NAR Transaction Management Benefit, realtor.com® New Agent Success Tools, Consumer Advertising Campaign, Center for REALTOR® Financial Wellness, Commitment to Excellence, Member Value Plus (MVP) Program, .realtor™ and .realestate Top-Level Domains, Fair Housing Resources, What is RPR, Community Outreach, Political Fundraising, and so much more! It is contemplated that the 3 Way Agreement between The Local Boards, The State Association, and The National Association will be defined as well.

I agree that I will complete my New Member Orientation Obligation Online (*within 60 days*) \_\_\_\_ (*initial*)

I will attend the next 'In Person' Orientation Course at NFCAR (*within 60 days*) **N/A** (*initial*)

*Scheduled for: **Not Applicable At This Time***

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

*Welcome to the REALTOR® Family, The Northern Fairfield County Association of REALTORS®, The Connecticut Association of REALTORS® and The National Association of REALTORS®.*

*Please do not hesitate to reach out when you have questions or if we can be of any help. Our Best Wishes and Thank You for making NFCAR your Association of Choice.*

*The NFCAR website is a good source of local association information and provides direct links to the many benefits your membership provides. In addition, the site provides consumers a resource to find local REALTORS and area information. As a member of NFCAR now, you will receive our Biweekly Newsletter via Constant Contact which includes industry news, notice of upcoming events, and business tips & tools.*

*[Click Here to Visit the NFCAR Website NFCAR.com](http://www.nfcars.com)*

*Once you become a member of NFCAR you can take advantage of our Advanced Dues Club. You can get a head start on your Dues for next year; put a little money on your account on a regular basis; it adds up during the year and by January when the bill is due you pay the remaining balance; or you receive a dues statement that says...*

*"Paid in Full"*

*[Click Here to Take Advantage of NFCAR's Advanced Dues Club](#)*

*The Connecticut REALTORS® has a great site for CT specific REALTOR information. To access the members-only section, and to register to access valuable member benefits log in here, <http://www.ctrealtor.com/signUp.php>. To view CTR's weekly, video*

*"Newsletter" "5 in 5" click here <https://www.ctrealtors.com/ctr-tv/>*

*[Click Here to visit the Connecticut REALTORS® \(CTR\) website CTREALTOR.com](http://www.ctrealtors.com)*

*The National Association of REALTORS® has the most complete source of industry information. You'll find member benefits, industry related news, professional advice, and answers to many of the questions you may have.*

*[Click Here to visit the National Association of REALTOR \(NAR\) website is NAR. Realtor](http://www.nar.com)*