



# ORLANDO REGIONAL REALTOR® ASSOCIATION

## MEMBERSHIP

*As your local REALTOR® association, ORRA is committed to providing the products, services and programs that will help you succeed in your real estate career.*



1330 Lee Road  
Orlando, FL 32810

[membership@orlandorealtors.org](mailto:membership@orlandorealtors.org)

Ph: 407.513.7282

Fx: 407.293.6083

## Welcome

Thank you for your interest in becoming a member of the Orlando Regional REALTOR® Association. ORRA provides membership to real estate professionals who pledge to subscribe to a strict code of ethics. Before a new applicant is granted full rights and privileges of REALTOR® membership with ORRA, Florida REALTORS®, and NAR, you must pay the application fees and dues upon application submission and complete Orientation program. These two requirements cover the full range of association benefits and services and, most importantly, your obligations under the REALTOR® Code of Ethics.

## Membership Prerequisites

1. Verify that your license is showing as “current, active” with the proper firm by visiting the Florida Department of Business and Professional Regulation (DBPR) website at [myfloridalicense.com](http://myfloridalicense.com). The DBPR requires that licenses of agents, brokers and corporations be current and showing as active on their website prior to ORRA processing membership applications.
2. Submit a completed and signed membership application.
3. Pay your initial membership dues and fees at time of application submission via a personal or company check or money order (payable to ORRA), or credit card (American Express, Discover, MasterCard or VISA). If the applicant is not the cardholder, then a “Credit Card Authorization Form” must be completed and signed by the cardholder and submitted with the application.
4. Pay your (prorated) MLS participation fees at time of application submission (payable to “MFRMLS”) if your broker is an MLS participant.

As a provisional member, you will be able to enter the member portal of ORRA's website (orlandorealtors.org) within 72 business hours. It will take approximately 14 business days for Florida REALTORS® to establish your account which will allow you to access their website (floridarealtors.org) and also use the Florida REALTORS® Legal Hotline and Florida REALTORS® Technology Hotline free of charge. Please allow 30 days for activation of NAR benefits.

## Membership Deadline

New Member Code of Ethics Schedule	
Orientation cut-off:	Orientation Date:
April 2	April 11
May 1	May 9
June 1	June 6
July 2	July 11
August 1	August 15
September 3	September 12
October 1	October 10
November 1	November 7
December 2	December 5

As an applicant, you will be required to complete a live orientation course and an online ethics course. Upon receipt of application, ORRA will validate your license status by checking with the state licensing agency (DBPR) to ensure they have you actively licensed with your current broker. ORRA is not able to process an application unless the information on DBPR is accurate. **An application confirmation which will include your live orientation class date and time will be e-mailed to you once payment is received and your application is processed.** Completing the online ethics will be your responsibility. You can find the course at [nar.realtor/code-of-ethics/training](http://nar.realtor/code-of-ethics/training).

## Orientation Confirmation

An application confirmation which includes your orientation date and Code of Ethics options will be e-mailed to you once payment is received and your application has been processed. Please confirm that ORRA has your most current contact information on record. If you were a previous member and have unsubscribed to receiving ORRA e-mails, re-subscribe by signing-in to your ORRA member portal at [orlandorealtors.org](http://orlandorealtors.org).

## Abandonment of Application

If any requirement of provisional membership is unmet after the sixty day period, you will be reclassified as a "non-member salesperson." If this happens you (and your broker) will be contacted via e-mail, and completing **the joining process will require a \$200 reapplication fee.** In addition, ORRA will bill your broker a personal dues increase for allowing a non-member to be licensed with him or her. Even though your MLS subscription will continue, your participation in the Supra lockbox system (including any Supra Key access) will be terminated and you may not use the REALTOR® term in your practice.

## Dues and Fees



Payment for membership dues (refer to the Application Fees & Dues Schedule) and My Florida Regional MLS fees (refer to the "MLS Fee Schedule") is required upon application submission. Payment for Supra Key fees (refer to the "Supra Lease Information") is due at the time of the Supra Key application. Dues and Fees Schedules are located on ORRA'S website under the Membership tab for new users or contact the Membership Department at 407.513.7282 or [membership@orlandorealtors.org](mailto:membership@orlandorealtors.org) should you need assistance.

## My Florida Regional Multiple Listing Service

### User Activation Fees



**New Member:** A one-time activation fee establishes your account as a new system user.

### Designated REALTOR®

**Broker:** For new brokerages, the “New Office Processing Fee” (one time) establishes your account and also includes the broker’s personal activation fee.

### Participation Fees:

Subscribers pay a prorated annual participation fee upon joining. Proration is the 1st of each month and calculated from the time you became licensed with a MFRMLS participant. Annual e-bills are sent mid April and due May 15.

## Mandatory MLS Training Class

### MLS Basic Class

You have 60 days to complete two mandatory MLS classes, the MLS Basic and the Compliance 101 class from date of activation. You may also attend the free Adding & Modifying Listings in MLS class immediately following the MLS Compliance 101. A Broker’s Authorization form (Adding & Modifying Listings in MLS) must be signed by the broker before you are given access to add or edit any listings. This form can be authorized electronically on the MLS website.

To register for the mandatory MLS Basic and Compliance 101 classes and all other MLS classes, visit [mfrlogin.com](http://mfrlogin.com). Login using your Member I.D. # and password. Click on “University,” then, “MFR Class Registration.”

### “Entering and Updating Listings in MLS” Class: Listing Maintenance Function

If your broker allows you to enter and update your own listings in MLS, you will be required to attend the “Entering and Updating Listings in MLS” class. This free 2 hour class is generally held from 1:00 to 3:00 on the same day as the MLS Basic class and the Broker’s Authorization for Entering and Updating Listings in MLS form must be signed by your broker and brought to this class or faxed to MLS at 407.960.5450. Registration is recommended and the reschedule/cancellation policy is the same as stated above.

## Supra Key Lockbox System

Supra provides ORRA REALTOR® members with an optional electronic lockbox system to provide secure key storage access and facilitate showings.



Supra leases are billed separately by Supra the 17th of each month. Please refer to the “Supra Lease Information” sheet for fees and further details.

Please be advised that for security reasons the sharing/loaning of lockbox keys is strictly prohibited and may result in loss of participation privileges and substantial fines. For additional information or to purchase lockboxes, contact Membership at 407.253.3580, option 2.



## Your REALTOR® Information

Your ORRA I.D. number will be confirmed via e-mail once your application has been approved and processed. Please note that this I.D. number is also your:

- ORRA member number
- National REALTOR® Data System (NRDS number for access to realtor.org)
- Username for accessing the ORRA member portal on ORRA's website
- Agent I.D. in the MFRMLS system
- MFRMLS website login
- MLS login
- IMAPP login

## Transfer Information

If you transfer to a different brokerage firm or to another office in your firm, in addition to filing the change with the Department of Business and Professional Regulation (DBPR), you must also separately notify ORRA. The following forms must be submitted to [membership@orlandorealtors.org](mailto:membership@orlandorealtors.org) or faxed to 407.293.6083:


- A copy of the DBPR RE 11 form with your broker's signature.
- Completed Transfer/Reinstatement Form (required for reinstatement only)

## Contact Numbers

Membership .....	407.513.7282
Professional Development.....	407.513.7268
Communications/Marketing.....	407.513.7273
MFRMLS Administration.....	407.960.5300
MFRMLS Help Desk.....	407.960.5300
MFRMLS Toll Free .....	800.686.7451

## REALTOR® Websites

- **ORRA** (Orlando Regional REALTOR® Association)  
[orlandorealtors.org](http://orlandorealtors.org)  
*Order supplies, sign up for classes, download logos, update your personal information, and much more.*
- **MFRMLS** (My Florida Regional Multiple Listing Service)  
*Business:* [mfrmls.com](http://mfrmls.com)  
*Listing Database:* [mfr.mlsmatrix.com](http://mfr.mlsmatrix.com)
- **FR** (Florida REALTORS®)  
[floridarealtors.org](http://floridarealtors.org)
- **NAR** (National Association of REALTORS®)  
[realtor.org](http://realtor.org)
- **DBPR** (Department of Business & Professional Regulation) State License Agency  
[myfloridalicense.com](http://myfloridalicense.com)



*Thank you for deciding to become a member of one of Florida's most progressive local REALTOR® associations. We encourage you to become involved in your association and look forward to your contributions to the real estate profession.*