



## New Member Application Checklist:

Thank you for your interest in joining the Chicago Association of REALTORS® (C.A.R.).

In order to expedite the processing of your membership application, please be sure to include the following with your completed application signed by your broker:

- A copy of your license, 45-day permit sponsor card, or IDFPR Portal screenshot reflecting managing broker approval of sponsorship.
- If you are newly licensed and have not received your license yet, please also provide AMP/PSI scorecard which reflects that you passed the IL. Licensing exam.
- For new offices (Managing Brokers, Appraisers or Affiliates), a copy of your firm's license (if applicable) and/or DBA.
- A Letter of Good Standing from your primary/former association, if you are currently a member of NAR with another local REALTOR® association.
- Full payment of applicable fees. If you are mailing a check, please do not fax your application as it will not be processed until we receive your check. If you are faxing your application with a Visa, MasterCard, American Express, or Discover number, please do not also mail your application as it will not be necessary.

Your application should be processed within two to three business days of receipt. Once it has been processed, we will send you a welcome email.

We look forward to welcoming you as a new member of C.A.R.

430 N. Michigan Ave. 8<sup>th</sup> Floor, Chicago, IL 60611  
Monday–Friday, from 8:30 AM - 5 PM

6017 W. 26<sup>th</sup> St. Cicero, IL 60804  
Tuesdays and Thursdays, from 9 AM to Noon  
and 1 PM to 4 PM on both days.

Phone: (312) 803-4900

# NEW MEMBER APPLICATION

I hereby submit the required initial fee and application for membership in the Chicago Association of REALTORS®.

RPAC (Optional)	\$50.00	Check One: <input type="checkbox"/> Broker Owner <input type="checkbox"/> Broker <input type="checkbox"/> Appraiser <input type="checkbox"/> Leasing
CARF (Optional)	\$20.00	
IL RPA (Optional)	\$5.00	
Local Dues	\$164.50	
State Dues	\$240.83	
National Dues	\$160.00	
Application Fee	\$275.00	
MLS Fees <small>(MREB Startup Fee + User Fees)</small>	\$687.00	<b>Mar '20- Sept '20</b>
<b>Total Due</b>	<b>\$1602.33</b>	

**Please call (312) 803-4900 for current dues pro-ration.** Annual dues for each year are due by October 1 of the preceding year. Please note that Chicago Association REALTORS dues and fees do not include a subscription to Sentrilock. This feature is optional for C.A.R. members. Please click here for more information on Sentrilock.

Do you currently hold membership in another REALTOR® Association?  Yes  No  
If yes, please identify your primary Association \_\_\_\_\_

Type/Print Name as shown on your License \_\_\_\_\_  Ms.  Mrs.  Mr.  Mx.

Soc. Sec. #: \_\_\_\_\_ R.E. License #: \_\_\_\_\_

Birthdate: \_\_\_\_\_

Residence Address: \_\_\_\_\_  
STREET CITY STATE ZIP CODE

Home Phone: \_\_\_\_\_ Home Fax: \_\_\_\_\_

(PLEASE NOTE THAT WE USE YOUR HOME PHONE NUMBER TO SEND OUT BILLING REMINDERS)

Direct number included on the MLS: \_\_\_\_\_

Prefer to receive mail at  Office  Home Web Address: \_\_\_\_\_

**Note:** CR Magazine is delivered to your home address four times a year. Firm MLS Office ID# \_\_\_\_\_

E-Mail: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Firm Address: \_\_\_\_\_

(Street) (City) (ZIP) \_\_\_\_\_

Firm Phone: \_\_\_\_\_ Firm Fax: \_\_\_\_\_

## CHECK YOUR SPECIALTIES:

Appraisal;  Auction;  Buyer Broker;  Commercial;  Development;  Industrial;  Office;  International;  
 Investment;  Leasing;  Property Management;  Rehabs;  Residential;  Retail;  Multi-Family;  Other

Do you want to receive the CommercialForum E-newsletter?  Yes  No

Do you want to receive C.A.R.'s Global Real Estate Council E-newsletter?  Yes  No

Do you want to receive C.A.R.'s YPN E-newsletter?  Yes  No

Did you take your pre-licensing course with the REALTORS® Real Estate School within the past 12 months?

Yes  No

*(Over please. Both pages MUST be fully completed.)*

REALTOR® Designations: \_\_\_\_\_

Professional designations: \_\_\_\_\_

Highest level of education: \_\_\_\_\_ Additional Languages Spoken: \_\_\_\_\_

Other professional/trade association memberships: \_\_\_\_\_

Civic, charitable, community or political involvement: \_\_\_\_\_

Are you interested in serving on C.A.R.'s political contact team for your Alderman/legislator? If yes, please provide their name and note any affiliation you have with him/her: \_\_\_\_\_

Have you held membership in any other local REALTOR® Board?  Yes  No

If yes, where: \_\_\_\_\_ When did you start at this board? \_\_\_\_\_

When did you leave? \_\_\_\_\_ What was your MLS ID number? \_\_\_\_\_

Are you a member of the following organization(s)? Please check all that apply.

- Asian Real Estate Association of America, Chicago Chapter (AREAA)
- Dearborn REALTIST Board (DRB)
- International Real Estate Federation (FIABCI Midwest)
- National Association of Gay and Lesbian Real Estate Professionals, Chicago Chapter (NAGLREP)
- National Association of Hispanic Real Estate Professionals, Chicago Chapter (NAHREP)
- Real Estate to the Rescue (RTTR)
- Women's Council of REALTORS® – Chicago (WCR)
- Veterans Association of Real Estate Professionals, Chicago Chapter (VAREP)

If you are not a member of any of the above organizations, please indicate here if you would like to learn more about our Industry Partners.

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- National Association of Hispanic Real Estate Professionals, Chicago Chapter (NAHREP)
- Real Estate to the Rescue (RTTR)
- Women's Council of REALTORS® – Chicago (WCR)
- Veterans Association of Real Estate Professionals, Chicago Chapter (VAREP)

*(Over please. Both pages MUST be fully completed.)*

In the event of my election to membership, I agree to abide by the By-laws of the Chicago Association of REALTORS® and the code of Ethics of the National Association of REALTORS®. Upon the expiration of said membership for any cause, I will discontinue to use the designation "REALTOR®" and return to the Association all certificates, signs, seals or other indications of membership in the Association and any items which are the property of the Association.

I further certify that in signing this application all answers given on this application are true and correct and I authorize said Board through its representatives to make such investigation as may be considered advisable to verify the statements herein made by me. I give the Association permission to communicate with me via phone, email, and/or fax.

I agree to pay the established fees as are due and payable as long as I remain a member of this Association. I understand that I am paying for pro-rated dues for the fiscal year 10/1 through 9/30. I acknowledge that I will receive an invoice every August for the next fiscal year's annual dues. I understand that my dues payment is due IN C.A.R. OFFICES no later than 10/1. I understand that RPAC and C.A.R. Foundation amounts are voluntary. I understand that all dues and fees paid to the association are non-refundable.

I agree to attend an Orientation program as a prerequisite to my consideration for membership. Furthermore, I agree to complete the orientation course and be installed as a member within a three-month period from the date of this application. Otherwise, I understand that all monies paid to the Association by me will be kept by the Association as its process fee and that it will be necessary for me to re-apply for membership, which will include the additional payout of all fees and costs. I also agree to volunteer one additional hour toward an Association focus group.

I hereby authorize the Association to bill me MRED access charges, and I agree to pay MRED payments fully and punctually if I am joining a MRED office. I understand that if the monies are not received by the Association by the invoice due date, my MRED access will be suspended and that I will be required to pay a reactivation fee along with past due amount to have my MRED access re-activated.

I understand my office must be in compliance with all local zoning ordinances and homeowner and/or condominium association rules, regulations, and policies.

**RPAC DONATIONS:** The REALTORS® Political Action Committee (RPAC) is a non-profit, non-partisan organization whose purpose is to provide financial assistance to the election campaigns of qualified candidates.

The PAC receives voluntary contributions from REALTORS®, REALTOR® ASSOCIATES and others interested in the rights of private property ownership. The record, program and quality of candidate determine who gets PAC support. Its primary role is to support local elected officials/candidates.

Payments or contributions to Chicago Association of REALTORS®, the Illinois Association of REALTORS® and RPAC either state or federal, are not deductible as charitable contributions for federal income tax purposes. Local, state and national dues may be deductible as a business expense. Contributions to RPAC are voluntary and the amount listed for RPAC is merely a suggestion.

**C.A.R. FOUNDATION DONATIONS:** A 501(c)3 charitable organization, we are the education, philanthropic and research arm of the Chicago Association of REALTORS® Provide REALTORS® with opportunities to enhance their business through education; foster careers in real estate, and champion the professional image of the Chicago REALTOR®.

**IL RPA:** Assist your REALTOR® community with a voluntary contribution to RPA which provides insight and analysis for Illinois property owners and a voice for establishing sound real estate policy that promotes growth and seeks to limit taxes and regulations which can make it harder to live and work in the state.

## REALTOR® Association Communication Consent

I understand that by providing my mailing address(s), email address(s), telephone number(s), and FAX number(s), I consent to receive communications sent from the Chicago Association of REALTORS®, the Illinois Association of REALTORS®, and the National Association of REALTORS® via U.S. mail, e-mail, telephone, or facsimile at those number(s)/location(s) listed above.

Required Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(APPLICANT)

I hereby certify that the named applicant for membership is an employee or associate actively engaged in real estate within my office; that I believe said applicant is honest, trustful and of good reputation, and I recommend that the named Board elect said applicant to membership.

Required Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(SPONSORING BROKER/OWNER)

*(Over please. Both pages MUST be fully completed.)*

By default, agents are given the following rights within ConnectMLS. Should you wish to disallow any of the following options, please check off the box and those checked will NOT be given to the agent. Rights can be updated in the future by sending an email request from the Broker to [membership@chicagorealtor.com](mailto:membership@chicagorealtor.com).

- |   |   |
|---|---|
| <input type="checkbox"/> Use custom reports         | <input type="checkbox"/> Search tax records   |
| <input type="checkbox"/> Hotsheets                  | <input type="checkbox"/> Enable advanced AMS search                                   |
| <input type="checkbox"/> Open house/tours search    | <input type="checkbox"/> Add/Edit own listings  |
| <input type="checkbox"/> Search off-market listings | <input type="checkbox"/> Search active listings (requires search off-market listings) |
| <input type="checkbox"/> Use the financial tools    | <input type="checkbox"/> E-mail listings/prospecting                                  |

**Above data MUST be fully completed.**

*Please be sure you are paying the current dues pro-ration. Application cannot be processed without payment in full.*

C.A.R. accepts check, money order, or credit card (Visa, MasterCard, American Express, and Discover).

If paying with credit card, please complete the following:

Check one:  Visa;  MasterCard;  American Express;  Discover      Payment Amount: \_\_\_\_\_

Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

\$400 MRED Office Start-up Fee  
MRED Office Users Fees (Current Pro-ration)  
CHICAGO ASSOCIATION OF REALTORS® / MIDWEST REAL ESTATE DATA ("C.A.R./MRED")  
**PARTICIPANT APPLICATION AND AGREEMENT**

Name of C.A.R./MRED Applicant Firm: \_\_\_\_\_

Name of Sole Proprietor/Partner or Corporate Officer who will act as the Responsible Party: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ St.: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone : (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_

Sole Proprietor/Partner or Corporate Officer having the right to designate the Voting Member REALTOR®

*(Note: There must be a Voting Member REALTOR® to participate in the MRED.)*

Voting Member REALTOR®: \_\_\_\_\_  
*(PRINT Name)*

As the Sole Proprietor, Partner and/or Corporate Officer of the above real estate firm ("the Firm"), I hereby make application on behalf of the firm to participate in the C.A.R./MRED. I agree that the firm shall conform to the Rules and Regulations of the C.A.R./MRED and pay all financial obligations as described therein. The initial participation fee is submitted with this application. I represent that the firm and Voting Member Realtor® are members in good standing of the Chicago Association of REALTORS® ("C.A.R.") and further acknowledge that participation of the firm in the C.A.R./MRED is conditioned upon the maintenance of such membership in C.A.R. Upon receipt of a monthly billing, the firm shall pay to the MRED:

1. All participation and/or user fees for myself and all licensees or certified appraisers employed by, affiliated with or licensed to me or my firm.
2. All costs for licensees and/or certified appraisers employed by, affiliated with or licensed to me or my firm for books, computer charges and any other fees as assessed.
3. All fines, service charges or other financial obligations to the MRED for the firm.
4. All participation and/or assessed fees and costs for unlicensed personal assistants or appraiser certification candidates or trainees who work under the direct supervision of a principal of the firm or a licensee or certified appraiser employed by or affiliated with the firm.

The undersigned, individually and on behalf of the firm, has read and understands the Bylaws of C.A.R./MRED, its Security and Operational Rules and the Code of Ethics and Professional Standards manual of the National Association of REALTORS® and on behalf of the firm hereby agree to abide by the same.

The undersigned agrees on behalf of the firm to submit to all arbitration and ethics actions initiated before C.A.R. as defined from time to time in the Code of Ethics and Professional Standards Manual of the National Association of REALTORS®, and the undersigned on behalf of the firm hereby agrees to promptly comply with any award and/or disciplinary action rendered.

The undersigned on behalf of the firm agrees that all materials supplied by C.A.R./MRED shall remain the property of C.A.R./MRED and further agrees to return all materials furnished by C.A.R./MRED and shall remove from public display all evidence of membership in C.A.R./MRED if the firm ceases to be a member of C.A.R./MRED.

The undersigned understands and agrees that participation of the firm in C.A.R./MRED shall be subject to payment of all fees in the amounts prescribed by the Board of Directors, satisfactory completion of the educational requirements and membership requirements, indoctrination and upon final approval by the Board of Directors of C.A.R./MRED.

I understand that, in accordance with the current Bylaws and C.A.R./MRED rules and regulations, as may be amended from time to time, if service charges, fees, fines or other assessments including any amounts owed to the C.A.R./MRED are not paid and received by C.A.R. within one (1) month after statement date, the firm's membership will be subject to suspension at the discretion of the Board of Directors of the C.A.R./MRED. Two (2) months after statement date, the firm's membership in the C.A.R./MRED shall automatically terminate unless within that time the amount due is paid. In the event of suspension of the firm's membership, I understand that all multiple listing services to me, my firm and licensees and certified appraisers employed by, affiliated with or licensed to me or the firm shall cease.

Further, I understand and agree that as applicant for the above firm's MLS participation in C.A.R./MRED I shall remain personally responsible for the payment of all financial publications of the firm named herein to the C.A.R./MRED unless and until a new Participant Application and Agreement shall be executed and accepted. Finally, I understand and agree that if the C.A.R./MRED deems it necessary to file a civil action to recover from my unpaid participation fees and costs for multiple listing services, the C.A.R./MRED may not only recover the amount of such unpaid fees and cost, but also its reasonable attorney's fees and costs in connection with such litigation.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ |

**Please Note: The Midwest Real Estate Data is Internet based. Access to the Internet is required to view Midwest Real Estate Data.**