



BOARD ONLY REALTOR® APPLICATION

APPLICATION REQUIREMENTS AND PROCESSING PROCEDURES

We are excited that you have selected our Association!

If you ever have any questions or need any advice, don't hesitate to touch base with us.

Southeastern Border Association of REALTORS®
Southeastern Michigan MLS

Monroe Office

125 Cole Road, Monroe, MI 48162

Office Phone # 734-242-6866

Down River Office

Horizon Business Center West, 20600 Eureka Rd., Suite 510 Taylor, MI 48180

Office Phone # 734-287-8060

Shannon Harner, CEO/Association Executive – Sharner@SEBrealtors.com
Jessica Lapp, Membership & Administrative Manager – JLapp@SEBrealtors.com

Lisa Horvath, MLS Administrator – LHorvath@SEBrealtors.com

Donna Birkner, Downriver Office Manager – DBirkner@SEBrealtors.com



REALTOR® Member Benefits

The term REALTOR® is a registered collective membership mark that identifies a real estate professional who is a member of the National Association of REALTORS® and subscribes to its strict Code of Ethics. As a member of the Southeastern Border Association of REALTORS®, you join a close-knit community of real estate professionals who work actively to promote the Monroe and Downriver Communities and protect the rights of property owners.

SEBAR Member Benefits Include:

- Membership to Michigan REALTORS® (MR) and the National Association of REALTORS® (NAR)
- Use of the REALTOR® trademark on business cards, promotional materials, etc.
- Continuing Education Opportunities for License Renewal
- Extensive Networking Opportunities to Enhance Your Business
- MLS Integrated Standard Forms Library using Instanet Solutions and Dotloop
- Community Involvement Activities
- Leadership Opportunities
- Professional Development Opportunities
- Access to Important Industry News
- Enhanced Member & Public Website
- Exclusive Public Records Access
- YPN Membership Opportunity and Activities
- Southeastern Michigan Multiple Listing Service Access including FREE MLS Service such as Cloud CMA, RPR, Showingtime, Market Stats and Homesnap
- CBOR/CPIX Commercial Listing Alliance
- Trusted Automatic Listing Syndication to Hundreds of Websites using ListHub
- State of the Art Electronic Lockbox System for Seller Security
- Great Lakes Repository Single Sign-on Access (Ann Arbor, Downriver, Hillsdale, Jackson, Lenawee, MiRealSource, Realcomp, Shiawassee, Saginaw and more)
- Group Email Service
- Class Room Rental
- Well Stocked REALTOR® store

Additional Member Benefit Resources:

- Michigan REALTORS® Benefits – www.MiRealtors.com
- National Association of REALTORS® Benefits – www.NAR.Realtor

WELCOME!

Southeastern Border Association of REALTORS®

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734-242-6866

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Taylor, MI 48180
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APPLICATION REQUIREMENTS

Application Requirements and Processing Procedures

WHAT YOU NEED

TO COMPLETE YOUR APPLICATION:

- Applications will be processed Monday – Friday 9AM – 4PM. Application can take up to 24 hours to process.
- Completed applications with original wet signatures or digital ink will be accepted.
- Copy of your Michigan LARA REALTOR® license.
- A current Photo I.D. or a copy of your driver's license.
- All forms attached to this application must be filled out, signed or initialed where needed.
- If, you previously were a member of another Association a letter of good standing will be required.
- Applications are accepted in person, by postal mail or email.
- Payment for Membership must be included with all Applications. If paying by check, please make all checks payable to Southeastern Border Association of REALTORS® or **SEBAR**.
- If paying by Debit or Credit Card please fill out the attached credit card information. The Association charges a 3% service fee for credit cards. Due to liability, no credit card information is allowed over the phone.
- False or misleading information on the application(s) may result in your release from the Association. No refunds will be issued.
- After your applications has been completed. You will receive letter of Good Standing from the Association.
- All new applicants who are applying for REALTOR® membership are required to attend a REALTOR® Orientation and be inducted into the Association of REALTORS®. This Orientation is held quarterly. You will receive a letter from the Association with the first eligible date and time of your orientation. This is a NAR required class. Members who do not attend will be suspend and a letter will be sent to your Gateway provider. Requirements for attending orientation are listed below:
 1. A copy of your pocket card.
 2. Business attire is required.
 3. You will be required to sign in and out as confirmation of attendance. 95% attendance of class time is required to be considered complete.
 4. Arrive early to sign in. Once orientation is in session, late arrivals will not be admitted. You will be required to return and attend at another time.

I _____ have read and agreed to the application requirements listed above.

(Print Name)

Agents Signature: _____

Today's Date: _____



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Application BOARD ONLY REALTOR® Membership

1. Name (as it appears on your LARA license): _____ Gender: Male Female
2. Name (as you wish it to appear on the roster): _____
3. MI LARA REALTOR® License #: _____ Date your Real Estate License was issued: _____
4. Number of years, months or days engaged in the real estate business: _____ NRDS #: _____
5. Type of License: Broker Appraiser Sales Person Specialty: Residential Commercial Other _____
6. Home Address: _____
(Street Address, City, State, and Zip Code)
7. Which do you prefer as your primary mailing address: Office Home
8. Cell Phone: _____ Home Phone: _____ Home Fax: _____
9. Would you like to receive text messages for billing? Yes No If yes, please include the name of your cell phone carrier: _____
10. Preferred Email Address: _____ DOB (MM/DD/YY) _____
11. Please check if you have never been a member of another Associations: Yes No
12. List Primary Board and/or all other Association(s) of REALTORS® to which you currently/previously belong as a REALTOR®, REALTOR® Associate, or MLS Participant/Subscriber. _____
Please provide NRDS number, if applicable: _____
13. Have you been disciplined by any of the Board/Associations or MLS(s) listed in question #12? Yes No
(If you answered yes to question #13 provide all relevant details and dates or attach copies of the discipline.)
14. If question #11 is yes. A letter of good standing is required from the Association(s) listed above in question #12. _____
15. Have you ever been disciplined by LARA? Yes No
(If you answered yes to question #15 provide all relevant details and dates or attach copies of the discipline.)
16. Have you ever been convicted of a crime/felony? Yes No
17. Brokers Company Office Name: _____
18. Brokers Name: _____ Brokers MI License #: _____
19. Office Phone #: _____ Office Fax #: _____
20. Office Address: _____
(Street Address, City, State, and Zip Code)

(Agents Initial)

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge. I understand that false or misleading information in my application may result in my release from the Association. No refunds will be issued.

Agents Signature: _____

Today's Date: _____

Brokers Signature: _____

Today's Date: _____



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FUTURE PAYMENTS & FEE SCHEDULE

Invoices:

- Association Board Dues are required each calendar year. **All future payments are subject to change per billing cycle.** Please read below regarding payments due on holidays and weekends. Only one notice will be sent Via-Email one month prior to the required billing due date(s). All invoices can be viewed and paid online at the Southeastern Border Association of REALTORS® main webpage. The SEBAR Association is not required to send out other notifications and reminders.
- If at any time your E-Mail address has changed. It is your responsibility to provide the Association your new email address prior to the invoices being sent.
- All payments must be received by 4:00 P.M. on the date(s) according to your invoice.
- If the payment billing cycle date(s) ends on a Holiday, Saturday or Sunday, the required payment(s) must be received by 4:00 P.M. on the first business day following. This includes online payments, U.S. Postal Service, or walk-ins. Reinstatement/late fees will be applied.
- The SEBAR Association cannot take credit or debit card information over the phone, due to liability issues. There will be a 3% service fee on all credit or debit card transactions.

Association Board Dues:

- **The full amount for Association Board Dues: \$567.00.** The billing cycle for Association Board Dues will begin on November 1st per each calendar year. The Association Board Dues are due by December 1st per each calendar year. There is a \$50.00 reinstatement/late fee per each payment paid after 4:00 P.M. according to the date(s) on the invoice.

I _____ have read and agreed to the guidelines for the future payment requirements set forth by the Southeastern Border Association of REALTORS®. All as may from time to time be amended.

Today's Date: _____

Agents Signature: _____

Today's Date: _____

Brokers Signature: _____



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Terms and Conditions of Membership

1. **BYLAWS, POLICIES AND RULES.** I agree by the bylaws, policies and rules of the Southeastern Border Association of REALTORS®(SEBAR), the bylaws, policies and the Michigan REALTORS®(MR), and the constitution, bylaws, policies and rules of the National Association of REALTORS®(NAR), all as may from time to time be amended.

AGENT INITIAL _____ BROKER INITIAL _____

2. **ORIENTATION:** I understand I am required to attend New Member Orientation. I must attend such orientation(s) within 90 days or be subject to suspension of service until such time I do attend.

AGENT INITIAL _____ BROKER INITIAL _____

3. **NO REFUND:** I understand that I will not be entitled to a refund for my Application or Association Dues in the event I fail to maintain eligibility for membership any reason.

AGENT INITIAL _____ BROKER INITIAL _____

4. **AUTHORIZATION TO RELEASE AND USE INFORMATION; WAVIER.** I authorize the Association or its representative to verify any information provided by me in the application by any method including contacting the Michigan Department of Real Estate licensing, my current or past responsible broker or designated REALTOR®, or any Association or MLS where I held, or continue to hold, any type of membership. I further authorize any 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 request (or hearings); (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 further disciplinary sanctions. I waive any legal claim or cause of action against the Association, its agents, employees or members including, but not limited to, slander, libel, defamation of character, that may arise from any action taken to verify, evaluate of process this application or other use of the information authorized and released hereunder.

AGENT INITIAL _____ BROKER INITIAL _____

I agree not to access Paragon MLS with another agents ID and Password. I futher understand that the Michigan Penal Code and the United States Code prohibits unauthorized access to computer databases.

AGENT INITIAL _____ BROKER INITIAL _____

I acknowledge receipt of and agree to abide by the Southeastern Border Association of REALTORS® By-Laws, Policy and Procedures, and Rules and Regulations.

AGENT INITIAL _____ BROKER INITIAL _____

PLEASE SIGN AS APPLICANT AND HAVE BROKER SIGN AS APPLICABLE.

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

Signature of Licensed Applicantant: _____

Date: _____

Signature of the Primary Broker: _____

Date: _____



New Member Orientation Enrollment Form

The 2020 New Member Orientation class schedule is listed below:

Friday, January 17th – Monroe

Monday, February 24th – Downriver

Friday, May 29th – Monroe

Monday, July 20th – Downriver

Friday, September 18th – Monroe

Friday, November 6th – Downriver

To enroll for Orientation, please complete this form along with the REALTOR® Membership application and return them to the Association with your fee payment. It is recommended that you attend the first available Orientation class following your date of application in order to be assured of fulfilling the Orientation REQUIREMENT. Orientation begins at 9:00 a.m. with registration beginning at 8:45 a.m. Please submit your application and payment at least 2 business days prior to Orientation for guaranteed placement. If you have registered and can not attend, please call the SEBAR office at 734-242-6866 as soon as possible.

NOTE: THIS CLASS MUST BE COMPLETED IN THE FIRST OR SECOND OPPORTUNITY FROM YOUR APPLICATION DATE.

ORIENTATION POLICY:

If Orientation has not been completed within 90-days of membership a \$50 fine will be assessed and the next scheduled class will be MANDATED. If you do not attend the next class offered your membership will be TERMINATED.

Please complete this form below to signify that you and your Broker have read and agree to comply.

Name: _____ License #: _____

Firm Name: _____

I will attend New Member Orientation on _____
(choose from dates listed above)

I realize that by signing this form, I have read and understand the above requirements.

Applicant Signature: _____ Date: _____

Broker Signature: _____ Date: _____

Suggestions for New Member Orientation

1. Please dress comfortably in layers so that you can control your temperature and comfort level.
2. Please put the Orientation date in your calendar and keep a copy of this form for your reference.
3. Make sure to note which SEBAR office location your registered date will be held.

THE SOUTHEASTERN BORDER ASSOCIATION OF REALTORS®

WE'VE GONE GREEN...



In our continuing efforts to be “green,” we provide the legal notices required for membership meetings as well as the ballots to vote for officers, directors, invoices, or for any other matter, to our members by e-mail.

We also desire that our members be able to cast their ballots and provide them to the Association by electronic vote. We feel that this will greatly increase participation in the voting process.

Therefore, we ask you to provide the Association with your name, e-mail address, and LARA REALTOR® number to confirm your identity. Please initial below indicating you have read this document.

Print Name: _____

Initials: _____

LARA Realtor® #: _____

Email: _____

CREDIT CARD or DEBIT CARD FORM

Due to liability issues the Southeastern Border Association of REALTORS® cannot accept credit card information over the phone.

Visa Mastercard Discover American Express

Payment amount of: \$ _____

Add 3% service fee: \$ _____

Total: \$ _____

Members Name: _____

(print)

Name on the Card: _____

Card Number: _____

3-digit security code on the back: _____

Expiration Date: _____

Home or Business Address that matches the credit card:

(Street Address, City, State, and Zip Code)

10 Digit Phone Number: _____

Members E-Mail Address: _____

Members Signature: _____