



REALTOR® Membership Application Checklist

Welcome! We're glad to have you.

Thank you for your interest in joining the Orlando Regional REALTOR® Association.

In order to expedite the processing of your application, please complete the following steps.

Name: _____

- Ensure that your license on DBPR is active.
- Submit the following completed and signed forms:
 - REALTOR® Membership Application form.
 - Provisional Membership Acknowledgement Form
 - MFRMLS Participation Fee & Activation Agreement
 - Letter of Good Standing (if you are transferring from another REALTOR® association)
- Include payment for applicable fees (major credit card or check/money order payable to ORRA). Payments are non-refundable.

Applicants must complete the in-person New Member Orientation/Ethics within sixty (60) days of completion of application processing.

Questions? Please contact the Member Services Department at 407.253.3580 or membership@orlandorealtors.org.

Applicant

Membership type: Agent-REALTOR[®] Broker-Designated REALTOR[®] Appraiser Non-Member Licensee Contact Info.

Choose One: Primary or Secondary (If Secondary, name primary association) _____

Previous association membership? Yes No If yes, where/when? _____

If previous association membership, please provide your National Realtor[®] Database System (NRDS) #: _____

Name as it appears on your real estate, appraiser, assessor or limited broker's license (VERY IMPORTANT!):

First Name _____ Last Name _____ Middle Name _____

Nickname _____ Salutation Mr. Ms. Miss Mrs. Dr. Other _____

Address (as it appears on DBPR) _____

City _____ State _____ ZIP _____

Home Phone _____ Mobile Phone* _____ Home Fax _____

*By providing a mobile number, you consent to receiving calls from ORRA. Calls may include prerecorded or artificial voice messages, text messages and those made by an automated telephone dialing system. Carrier message and data rates may apply. For more information, contact membership@orlandorealtors.org.

Preferred Contact Phone Number (required) Mobile Office Home | Preferred Fax Number Office Home

FL Real Estate or Appraiser License # _____ Date of Birth (Month/Day/Year) _____

Preferred E-mail Address _____

Members are automatically opted to ORRA's members-only and other e-newsletters. You may manage your subscription preferences at any time by clicking the "Manage subscription" link found at the bottom of every e-mail.

Preferred Mailing Address Office Home | Foreign Languages _____

How would you prefer to receive *Orlando REALTOR[®] magazine*? Print only Digital (e-mail) only Both print & digital

Primary Field of Business (select one): Appraisal Auctioneer Brokerage Management Buyer Brokerage Condominiums Condos/Resorts/Time Share Corporate Management Exchanges Existing Homes (Resales) General Appraisal General Commercial Sales/Leasing General Real Estate General Residential Sales Industrial Sales/Leasing International-Commercial Real Estate International Land Sales/Leasing Manufactured/Mobile Homes Marketing/Research Multi-Family Multi-Family Sales/Leasing New Homes Office Admin Support Staff (licensed) Office Sales/Leasing Property Management Residential Lots Resort Specialist Retail Sales/Leasing Sales Management Single Family Trainer/Instructor/Education

Office

Broker Office Name _____ Office MLS ID _____

Broker Office Address _____

City _____ State _____ ZIP _____

Broker Office Phone _____ Broker Office Fax _____

Broker Office E-mail _____ Broker Office Website _____

If you are an office broker—FL Corporate License Number _____

Professional

Do you have any outstanding Code of Ethics complaints or unsatisfied ethics or arbitration decisions, unpaid arbitration awards, unpaid financial obligations to any REALTOR[®] association or MLS service? Yes No If yes, please explain:

Have you ever served in a leadership position in a business or association? Yes No

If yes, where/when? _____

FOR OFFICE USE ONLY

Member # _____ Office # _____ MLS Yes No | COE Yes No

New / Transfer / Reinstate Member Type _____ NRDS # _____

Dues \$ _____ MLS \$ _____ Notes _____

Broker Only

Your position at firm: Principal Partner Corporate Officer Trustee Employee Other _____

Is your firm incorporated? Yes No

Applicants for Membership who are Brokers/Owners of a real estate firm, state name of each Principal, Partner, Corporate

Officer or Trustee of your firm: _____

Supra

As a benefit of membership, ORRA offers Supra eKey and lockboxes to all REALTOR® members. If you wish to lease a Supra eKey which provides electronic access into the Supra lockboxes placed on the property listings. **please complete and submit the separate eKey application at www.orlandorealtors.org/KeysLockboxes.**

I currently have a Supra eKey: Yes No

Application Certification

In the event of my election, I agree to abide by the Code of Ethics of the National Association of REALTORS®, and the constitution, bylaws, rules and regulations of the Orlando Regional REALTOR® Association, the Florida REALTORS®, and National Association of REALTORS®. I consent that the Association may invite and receive information and comment about me from any member or other person, and I further agree that any information and comment furnished to the Association by any person in response to the 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.

I agree to arbitrate when required by the Code of Ethics and to abide by the decision of the professional standards committee of the Association, or the decision of the appeals board in the event of an appeal. I irrevocably waive all claims against the Association, or any of its officers, directors, members, or employees, for any act in connection with the business of the Association, and particularly as to its or their acts in electing or failing to elect, advance, suspend, expel, or otherwise discipline me as an applicant member. I acknowledge that if accepted as a member, and I subsequently resign from the Association or otherwise cause membership to terminate with an ethics complaint pending, that the board of directors may condition renewal of membership upon my certification that I will submit to the pending ethics proceeding and will abide by the decision of the hearing panel. If I resign or otherwise cause membership to terminate, the duty to submit to arbitration continues in effect even after membership lapses or is terminated, provided the dispute arose while I was a REALTOR®.

I understand that I must: a) complete an Orientation/Ethics course; b) pay all required dues and fees at the time of application submission; and c) comply with any required legal liability training as required from time to time by the board of directors as a condition of maintaining my membership.

I understand that if I fail to complete Orientation/Ethics course within 60 days of application processing and/or I fail to pay the required total fees and dues, this application may be automatically deemed abandoned by the Association. Should it be abandoned, or should I voluntarily withdraw my application prior to completing the requirements, I understand that the application fee and dues will be forfeited, and that I must reapply should I seek membership in the future.

I hereby grant permission to ORRA, its employees, and/or representatives, to take and use photographs/digital images of me for use in promotional and/or educational materials, including printed or electronic publications, websites, or other electronic communications. I further agree that my name and identity may be revealed in descriptive text or commentary in connection with the image(s). I authorize the use of these materials indefinitely without compensation to me. All negatives, prints, and/or digital reproductions shall be the property of ORRA. I hereby release, discharge, and agree to save harmless ORRA from any liability that may occur or be produced in the taking of said picture or in any subsequent processing thereof, as well as any publication thereof, including without limitation any claims for libel or invasion of privacy.

As a principal broker, I certify that I am in compliance with all applicable Florida real estate regulations, that I have no record of official sanctions involving unprofessional conduct, and that I have (had) no pending or recent personal or corporate bankruptcy within the past three years.

By signing below I consent that the Realtor® Association's (local, state and national) and their subsidiaries, if any (e.g., MLS) may contact me at the specified address, telephone numbers, fax numbers and e-mail address or other means of communication available. This consent applies to changes in contact information that may be provided by me to the association(s) in the future. This consent recognizes that certain state and federal laws may place limits on communications that I am waiving to receive all communications as part of my membership.

To complete the application process, you will be required to pay membership dues and MLS fee as well as attend Orientation/Ethics training. Please note that the application fee is nonrefundable and prorated dues are returned only in the event of non-election.

Signature of Applicant _____ Date _____

Membership is due annually on October 31.

Submit completed application to membership@orlandorealtors.org or by fax to (407) 293-6083

Payment

Payment type: Check (payable to ORRA) Money Order MasterCard Visa American Express Discover

Card Number: - - -

Expiration Date: / Security Code:

Cardholder's Name _____

Signature _____ Date _____

Application cannot be processed without payment in full. Checks and money orders may be delivered in person or mailed to:
Orlando Regional REALTOR® Association, 1330 Lee Road, Orlando, FL 32810

I, _____, know and understand the following requirements to complete provisional membership.

Please initial each statement for acknowledgement. Then, sign and date at the bottom. Thank you.

DUES / FEES

- _____ 1. ORRA membership dues are due **annually**, each year, on **October 31st**.
- _____ 2. MLS fees are due **annually**, each year, on **May 15th**.
- _____ 3. SUPRA auto-debits on the **17th of each month** for Supra eKey services.

REQUIRED TRAINING FOR REALTOR[®] MEMBERSHIP

must be completed by second New Member Orientation opportunity

- _____ 4. **Complete the New Member Orientation/Ethics course within 60 days of application processing** to avoid denial of membership, termination of provisional membership, and the reinstatement fee of \$200.

Once your application date has been processed, you will be automatically registered for the first available New Member Orientation/Ethics date (based upon availability). If you are unable to attend the scheduled date, please call the Membership Department at 407.513.7282 to be rescheduled for the next available date.

REQUIRED TRAINING FOR MLS

must be completed within 60 days of application

- _____ 5. **Complete MLS Basic within 60 days of application** to avoid suspension of service until training is completed. A reinstatement fee may apply.

You are responsible to contact MLS at 407.960.5300 or mfrmls.com/education to register.

- _____ 6. **Complete MLS Compliance 101 within 60 days of application** to avoid suspension of service until training is completed. A reinstatement fee may apply.

You are responsible to contact MLS at 407.960.5300 or mfrmls.com/education to register.

ACKNOWLEDGEMENT:

I have been given this information in writing regarding the deadlines for dues, fees, and training.

I understand the reinstatement fees if I fail to complete the mandatory classes within the specified deadlines.

Signature of Applicant

Date

New Member Orientation/Ethics Opportunities	
Jan. 9	Jan. 16
Feb. 12 or 13	Feb. 28
Mar. 12	Mar. 27
Apr. 3	Apr. 16
May 1	May 22
Jun. 5	Jun. 26
Jul. 10	Jul. 25 or 31
Aug. 7	Aug. 28
Sep. 11	Sep. 25
Oct. 9	Oct. 22
Nov. 5	Nov. 20
Dec. 11	TBD



Participation Fee & Activation Agreement

This agreement is made on _____ between the Subscriber and My Florida Regional Multiple Listing Service (MFRMLS).

- New member setup fee:** \$90 (this fee will also apply for members reinstating after one full billing cycle)
- New company processing fee:** \$215 (this fee will also apply for brokers reinstating after one full billing cycle)
- Member reactivation fee:** \$150 (this fee will apply to members who have been inactive for less than one full billing cycle)

The access issued to each Participant or Subscriber is unique and strictly confidential to that person. Authorized Participant/Subscriber agrees that should a disclosure of account information result in access by an unauthorized third party, authorized Participant/Subscriber may be subject to penalties as follows: (1) a fine of up to \$15,000 (as determined by the MFRMLS board of directors) for each occurrence will be assessed to any Authorized Participant/Subscriber found to have allowed or provided access to the MFRMLS system by an unauthorized person(s); (2) permanent revocation of on-line access rights for the second instance.

In compliance with MFRMLS Rules and Regulations, this Agreement provides for the Authorized Participant/Subscribe, as a primary or secondary member, to gain immediate access to the MLS and public record database for the use in listing, searching and retrieving the data contained therein. *This right is contingent upon the Participant/Subscriber completing the required training course within the 60-day period allowed. Failure to do so will result in suspension of the right to access the MLS database.*

MLS participant/user agrees to comply with MFRMLS Rules and Regulations. Any other use, reuse, or resale of this data is prohibited. The term of this agreement shall commence upon initiation of service to the Participant/Subscriber. The agreement is not assignable. The Participant/Subscriber hereby indemnifies the service and any reciprocal service and agrees to hold harmless from and against all claims, losses, damages, costs and expenses of any kind including attorney’s fees, and from liability to any person arising from a Participant/Subscriber.

Definition of MLS participant: Any REALTOR® of any other association/board or any non-REALTOR® who is a principal, partner, corporate officer, or branch office manager acting on behalf of a principal, without further qualification, except as otherwise stipulated in these rules, shall be eligible to participate in MFRMLS upon agreeing in writing to conform to the rules and regulations thereof and to pay the costs incidental thereto. However, under no circumstances is any individual or firm, regardless of membership status, entitled to Multiple Listing Service “membership” or “participation” unless they hold a current, valid real estate broker’s license and offer or accept cooperation and compensation to and from other participants or are licensed or certified by an appropriate state regulatory agency to engage in the appraisal of real property.

**** Use of information developed by or published by MFRMLS is strictly limited to the activities authorized under a participant’s licensure(s) or certification and unauthorized uses are prohibited. Further, none of the foregoing is intended to convey “participation” or “membership” or any right of access to information developed by or published by a board multiple listing service where access to such information is prohibited by law.**

COMPANY / MLS PARTICIPANT / USER INFORMATION

Name as shown on DBPR license _____ Firm where currently licensed _____

Participant / User Signature _____ Date _____

Your default password is “password1.” Please change your password on the MFRMLS website at mfrlogin.com. Changing your MFRMLS password does not change your ORRA password.

Attention Principal Broker: MLS participation fees are paid by the authorized user directly to MFRMLS: 247 Maitland Ave, Altamonte Springs, FL 32701. **Due date is May 15 (annually). Penalties will apply to all payments not received by 5:00 PM.** The principal broker is ultimately responsible for the payment of all fees for participating licensees in his/her company. Annual fees are \$380.00 for ORRA REALTORS® and \$444.00 for at-large users. MLS fees or pro-rated MLS fees are not refundable.

Associations Served: Bartow, East Polk, Englewood, Greater Tampa, Lakeland, Lake/Sumter, , Orlando, Osceola, Pinellas Suncoast, Punta Gorda-Port Charlotte-North Port, Sarasota and Manatee, Venice, West Pasco and West Volusia.



ORRA Dues & MLS Fees Schedule

Welcome to the REALTOR® family!

As an applicant, you will be granted full ORRA primary REALTOR® member rights and privileges once you have paid your initial fees and dues (payable at time of application submission). Within sixty days of your payment, you must complete the required New Member Orientation / Ethics class and MLS training classes. New Member Orientation is a live class at ORRA and includes the New Member Code of Ethics. You will receive a registration confirmation for the next available New Member Orientation / Ethics class. MLS classes can be taken online or a live training class at ORRA, registration is completed by the new member through MFRMLS portal.

New Members: The Application Fees & Dues Schedule below shows the application fees with REALTOR® dues and MLS set-up fees with MLS Participation Fees for 2019. ORRA operates on a fiscal year (Nov. 1 to Oct. 31), and Florida REALTORS® and NAR operate on a calendar year. As a primary or secondary REALTOR® member at ORRA, your annual dues are due by October 31st each year. (Primary members are those who pay their state and national dues through ORRA and whose principal broker also holds membership in ORRA. Secondary membership is available only to REALTORS® who already hold primary membership in another association.) MFRMLS Annual Renewal is due May 15th each year.

Returning Members: Membership dues shall be prorated for any licensee included on a certification form submitted to the association who during the same calendar year applies for REALTOR® membership in the association. However, membership dues shall not be prorated if the licensee held REALTOR® membership during the preceding calendar year.

Application Date	Realtor Dues	Realtor MLS Fees	Total Realtor Cost	Broker Dues	Broker MLS Fees	Total Broker Cost
Jan. 1-31, 2019	\$773.50	\$248.31	\$1,021.81	\$873.50	\$373.31	\$1,246.81
Feb. 1-28, 2019	\$732.58	\$216.64	\$949.22	\$832.58	\$341.64	\$1,174.22
Mar. 1-31, 2019	\$691.67	\$184.97	\$876.64	\$791.67	\$309.97	\$1,101.64
Apr. 1-30, 2019	\$650.75	\$583.30	\$1,234.05	\$750.75	\$708.30	\$1,459.05
May. 1-31, 2019	\$609.83	\$551.63	\$1,161.46	\$709.83	\$676.63	\$1,386.46
Jun. 1-30, 2019	\$568.92	\$520.00	\$1,088.92	\$668.92	\$645.00	\$1,313.92
Jul. 1-31, 2019	\$528.00	\$484.16	\$1,012.16	\$628.00	\$609.16	\$1,237.16
Aug. 1-31, 2019	\$1,068.08	\$448.32	\$1,516.40	\$1,168.08	\$573.32	\$1,741.40
Sept. 1-30, 2019	\$1,027.16	\$412.48	\$1,439.64	\$1,127.16	\$537.48	\$1,664.64
Oct. 1-31, 2019	\$986.24	\$376.64	\$1,362.88	\$1,086.24	\$501.64	\$1,587.88
Nov. 1-30, 2019	\$920.32	\$340.80	\$1,261.12	\$1,020.32	\$465.80	\$1,486.12
Dec. 1-31, 2019	\$879.40	\$304.96	\$1,184.36	\$979.40	\$429.96	\$1,409.36

In addition to the \$200 application, total Dues include: ORRA - annual dues of \$225 and a \$25 ORRA media assessment; Florida REALTORS® - annual dues of \$116, a \$30 Issues Advocacy Fund Fee and a \$30 one-time Florida REALTORS® processing fee; NAR - annual dues of \$150 and a \$35 media assessment. *Note:* Dues are prorated monthly. ORRA membership includes an Orlando REALTOR® magazine subscription (\$9 value). **ORRA, Florida REALTORS®, NAR and MFRMLS has a no refund policy.** [Click here](#) to see the breakdown of the prorated local, state, and national REALTOR® dues for 2019. [Click here](#) to see the breakdown of MFRMLS prorated participation fees and set-up fees.

For qualifying brokers registering a new company, the set-up fee per office is \$100.00 for ORRA and \$125.00 for MFRMLS.

Prices are subject to change.

New Member Orientation Opportunities for 2019

Jan. 9	Jan. 16
Feb. 12 or 13	Feb. 28
Mar. 12	Mar. 27
Apr. 3	Apr. 16
May 1	May. 22
Jun. 5	Jun. 26

Jul. 10	Jul. 25 or 31
Aug. 7	Aug. 28
Sep. 11	Sep. 25
Oct. 9	Oct. 22
Nov. 5	Nov. 20
Dec. 11	TBD

** Please note that the schedule above is to be used as a guide. The actual date of your first opportunity will be based on application submission date and available seating. **Your confirmation e-mail will provide you with the applicable deadlines.***