



# NEW MEMBER APPLICATION LEASING AGENT LICENSEES

# DECEMBER 2024

***For Leasing Agent Licensees joining an existing CAR Affiliated Office.***

Thank you for your interest in joining the Chicago Association of REALTORS®! To expedite the processing of your member application, please review the following checklists and provide the documents applicable to your scenario.

Recently Passed State Exam/Pending License Number	Currently Licensed
<ul style="list-style-type: none"> <li><input type="checkbox"/> Completed and Signed Application by Applicant and Designated Managing Broker</li> <li><input type="checkbox"/> Completed and Signed Payment Information</li> <li><input type="checkbox"/> Proof of Sponsorship (<i>choose one</i>)               <ul style="list-style-type: none"> <li><input type="checkbox"/> Screenshot of IDFPR Online Portal Acceptance</li> <li><input type="checkbox"/> 45-Day Sponsor Permit <b>and</b> Proof of License Payment to IDFPR</li> </ul> </li> <li><input type="checkbox"/> State Exam Scorecard with a Passed Result</li> <li><input type="checkbox"/> National Exam Scorecard with a Passed Result</li> <li><input type="checkbox"/> Transcripts from Pre-Licensing Courses</li> </ul> <p>If you do not want access to MRED’s Multiple Listing Service (MLS), we will also need:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> MLS Participation Waiver Form (Leasing Agent)</li> </ul> <p>If you are licensed in another state and are currently or have recently been a member of another REALTOR® association, we will also need:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Letter of Good Standing from your primary/former REALTOR® Association</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Completed and Signed Application by Applicant and Designated Managing Broker</li> <li><input type="checkbox"/> Completed and Signed Payment Information</li> <li><input type="checkbox"/> Proof of Sponsorship (<i>choose one</i>)               <ul style="list-style-type: none"> <li><input type="checkbox"/> Copy of Real Estate License with new/current Sponsoring Broker</li> <li><input type="checkbox"/> Screenshot of IDFPR Online Portal Acceptance by new Sponsoring Broker</li> <li><input type="checkbox"/> 45-Day Sponsor Permit with Proof of \$35 Payment to IDFPR</li> </ul> </li> </ul> <p>If you do not want access to MRED’s Multiple Listing Service (MLS), we will also need:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> MLS Participation Waiver Form (Leasing Agent)</li> </ul> <p>If you are joining CAR and are currently or have recently been a member of another REALTOR® association, we will also need:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Letter of Good Standing from your primary/former REALTOR® Association</li> </ul>

Completed applications can be submitted securely online at [www.chicagorealtor.com/upload](http://www.chicagorealtor.com/upload)

Submit all documentation together in one submission. You may include multiple attachments and file types in the same submission.

If you have questions regarding your application, please contact our Membership team at 312-803-4900 or [membership@chicagorealtor.com](mailto:membership@chicagorealtor.com)

We look forward to welcoming you as a new member of the Chicago Association of REALTORS®!

All fields marked with an \*Asterisk are Required

**TELL US ABOUT YOURSELF**

**Full Name\*:** \_\_\_\_\_

*As written on your State Exam Scorecard or IDFPR Real Estate License*

**Nick Name:** \_\_\_\_\_

*If you will be doing business by a different name for advertising and communications, you must first have IDFPR add your Nick Name/AKA name to your Real Estate License. Examples may include going by an abbreviated name, a middle name, or other nick name not referenced on your real estate license. Email [fpr.realestate@illinois.gov](mailto:fpr.realestate@illinois.gov) and request this AKA name be added to your real estate license. Once added, we can update your membership records to reflect this nick name.*

**Last 6 of Social Sec #\*:** X X X - \_\_\_\_ - \_\_\_\_ **Date of Birth\*:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Real Estate License Number\*:** \_\_\_\_\_ OR  Pending/Applying for License Number

*If Pending, did you take your pre-licensing course with CAR's Real Estate School within the past 12 months?*  Yes  No  Unsure

**Home Address\*:** \_\_\_\_\_

*Address, including Unit # (If applicable) City State Zip*

**Permanent Email Address\*:** \_\_\_\_\_

*Internal only. This should be a personal email address. It will not be publicly displayed.*

**Business Email Address\*:** \_\_\_\_\_

*This will be the email you use for marketing and business purposes. This may be an email address supplied by your Sponsoring Broker.*

**Cell Phone\*:** \_\_\_\_\_ **Home Phone (if different or applicable):** \_\_\_\_\_

**Which gender do you identify with\*?**  Female  Male  Non-Binary  I Prefer Not to Answer

**What industry are you coming from\*?**  Business/Finance  Construction/Trades  Cosmetology  Education

Government/Public Sector  Health Care  Hospitality/Restaurant  Legal  Non-Profit/Association

Real Estate/Current REALTOR®  Retail  Retired  None  Other \_\_\_\_\_

**Are you joining with the intent to be a full-time or part-time member\*?**  Full-Time  Part-Time  Unsure

---

**SPONSORING BROKER INFORMATION**

**Brokerage Name\*:** \_\_\_\_\_

*Print the name of the Brokerage that will be Sponsoring your license. Must be an existing CAR affiliated brokerage.*

**Brokerage CAR/MLS Office ID\*:** \_\_\_\_\_

**Address of Brokerage\*:** \_\_\_\_\_

*Address, including Suite (If applicable) City State Zip*

*If brokerage has more than one location, include address of the branch location that is sponsoring your license.*

---

**MULTIPLE LISTING SERVICE (MLS) ACCESS**

**Do you want access to the Multiple Listing Service (MLS)\*?**  Yes (MLS Fee applies, see page 4)  
 No (Exempt from MLS Fee, requires MLS Participation Waiver Form to be signed and returned with application.)

**Direct Dial MLS Phone Number (if applicable):** \_\_\_\_\_ or  None, brokerage phone number only

*Cell phone or other direct phone number is recommended.*

**CURRENT OR PREVIOUS REALTOR® MEMBERSHIP**

**Have you now or have you ever held membership with another REALTOR® Association\*?**  Yes  No

*If you answered no, you may proceed to the next section.*

*If you answered yes, please answer the following questions:*

Name of Current/Former Association: \_\_\_\_\_

Member ID at this Association: \_\_\_\_\_

Year you joined this association? \_\_\_\_\_

Year you left this association? \_\_\_\_\_ OR *choose one:*

- Current Member, intend to stay with this Association.
- Current Member but leaving and transferring primary membership to CAR.

---

**PREFERENCES, SPECIALTIES, DESIGNATIONS, AND INTERESTS**

**Preferred Address for Mail:**  Home Address  Office Address *(If left blank, Home will be selected by default)*

*Please note Chicago REALTOR® Magazine is delivered 4 times per year to Applicant's Home Address*

**Check your Real Estate Specialties:** *(choose all that apply. If left blank, Residential will be selected by default)*

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

**Current REALTOR® Designations:** \_\_\_\_\_

**Additional Languages Spoken:** \_\_\_\_\_

**Other professional or trade association memberships:** \_\_\_\_\_

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

**Are you interested in serving on CAR's political contact team for your Alderman or legislator?** If yes, please provide the name of your alderman or legislator and note any affiliation you have with him/her: \_\_\_\_\_

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

**Do you want to receive CAR's Global Real Estate Council E-Newsletter?**  Yes  No

**Do you want to receive CAR's Young Professional's Network (YPN) E-Newsletter?**  Yes  No

**Are you a current member of any of the following Industry Partners; or interested in learning more about any of the following Industry Partners?**

Current Member	Want to Learn More	
<input type="checkbox"/>	<input type="checkbox"/>	Asian Real Estate Association of America, Chicago Chapter (AREAA)
<input type="checkbox"/>	<input type="checkbox"/>	Dearborn REALTIST Board (DRB)
<input type="checkbox"/>	<input type="checkbox"/>	LGBTQ+ Real Estate Alliance
<input type="checkbox"/>	<input type="checkbox"/>	National Association of Hispanic Real Estate Professionals, Chicago Chapter (NAHREP)
<input type="checkbox"/>	<input type="checkbox"/>	Real Estate to the Rescue (RTTR)
<input type="checkbox"/>	<input type="checkbox"/>	Women's Council of REALTORS®, Chicago Chapter (WCR)
<input type="checkbox"/>	<input type="checkbox"/>	Veterans Association of Real Estate Professionals, Chicago Chapter (VAREP)

I hereby submit the initial fees and application for membership in the Chicago Association of REALTORS®. 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 use of the designation "REALTOR®" and return to the Association all identifying indications of membership 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 following fiscal year's annual dues (10/1 – 9/30).** I understand that my renewal dues payment is due and must be received by CAR no later than 10/1 of each year. 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 unless stated otherwise in our Policy Manual.

I agree to complete New Member Orientation and Code of Ethics programs as a prerequisite to my consideration for membership. Furthermore, I agree to complete the orientation courses 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 hereby authorize the Association to bill me MRED access charges, if applicable, 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.

### REALTOR® Association Communication Consent

I understand that by providing my home address, email address(s) and telephone number(s), I consent to receive communications sent from the Chicago Association of REALTORS®, Illinois REALTORS®, and the National Association of REALTORS® via U.S. Mail, e-mail, or telephone at those number(s)/address(es) listed in this application.

**Applicant Signature\*:** \_\_\_\_\_ **Date\*:** \_\_\_\_\_

### Designated REALTOR® Acceptance

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.

By default, agents are given the following rights with MRED's ConnectMLS. Should you wish to disallow/disable any of the following options, please check off the box and those checked items will NOT be given to this applicant. Rights can be updated in the future by sending an email request from the Designated Managing Broker to the Association.

- |   |   |
|---|---|
| <input type="checkbox"/> Disable Add/Edit Own Listings      | <input type="checkbox"/> Disable Use of Financial Tools                                       |
| <input type="checkbox"/> Disable Custom Reports             | <input type="checkbox"/> Disable Search Tax Records   |
| <input type="checkbox"/> Disable HotSheets                  | <input type="checkbox"/> Enable Advanced AMS Search   |
| <input type="checkbox"/> Disable Open House/Tour Search     | <input type="checkbox"/> Disable Search Active Listings (requires search off-market listings) |
| <input type="checkbox"/> Disable Search Off-Market Listings | <input type="checkbox"/> Disable Email Listings/Prospecting                                   |

**Designated REALTOR® Signature\*:** \_\_\_\_\_ **Date\*:** \_\_\_\_\_

### New Membership Dues & Fees and Renewal Notice

Even though you are joining as a new member today, CAR has begun its annual membership renewal. CAR's fiscal year runs October 1<sup>st</sup> – September 30<sup>th</sup>, and every member renews on this same annual cycle. The dues and fees listed below will cover your membership for 10-months: from December 2024 – September 30, **2025**.

You have two payment options to join CAR. You may pay your membership in full which results in a \$36 savings; or you may pay a required portion today with 2 additional installment payments as scheduled below. If selecting the installment option, your dues & fees will be paid through September 30, 2025 upon payment of the final installment.

**Select One Payment Option Below\***

<input type="checkbox"/> <u>Pay in Full</u>			<input type="checkbox"/> <u>Required Portion Now, Pay in Installments Later</u>		
	<u>With MLS</u>	<u>Without MLS</u>		<u>With MLS</u>	<u>Without MLS</u>
<b>Required to Join</b>	<b>\$1,248.08</b>	<b>\$908.08</b>	<b>Required to Join</b>	<b>\$847.08</b>	<b>\$507.08</b>
			By 01/10/2025	\$269.00 <sup>+</sup>	\$269.00 <sup>+</sup>
			By 02/21/2025	\$258.00 <sup>+</sup>	\$258.00 <sup>+</sup>
<i>A \$36 savings compared to installments!</i>					

*If amount due today is different or variable, we will contact you before charging your Card. Card information below is still required. All dues and fees are non-refundable unless stated otherwise by our [Refund Policy](#).*

*\*A voluntary contribution of \$45 to RPAC, CAR's Charitable Foundation, and Illinois REALTOR® Relief (IRRF) will be included in your invoice. At the time payment, you may choose when completing your payment online to modify the \$45 voluntary contribution. Choosing not to contribute will not impact services or membership. For the Pay in Installments option, each installment includes a required \$12 processing fee.*

Below is a breakdown of the membership dues and fees that cover a 10-month period from December 2024 through September 30, 2025. Note: CAR dues do not include a subscription to Sentrilock. This is an optional service which you may subscribe to after membership.

Dec '24 – Sept '25	Local Dues	State Dues	National Dues	Application Fee	Total without MLS	MRED MLS Fees	Total with MLS
<b>New REALTOR®</b> <small>(Anyone that has never been a REALTOR® member or has not been a REALTOR® for over 1 year)</small>	\$75.00	\$399.08	\$259.00	\$175.00	<b>\$908.08</b>	\$340.00	<b>\$1,248.08</b>
<b>Current REALTOR® Transferring Membership to Chicago</b>	\$75.00	\$297.00	\$201.00	Waived with Letter of Good Standing	<b>\$573.00</b>	\$340.00	<b>\$913.00</b>

Check One\*:  Visa  MasterCard  American Express  Discover

Name on Card\*: \_\_\_\_\_

Card Number\*: \_\_\_\_\_ Expiration\*: \_\_\_\_/\_\_\_\_

Authorized Signature\*: \_\_\_\_\_ Date\*: \_\_\_\_\_

**Add the Following One-Time Investment/Contribution to Today's Payment:**  \$20 "Fair Share" to RPAC *Recommended*  
 See page 5 for more information  \$20 to CAR's Charitable Foundation  
 \$5 to Illinois REALTOR Relief (IRRF)

Please allow 3 business days to receive your welcome email. Applications with blank payment information will not be processed. Securely submit your application and all supporting documents at [www.chicagorealtor.com/upload](http://www.chicagorealtor.com/upload)

### **Information on Voluntary Investments and Donations**

**RPAC INVESTMENT:** 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®, Illinois 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®.

**REAL PROPERTY ALLIANCE (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. Contributions to the Real Property Alliance are tax-deductible contributions.

**ILLINOIS REALTOR RELIEF (IRRF):** Assist your REALTOR® community with a voluntary contribution to IRRF which can help individuals living in the state's communities which have been affected by natural disasters. IRRF is developed solely for the purpose of helping neighbors and clients in a time of need.

### **Tax Deductibility and Required Disclosures**

#### **NON-DEDUCTIBILITY PERCENTAGE**

Compliance with the Tax Reform Act of 1993, as amended by the Tax Cuts and Jobs Act of 2017, requires that the portion of dues attributable to lobbying and political activities at the Local, State and Federal levels of government be considered nondeductible for income tax purposes.

For 2024, with ILLINOIS REALTORS® dues at \$205 and the RVOICE assessment at \$85 per member (a total of \$290), ILLINOIS REALTORS® computes 27 percent, or \$78.30, to be nondeductible for income tax purposes due to lobbying efforts by ILLINOIS REALTORS®. For 2025, with ILLINOIS REALTORS® dues at \$212 and the RVOICE assessment at \$85 per member (a total of \$297), ILLINOIS REALTORS® computes 32 percent, or \$95.04, to be nondeductible for income tax purposes due to lobbying efforts by ILLINOIS REALTORS®.

For 2024, with dues at \$156 per member, NAR computes 35 percent, or \$55, to be nondeductible for income tax purposes due to NAR's lobbying efforts. Please note that the entire \$45 Public Awareness Campaign special assessment qualifies as fully deductible. For 2025, with dues at \$150 per member, NAR computes 35 percent, or \$55, to be nondeductible for income tax purposes due to NAR's lobbying efforts. Please note that the entire \$45 Public Awareness Campaign special assessment qualifies as fully deductible.

For 2024, with dues at \$335 per member, the entire amount qualifies as fully deductible for tax purposes. For 2025, with dues at \$345 per member, the entire amount qualifies as fully deductible for tax purposes.

#### **2024 AND 2025 NAR SPECIAL ASSESSMENT**

For both years, NAR's \$45 mandatory assessment for the Consumer Advertising Campaign is for classifications of REALTOR® and REALTOR®-ASSOCIATE. The Consumer Advertising Campaign funds a nationwide public awareness campaign that includes TV network and cable ads highlighting the value a REALTOR® brings to a transaction and stressing the importance of using a REALTOR®. As always, the assessment is not prorated so new members who join throughout the year owe the full \$45. Note that the entire \$45 portion of dues related to Consumer Advertising Campaign qualifies as deductible dues.

#### **ILLINOIS REALTORS® RVOICE PROGRAM**

ILLINOIS REALTORS®' 2024 dues include a \$85 mandatory assessment for all REALTOR® and REALTOR®-ASSOCIATE members to fund the RVOICE Program, established in 2006 to ensure that REALTORS® have a strong voice on public policy issues throughout Illinois. RVOICE provides ILLINOIS REALTORS® the resources to advocate on local governmental issues and take its message to the people, policy makers and the media. Learn more at <http://www.illinoisrealtor.org/advocacy>.

ILLINOIS REALTOR® \$85 mandatory assessment for the RVOICE Program is for classifications of REALTOR® and REALTOR®-ASSOCIATE and cannot be prorated.

ILLINOIS REALTORS®' 2025 dues include a \$85 mandatory assessment for all REALTOR® and REALTOR®-ASSOCIATE members to fund the RVOICE Program, established in 2006 to ensure that REALTORS® have a strong voice on public policy issues throughout Illinois. RVOICE provides ILLINOIS REALTORS® the resources to advocate on local governmental issues and take its message to the people, policy makers and the media. Learn more at <http://www.illinoisrealtor.org/advocacy>.

ILLINOIS REALTOR® \$85 mandatory assessment for the RVOICE Program is for classifications of REALTOR® and REALTOR®-ASSOCIATE and cannot be prorated.