



# NEW SECONDARY MEMBER OFFICE APPLICATION MANAGING BROKER LICENSEES

# DECEMBER 2024

**For Managing Broker Licensees joining CAR as a Secondary Member & opening a Secondary Member Office**  
*Includes Managing Brokers self-sponsoring and also existing CAR Secondary Member Offices opening additional branches/locations*

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

New Secondary Office Checklist
<input type="checkbox"/> Completed and Signed Application & Payment Information
<input type="checkbox"/> Copy of Managing Broker License
<i>If applying for your Managing Broker License with IDFPR:</i>
<input type="checkbox"/> State Exam Scorecard with a Pass Result
<input type="checkbox"/> National Exam Scorecard with a Pass Result
<input type="checkbox"/> Proof of Application to IDFPR
<input type="checkbox"/> Transcripts from Managing Broker Pre-Licensing Courses
<input type="checkbox"/> Copy of Brokerage License <i>(not applicable if self-sponsoring)</i>
<input type="checkbox"/> If Brokerage is Doing Business As (DBA) a name other than the name on the Brokerage License, also include the DBA provided by the Secretary of State and registered with IDFPR.
<input type="checkbox"/> Letter of Good Standing from your primary/former REALTOR® Association
<b>If your Secondary Office needs MLS Access, we will also need:</b>
<input type="checkbox"/> Completed and Signed MRED Agreements (2 Documents)
<input type="checkbox"/> Application and Agreement (1 Page)
<input type="checkbox"/> Participation Agreement & Copyright (5 pages)

**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®!



**CURRENT REALTOR® MEMBERSHIP**

**Do you hold 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.

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**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 understand that by joining as a Secondary Member, I must maintain an active membership in good standing with a primary REALTOR® board and pay any national REALTOR® dues annually through my primary REALTOR® board. I agree that should my membership status change with my primary REALTOR® board, I will immediately notify CAR and if necessary, become a primary member of CAR and pay any applicable dues and fees until expiration or termination of my membership.**

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, 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\*:** \_\_\_\_\_

### **REALTOR® PRINCIPAL CERTIFICATION AND ACKNOWLEDGEMENT**

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 choosing to become a REALTOR® Principal, I acknowledge that under the National Association of REALTORS® Dues Formula, I have a total dues obligation based on the number of licensees sponsored in my office. I acknowledge that I will receive credit towards that total dues obligation for each individual licensee who chooses to individually hold REALTOR® membership. After applying all credits based on those individual licensees who have chosen to hold REALTOR® membership, I acknowledge that I will be invoiced a non-member assessment fee for the remaining balance. I acknowledge that non-member assessment fees are my responsibility as the REALTOR® Principal member and not the responsibility of any individual non-member licensee. In the event of my election to REALTOR® 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®.**

**Applicant 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**.

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 SentiLock or Commercial Contracts Pro. These are optional add-on services which you may subscribe to after membership.

Dec '24 – Sept '25	<b>Current Designated REALTOR® joining Chicago as a Secondary Member and Opening an Office</b> (Must hold a primary REALTOR® membership at another REALTOR® association)
Local Dues (CAR)	\$287.50
National Dues (NAR)	Waived with Letter of Good Standing
Application Fee	Waived with Letter of Good Standing
<b>Total without MLS Access or IR Membership</b>	<b>\$287.50</b>
If applicable, add MRED MLS Fees (Based on Selection on Page 1)	\$340.00 (MLS User Fee) \$166.67 (MLS Office Fee) \$400.00 (One-time MRED Start-up Fee)
If applicable, add State Dues (IR) (Based on Selection on Page 1)	\$399.08

*Amount Due is based on additional services and membership selections on page 1.*

*If amount due 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](#).*

**Check One\***:  Visa  MasterCard  American Express  Discover

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

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

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

- Add the Following One-Time Investment and/or Donation to my initial dues:**  \$20 “Fair Share” to RPAC *Recommended*  
*See page 5 for more information*  \$20 to CAR’s Charitable Foundation  
 \$5 to Illinois REALTOR Relief (IRRF)

**Your application will not be processed if payment information is blank.**

**Securely submit your application and all supporting documents at [www.chicagorealtor.com/upload](http://www.chicagorealtor.com/upload)**

**Please allow 1-3 Business Days for Processing. A welcome email will be sent confirming your Membership.**

CAR can also accept checks or money orders for membership fees. If applying with a check, mail your application and applicable fees to 430 N Michigan Ave, 8<sup>th</sup> Floor | Chicago, IL 60611. This option will delay your membership processing and access to services.

### 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.