

YOLO COUNTY ASSOCIATION OF REALTORS®

New Member Information Packet



Yolo County Association of REALTORS®
449 Elm Street
Woodland, CA 95695

2017 Officers

President

Tari Vinson

Vice President

Irene Towse

Secretary/Treasurer

Sandy Vickrey

Directors

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Cory Gold

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Julie Maguire

Stephanie Snyder

Sandy Vickrey

Vicki Walker

Antonio Yopez

Past President

Kim Eichorn

New Member Primary

Secondary Membership Transfer (New Member)

Thank you for inquiring about joining the Yolo County Association of REALTORS®. Please contact Estella or Kim at 530-666-4253 to make an appointment.

Please complete the enclosed forms and bring to your appointment. The following items ARE REQUIRED in order to process your application.

- Yolo AR Application: (Must be fully completed and signed by your broker or the person responsible for your office in order to be processed.)
- California Bureau of Real Estate License: You must be listed on the CalBRE website (www.calbre.ca.gov) to be eligible for membership in Yolo AR.
- Picture ID: A clear copy of your picture ID (driver's license, passport, etc.)
- Mandatory Code of Ethics Orientation Training (this is for New Members only or have not been a member in 5+ years) – Watch NAR Video – 3 hours
- Payment: (Cash, Credit Card Only, we no longer accept checks for dues – No Refunds)

Also enclosed:

2017 REALTOR® Member Fee Schedule

Note: Fax application package to 530-666-7444, email to info@yolorealtors.com or hand carry it to the Yolo AR at the address above.

An appointment is required to sign up for the Yolo Association. You may submit your completed application and payment to Yolo AR at least one business day before your scheduled appointment.

Thank you for your consideration, we look forward to your membership at Yolo AR.

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New Member Information Packet



2017 REALTOR® MEMBERSHIP INFORMATION

PRIMARY MEMBERSHIP:

Licensees affiliated with a REALTOR® firm may choose as their "primary" Association any Association within California where the firm maintains a "Designated REALTOR®." If a REALTOR® is a primary member of the Yolo AR, then Yolo AR pays C.A.R. and N.A.R. dues for that individual.

SECONDARY MEMBER:

A REALTOR® who has joined another Association as a primary member may join Yolo AR as a secondary member. There need not be a Designated REALTOR® member of Yolo AR for licensees to select Yolo AR as their secondary Association. The conditions for secondary membership shall be no more stringent than for primary membership, and the privileges of membership shall be the same including the right to vote and hold office.

TRANSFERRING MEMBER:

A member who is a transferring member if they have paid their current state and national REALTOR® dues through another association for the current year and are transferring their primary membership to Yolo AR. If the individual has paid their CAR and NAR dues through their primary association then they would only pay for local dues and application processing fee.

ORIENTATION:

Orientation is required for all new members that sign up with Yolo AR. If you have not been a REALTOR® for more than 5 years then you will be required to complete the orientation process. You must schedule an appointment to complete the mandatory course when you sign up for membership. During the time of orientation we will set you up in the system and you will be given a NRDS number. You can go to www.realtor.org and create an account and take advantage of the many benefits that NAR has to offer. You will also use this NRDS number for CAR and you can register at www.car.org to access ZipForms and other free benefits that are offered.

NAR CODE OF ETHICS TRAINING:

Once you have become a REALTOR® member with Yolo AR, the Quadrennial REALTOR® Code of Ethics training is required every 4 years to maintain your REALTOR® membership and this is mandatory. Any REALTOR® member who does not complete this training within the given time by the association you will have your membership suspended until the course is completed and you have emailed or faxed over the certification that you completed the course. The first period was from 2001 to 2004, next period was from 2005 to 2008, next period was from 2009 to 2012 and the current period is 2017 to 2020 and etc. If you just completed the New Member Code of Ethics training, you will be in compliance for the current 4-year cycle.

BILLING:

Membership dues for CAR, NAR and Yolo AR are due January 1st of the year, No Exceptions. You will be sent a billing statement in mid October letting you know that dues are coming up. You will be able to pay for your dues prior to January 1st if you wish. Please note that if you do not pay for your REALTOR® dues by January 1st you will be terminated in the system and you will not have access to ZipForms or any other free benefits that CAR, NAR & Yolo AR has to offer until dues are paid. Please contact us if you have any questions on billing at 530-666-4253. Please see fee schedule attached.

YOLO COUNTY ASSOCIATION OF REALTORS®

New Member Information Packet



Fee Schedule for “**New Members Only**”. Note that new members are only allowed to pay pro-rated dues amount. Please note that processing fees and broker fees are one time only. For further questions please contact us. Renewing Members please contact Kim Crum or Estella Trejo at 530-666-4253 to determine your dues.

Members are encouraged to make a voluntary contribution to C.A.R.’s REALTOR® Action Fund (RAF - \$49) and/or to the Housing Affordability Fund (HAF - \$10) – Please see below

JANUARY

Yolo AR Local Dues	\$186.00
Yolo AR New Member Processing Fee	\$100.00
C.A.R. Dues	\$184.00
C.A.R. New Member Processing Fee	\$30.00
N.A.R. Dues	\$155.00

AGENT TOTAL	\$655.00
BROKER TOTAL (\$100 broker fee added)	\$755.00

*Realtor Action Fund (RAF) - optional	\$49.00
*Housing Affordability Fund (HAF) – optional	\$10.00

MARCH

Yolo AR Local Dues	\$155.00
Yolo AR New Member Processing Fee	\$100.00
C.A.R. Dues	\$153.33
C.A.R. New Member Processing Fee	\$30.00
N.A.R. Dues	\$135.00

AGENT TOTAL	\$573.33
BROKER TOTAL (\$100 broker fee added)	\$673.33

*Realtor Action Fund (RAF) - optional	\$49.00
*Housing Affordability Fund (HAF) – optional	\$10.00

MAY

Yolo AR Local Dues	\$124.00
Yolo AR New Member Processing Fee	\$100.00
C.A.R. Dues	\$122.67
C.A.R. New Member Processing Fee	\$30.00
N.A.R. Dues	\$115.00

AGENT TOTAL	\$491.67
BROKER TOTAL (\$100 broker fee added)	\$591.67

*Realtor Action Fund (RAF) - optional	\$49.00
*Housing Affordability Fund (HAF) – optional	\$10.00

FEBRUARY

Yolo AR Local Dues	\$170.50
Yolo AR New Member Processing Fee	\$100.00
C.A.R. Dues	\$168.67
C.A.R. New Member Processing Fee	\$30.00
N.A.R. Dues	\$145.00

AGENT TOTAL	\$614.17
BROKER TOTAL (\$100 broker fee added)	\$714.17

*Realtor Action Fund (RAF) - optional	\$49.00
*Housing Affordability Fund (HAF) - optional	\$10.00

APRIL

Yolo AR Local Dues	\$139.50
Yolo AR New Member Processing Fee	\$100.00
C.A.R. Dues	\$138.00
C.A.R. New Member Processing Fee	\$30.00
N.A.R. Dues	\$125.00

AGENT TOTAL	\$532.50
BROKER TOTAL (\$100 broker fee added)	\$632.50

*Realtor Action Fund (RAF) - optional	\$49.00
*Housing Affordability Fund (HAF) – optional	\$10.00

JUNE

Yolo AR Local Dues	\$108.50
Yolo AR New Member Processing Fee	\$100.00
C.A.R. Dues	\$107.33
C.A.R. New Member Processing Fee	\$30.00
N.A.R. Dues	\$105.00

AGENT TOTAL	\$450.83
BROKER TOTAL (\$100 broker fee added)	\$550.83

*Realtor Action Fund (RAF) - optional	\$49.00
*Housing Affordability Fund (HAF) – optional	\$10.00

YOLO COUNTY ASSOCIATION OF REALTORS®

New Member Information Packet



JULY

Yolo AR Local Dues	\$93.00
Yolo AR New Member Processing Fee	\$100.00
C.A.R. Dues	\$92.00
C.A.R. New Member Processing Fee	\$30.00
N.A.R. Dues	\$95.00

AGENT TOTAL	\$410.00
BROKER TOTAL (\$100 broker fee added)	\$510.00

*Realtor Action Fund (RAF) - optional	\$49.00
*Housing Affordability Fund (HAF) – optional	\$10.00

SEPTEMBER

Yolo AR Local Dues	\$62.00
Yolo AR New Member Processing Fee	\$100.00
C.A.R. Dues	\$61.33
C.A.R. New Member Processing Fee	\$30.00
N.A.R. Dues	\$75.00

AGENT TOTAL	\$328.33
BROKER TOTAL (\$100 broker fee added)	\$428.33

*Realtor Action Fund (RAF) - optional	\$49.00
*Housing Affordability Fund (HAF) – optional	\$10.00

NOVEMBER

Yolo AR Local Dues	\$31.00
Yolo AR New Member Processing Fee	\$100.00
C.A.R. Dues	\$30.67
C.A.R. New Member Processing Fee	\$30.00
N.A.R. Dues	\$55.00

AGENT TOTAL	\$246.67
BROKER TOTAL (\$100 broker fee added)	\$346.67

*Realtor Action Fund (RAF) - optional	\$49.00
*Housing Affordability Fund (HAF) – optional	\$10.00

AUGUST

Yolo AR Local Dues	\$77.50
Yolo AR New Member Processing Fee	\$100.00
C.A.R. Dues	\$76.67
C.A.R. New Member Processing Fee	\$30.00
N.A.R. Dues	\$85.00

AGENT TOTAL	\$369.17
BROKER TOTAL (\$100 broker fee added)	\$469.17

*Realtor Action Fund (RAF) - optional	\$49.00
*Housing Affordability Fund (HAF) – optional	\$10.00

OCTOBER

Yolo AR Local Dues	\$46.50
Yolo AR New Member Processing Fee	\$100.00
C.A.R. Dues	\$46.00
C.A.R. New Member Processing Fee	\$30.00
N.A.R. Dues	\$65.00

AGENT TOTAL	\$287.50
BROKER TOTAL (\$100 broker fee added)	\$387.50

*Realtor Action Fund (RAF) - optional	\$49.00
*Housing Affordability Fund (HAF) – optional	\$10.00

DECEMBER

Yolo AR Local Dues	\$15.50
Yolo AR New Member Processing Fee	\$100.00
C.A.R. Dues	\$15.33
C.A.R. New Member Processing Fee	\$30.00
N.A.R. Dues	\$45.00

AGENT TOTAL	\$205.83
BROKER TOTAL (\$100 broker fee added)	\$305.83

*Realtor Action Fund (RAF) - optional	\$49.00
*Housing Affordability Fund (HAF) – optional	\$10.00

Yolo AR dues can be paid by cash or credit card



Membership fees/dues are non-refundable.

YOLO COUNTY ASSOCIATION OF REALTORS® New Member Information Packet



APPLICATION FOR REALTOR® MEMBERSHIP

PERSONAL INFORMATION

First Name _____ MI ____ Last Name _____

Home Address _____

City _____ State _____ Zip _____

Home Phone _____ Personal Fax _____

Cell Phone _____ Email _____

Date of Birth _____ CalBRE License # _____

Please send any correspondence to my Home Office Email P.O. Box _____

I am applying for membership as: Designated REALTOR® (Broker) Broker Associate REALTOR®

I have been a member of the following REALTOR® association(s) _____

My NRDS number is _____

YOUR OFFICE INFORMATION

Office Name _____

Office Address _____

City _____ State _____ Zip _____

Office Mailing Address _____

(Include address, city, state, and zip if different from above)

Office Phone _____ Office Fax _____

YOLO COUNTY ASSOCIATION OF REALTORS®

New Member Information Packet



Have you been sanctioned by the courts or other lawful authorities for violations of civil rights laws or real estate laws within the past three years? yes No

If yes, please attach a brief explanation to this application.

Have you been convicted of a crime punishable by imprisonment in excess of one year? Yes No

If yes, has at least 10 years elapsed since the date of conviction or the release from confinement, whichever is later? Yes No

I certify that I have no record of official sanctions rendered by the courts or other lawful authorities for violations of:

(i) Civil rights laws within the last three (3) years

Yes, I certify. No I cannot certify.

(ii) Real estate license laws within the last three (3) years

Yes, I certify. No I cannot certify.

(iii) criminal convictions where (1) the crime was punishable by death or imprisonment in excess of one year under the law 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, I cannot certify.

If you could not certify any of the above, please attach additional sheets with all relevant details about the violation(s), including the date(s), type of violation(s), and a copy of the discipline, if any.

Have you ever been disciplined by any local Boards/Associations or MLSs in question 16?

Yes. If yes, attach copies of the discipline. No.

Have you ever been disciplined by the Department of Real Estate (DRE)?

Yes. If yes, provide all relevant details and dates (or attach copies of discipline). No.

YOLO COUNTY ASSOCIATION OF REALTORS® New Member Information Packet



Member Information Privacy Policy

In an effort to provide quality Member services and to comply with federal regulations, we are required to inform you of the Yolo County Association of REALTORS® Yolo A.R. guidelines regarding any information collected from our Members and your rights regarding that information.

1. **Confidential.** In general, all Member information provided to Yolo A.R. by their members is treated as confidential and Yolo A.R. uses their best efforts to keep such information confidential and prevent unauthorized use. Except for the limited situations described in this policy, Yolo A.R. will use your Member information for any purpose without your consent. In addition, we do not provide any information pertaining to: racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership or information concerning the sexual orientation or marital status of any individual.
2. **Yolo A.R. Member Communications.** From time to time, Yolo A.R. will use your preferred contact information to send you Membership communications and publications. "Preferred contact information" as used in this section and the remainder of the privacy policy is the information pertaining to your name, email address, preferred mailing address, telephone and facsimile numbers which you indicated to Yolo A.R. as your preferred contact information to receive communications.
3. **Membership Directory.** We make available on our website (www.yolorealtors.com) a "Membership Directory." The purpose of this directory is to assist the public in locating and contacting our Members. The Member information made available through the Membership Directory is intended to contain only the business contact information of our Members. Under no circumstances will we intentionally display or make available your home address or telephone number in the Membership Directory unless your home information is listed as your business information.

If you would like to be removed from the Membership Directory section 7 of the privacy policy, "Choice/Opting Out." If you have corrections or updates to the directory, please see section 8, "Corrections/Updates."

4. **Names of Directors and Committee Members; Use of Business Contact Information.** For use by Yolo A.R. Members and for purposes of conducting Yolo A.R. Board of Directors meetings, we make available on our website and in other print and electronic formats the names of those Members serving as Directors or Committee Chairs of Yolo A.R. In addition, in order to provide meeting-related information and to send official notices, we access and use the business contact information of Yolo A.R. Directors and Committee Chairs and Members, including email and business mailing addresses.
5. **Requests from the Public.** If the public contacts Yolo A.R. and requests information regarding one of our Members, we may check our Member database and verify to the public whether the person is in fact a Member of Yolo A.R. We may also provide the public with the name and telephone number of the firm with which the Member is affiliated. However, in no event will we provide personal information to the public unless required by a subpoena, search warrant or other legal process or in case of imminent physical harm to the public or other Members.
6. **Orders/Credit Card Information.** Yolo A.R. sells various real estate related products and services to its Members. In order to process and complete orders, we will need to access your Member information. This information will only be used to process your order. If you pay for your products or services by credit card, we will need to ask you for your credit card number and expiration date, which is used solely to complete your order and is then destroyed at the end of the business day.

YOLO COUNTY ASSOCIATION OF REALTORS®

New Member Information Packet



7. **Choice/Opting Out.** Yolo A.R. recognizes the importance of your privacy. If you do not want your Membership information displayed or used in one or more of the manners described above, please complete the section below.

If you decide later you wish to opt in or out of having your name and business contact information included in the Membership Directory, please email us at: info@yolorealtors.com or write to us at: Member Services, 449 Elm Street, Woodland, CA 95695. To insure your request is processed in a timely manner, please provide your name, address, email address, phone number and Broker's name. It may take up to (3) weeks for Yolo A.R. to process your request. You may continue to receive communications and your information may continue to be reproduced in the Membership Directory during that time period.

PLEASE NOTE: If you are serving as a Director or Committee Chair or Member of Yolo A.R. you cannot opt out of having your name reproduced and your business contact information used in the manner described in Section 4 above.

8. **Corrections/Updates.** If there is Member information about you that Yolo A.R. maintains which needs to be corrected or updated, please email us at: info@yolorealtors.com or write to us at: Member Services, 449 Elm Street, Woodland, CA 95695.
9. **Changes in the Policy.** From time to time, Yolo A.R. may need to change this Privacy Policy to better meet the needs of our Members. We reserve the right to change this Policy at any time. Such changes may be made without prior notice. We encourage you to periodically check this Privacy Policy statement for the changes we make. Changes to this policy will be effective when posted on Yolo A.R.'s web site unless determined otherwise by the Yolo A.R. Board of Directors.

Under no circumstances will Yolo A.R. intentionally display or publish your personal information including home addresses and home telephone numbers unless this information is also listed as your business address and telephone number.

Please read this privacy policy above carefully. Pursuant to this policy, you have the choice regarding whether or not you would like your business contact information published in a Membership Directory, or displayed on the Yolo A.R., C.A.R. and NAR websites. If you want to **opt out** of any of these, please indicate below.

Complete this section ONLY if you want to opt out.

Please write your initials next to ONE option only

_____ **Option #1 - Complete Removal.** Please remove my business contact information (including email) from the Yolo A.R., C.A.R. and NAR websites and any published Membership Directories. I understand this also means I will not receive email messages from Yolo A.R.

_____ **Option #2 - Email opt out only.** I do not wish to receive email communications from the Association. I understand that this means my email address will not be listed on the Yolo A.R., C.A.R. or NAR websites or any published Membership Directories, although my business contact information, minus my email address, will continue to be listed; and that I will not receive Yolo A.R. email which communicates educational opportunities, information on Association events, and important policy changes to the Association.

YOLO COUNTY ASSOCIATION OF REALTORS®

New Member Information Packet



TERMS AND CONDITIONS OF MEMBERSHIP

- A. **Use of the term REALTOR® OR REALTOR-ASSOCIATE®.** I understand that the professional designations REALTOR® 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 REALTOR® or REALTOR-ASSOCIATE®, I will discontinue use of the term REALTOR® or REALTOR-ASSOCIATE® in all certificates, signs, seals or any other medium.
- B. **Bylaws, policies and rules.** I agree to abide by the bylaws, policies and rules of the Yolo A.R., 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.
- C. I understand that the National Association of REALTORS® requires an orientation and mandatory training on the Code of Ethics. Appointments for orientations are required.
- D. **Authorization to release and use information; waiver.** I authorize the Yolo A.R. 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 REALTOR®, or Yolo A.R. where I held, or continue to hold, any type of membership. I further authorize Yolo A.R. where I held, continue to hold, any type of membership to release all my membership or disciplinary records to Yolo A.R., 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 Yolo A.R., 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.
- E. **REALTOR®, REALTOR-ASSOCIATE®; Arbitration Agreement.** A condition of membership in the Yolo A.R. as a REALTOR® 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 REALTOR® or REALTOR-ASSOCIATE® members of this Yolo A.R.; (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 Yolo A.R. Any arbitration under this agreement shall be conducted using the Yolo A.R. facilities and in accordance with the Yolo A.R. rules and procedures for arbitration.
- F. **No refund. I understand that my Yolo A.R. 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.**
- G. By signing below, I expressly authorize the Yolo A.R., 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 Yolo A.R.

YOLO COUNTY ASSOCIATION OF REALTORS®

New Member Information Packet



AUTHORIZATION

I certify that I have read and agree to the terms and conditions of this application and that all information provided in this application is true and correct to the best of my knowledge.

Signature of Applicant _____ Date of Signature _____

Signature of Broker* _____ Date of Signature _____

*Applications cannot be processed without the signature of the broker or other person authorized to sign by the broker.

FOR OFFICE USE ONLY

- Primary Membership (New Member)
 Secondary Membership
 Transfer
*optional payment

DUES AND FEES

Yolo Board Dues \$ _____	Yolo Board Initiation Fee \$ _____
Broker Fee \$ _____	N.A.R. Dues \$ _____
C.A.R. Dues \$ _____	C.A.R. Processing Fee \$ _____
*REALTOR Action Fund (RAF) \$ _____	*Housing Affordability Fund (HAF) \$ _____

Dues Total \$ _____

Please indicate here if payment is by personal check. Yes No Check # _____

Received in the amount of \$ _____ Orientation Attended _____

Membership Start Date _____ Date of License Verification _____

NRDS Member Number

YOLO COUNTY ASSOCIATION OF REALTORS® **New Member Information Packet**



Yolo County Association of REALTORS®

Appointment New Member Orientation

The National Association of REALTORS® (NAR) requires all members to complete the New Member Code of Ethics Orientation joining the Association. During the 2.5 hour Mandatory course you will be set up in the NRDS & MetroList systems. Please plan on being here at the office at least 3 hours

Name: _____ Phone: _____

Office: _____

Orientation is held **ONLY** on Tuesdays at 9:00 am – 12:00 pm (NO EXCEPTIONS)

Please do not bring children to this class and **BE ON TIME**. If you are 15 minutes late you will be required to reschedule.

Please have all cell phones turned off during orientation.

Classes are held at 449 Elm Street, Woodland CA

See Estella Trejo at the front office counter

You may submit your completed application packet ahead of time prior to your appointment (so we can double check to make sure we have everything we need in order to process) or if you choose you can bring in your completed application packet the day of your orientation; please make sure you have payment. If we do not have everything we need on our checklist, we will not be able to process and we will need to reschedule **NO EXCEPTIONS**.

YOLO COUNTY ASSOCIATION OF REALTORS® **New Member Information Packet**



Yolo County Association of REALTORS®

Credit Card Payment Authorization Form

Dues and fees are NON-REFUNDABLE

If you are emailing, faxing or mailing your application and wish to pay by credit card, please complete the information below.

All fields must be completed in order for the credit card to be processed.

I _____, authorize Yolo County Association of REALTORS®
Please Print Name of Card Holder

To charge my credit card: Visa MasterCard AMEX In the amount of: \$ _____

Name on Card: _____

Credit Card Number: _____

Exp. Date: _____ 3 or 4 digit Security Code: _____ Billing Zip Code: _____

Cardholder Signature: _____ Date: _____

Form will be shredded after transaction