

**MARATHON AND LOWER KEYS ASSOCIATION OF REALTORS®, INC.**

**5800 Overseas Highway #15**

**Marathon, FL 33050**

**Phone 305-743-2485 / Fax 305-743-4679**

**[CEO@MLKAR.com](mailto:CEO@MLKAR.com)**

**PRIMARY MEMBERSHIP**

To Whom It May Concern:

Thank you for inquiring about MLKAR Membership. We look very forward to having you as one of our members and being of service to you.

As a Primary member to our Association, we will need the following:

1. A copy of your Real Estate License
2. A completed application (see attached)
3. One Time Application Fee \$300.00
4. Local Annual dues (\$310.00)
5. MLS Access Payment by check \$480 per year (prorated - \$120 Savings) or monthly billing of \$50 per month.

Listed below are the membership requirements for Marathon and Lower Keys Association of REALTORS®.

**Individual Membership:**

1. Submit an application with a one-time application fee of \$300.00, MLKAR Annual association dues of \$250.00, Education is vital to your success and for only \$25.00 per year you receive an MLKAR education pass, or you will have to pay \$25.00 per class at the door.

**NAR & Florida Realtors Annual Dues are as follows and prorated if not a full year. You will pay your first years dues with application and then the future years will be billed via email from NAR's NRDS Ecommerce System:**

NAR Annual Dues - Request to see current schedule

Florida Realtors Annual Dues – Request to see current schedule

2. Submit a copy of your valid real estate license.
3. A requirement of membership is that you must attend an orientation class, which is given semi-annually. You will be notified as to the date and time. The Association policy manual states that each member has two chances to attend orientation before having to reapply to the Association for membership (this includes another application fee).

**MLS Participation:**

1. Upon receipt of your dues, you may participate in the Multiple Listing Service. You will be invited to attend an MLS class. Our monthly access fee to the MLS is \$40.00 per month if paid annually by check (\$120 Savings), or if paid monthly \$50.00 per month billed at the end of the month.

To comply with applicable tax rules and regulations and to comply with USPS second class postage permit requirements for FAR's *Florida Realtor*<sup>®</sup> and NAR's *Realtor*<sup>®</sup> magazine, **it is necessary for Associations/Boards to include the following disclosures on their member dues billing:**

1. Portions of your dues used for lobbying purposes that are not deductible on federal income tax returns are: **Florida Realtors (23%)** and **National Association Realtors (26%)**.
2. Contributions to RPAC are voluntary and will be used for political purposes and support of state, local, and federal candidates and political parties and in issue initiatives. Making a contribution is not a condition of membership in the Association and a member may refuse to contribute without suffering any reprisal. Seventy percent of each contribution is used by RPAC-Florida and RPIC Florida to support state and local candidates and state and local issues. Consult your local Association /Board for the exact percentage going toward each. The balance is sent to National RPAC and is charged against your contribution limits prescribed by 2 U.S.C. 441a. Contributions are not deductible for federal income tax purposes.
3. Payments to the Association/Board of Realtors<sup>®</sup> are not deductible as charitable contributions. Such payments may, however, be deductible as ordinary and necessary business expenses.
4. Dues include a \$3.50 allocation to *Florida Realtor*<sup>®</sup> magazine and a \$6 allocation to NAR's *Realtor*<sup>®</sup> magazine.
5. Your dues includes a \$35 mandatory assessment by the **National Association of Realtors**<sup>®</sup> for all Realtors<sup>®</sup> and Realtor-Associates<sup>®</sup> to fund a nationwide public awareness campaign that includes TV network and cable ads highlighting the value a Realtor<sup>®</sup> brings to a transaction and stressing the importance of using a Realtor<sup>®</sup>.
6. Your dues also include a \$30 mandatory, non-pro-ratable assessment by the **Florida Realtors**<sup>®</sup> for the advocacy fund.

**APPLICATION FOR MEMBERSHIP**

**Marathon and Lower Keys Association of REALTORS®, Inc.**  
5800 Overseas Highway, #15  
Marathon, FL 33050  
305/743-2485 / [CEO@MLKAR.com](mailto:CEO@MLKAR.com)

**TO: Marathon and Lower Keys Association of REALTORS®, Inc.**

I hereby apply for REALTOR® membership in the Marathon and Lower Keys Association of REALTORS®, Inc. In the event my application is approved, I agree, as a condition to membership, to complete an Orientation course, if required. I also agree to thoroughly familiarize myself with the Code of Ethics of the NATIONAL ASSOCIATION OF REALTORS®, including the duty to arbitrate business disputes in accordance with the *Code of Ethics and Arbitration Manual* of the Association and the constitution, bylaws, and rules and regulations of the Marathon and Lower Keys Association of REALTORS®, the State Association and the National Association. I further agree to complete satisfactorily a reasonable and nondiscriminatory written examination covering such Code, constitution, bylaws, rules and regulations, and duty to arbitrate. I further agree that my act of paying dues shall evidence my initial and continuing commitment to abide by the aforementioned Code of Ethics, constitution, bylaws, rules and regulations, and duty to arbitrate, all as from time to time amended. Finally, I consent and authorize the Association, through its membership committee or otherwise, to invite and receive information and comment about me from any member or other person, and I agree that any information and comment furnished to the Association by any member or other person in response to any such 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.

**NOTE:** Applicant acknowledges that the Association will maintain a membership file of information which may be shared with other Boards/Associations where applicant subsequently seeks membership. This file shall include: previous applications for membership; all final findings of Code of Ethics violations and violations of other membership duties within the past three (3) years; pending complaints alleging violations of the Code of Ethics or alleging violations of other membership duties; incomplete or pending disciplinary measures; pending arbitration requests; and information related to unpaid arbitration awards or unpaid financial obligations to the Association or its MLS.

**NOTE:** Applicant acknowledges that if accepted as a member and he/she subsequently resigns from the Association or otherwise causes membership to terminate with an ethics complaint pending, the Board of Directors may condition renewal of membership upon applicant's certification that he/she will submit to the pending ethics proceeding and will abide by the decision of the hearing panel. If applicant resigns or otherwise causes membership to terminate, the duty to submit to arbitration continues in effect even after membership lapses or is terminated, provided the dispute arose while applicant was a REALTOR®.

I agree that, if accepted for membership in the Association, I will pay the fees and dues as from time to time established. Agent and Broker are responsible for providing the Association with written notice of termination should they no longer need membership or MLS Access, failure to provide this written notice means that the agent and broker are responsible for continuing MLS Access fees until such time as the association has been notified. Broker of record is responsible for all non-paid billing for their agents.

I further acknowledge that once accepted, the fees and dues submitted with this application are non-refundable.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_  
(Applicant's usual form of signature)

I hereby submit the following information for your consideration: (Please print)

Name as shown on license: \_\_\_\_\_ License #: \_\_\_\_\_

Name to appear on roster: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Type of license:  Salesperson  Broker-Salesperson  Broker  Appraiser

Nickname: \_\_\_\_\_ Home Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cellular Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Office Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Office Street Address: \_\_\_\_\_ City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_

Date Started in Real Estate: \_\_\_\_\_ Date started with present firm (mo/yr) \_\_\_\_/\_\_\_\_

Position with firm:  Independent Contractor  Principal  Partner  Officer  Branch Office Manager  Employee

Are you now employed by or engaged in any other business or profession? If yes, please state: \_\_\_\_\_

Are you currently a member of another board or association which is affiliated with the NATIONAL ASSOCIATION OF REALTORS® or have you held membership in another board or association within the five (5) years?  Yes  No  
MLS Service?  Yes  No

If "yes," list each board and association where membership was held, type of membership held, and approximate dates of membership.

\_\_\_\_\_  
NAR MEMBERSHIP NUMBER: \_\_\_\_\_ Last date of completion of NAR's Code of Ethics training: \_\_\_\_\_

\_\_\_\_\_  
Have you ever held a real estate license in any other state?  Yes  No If yes, where? \_\_\_\_\_

Has your real estate license, in this or any other state, been suspended or revoked?  Yes  No If yes, specify the place(s) and date(s) of such action, and detail the circumstances relating thereto: \_\_\_\_\_

\_\_\_\_\_  
Are there now any pending or unresolved complaints, or have there been within the past 3 years, any complaints against you or the firm with which you have been associated before any state real estate regulatory agency or any other agency of government?  Yes-  
 No

If "yes", specify the substance of each complaint in each state, the agency before which complaint was made, and the current status or resolution of such complaint: (attach separate sheet if necessary) \_\_\_\_\_

\_\_\_\_\_  
Have you ever been convicted of a felony?  Yes  No If yes, give details: \_\_\_\_\_

**I hereby certify that the foregoing information furnished by me is true and correct, and I agree that failure to provide complete and accurate information as requested, or any misstatement of fact, may be grounds for revocation of my membership, if granted.**

Dated: \_\_\_\_\_ Signature \_\_\_\_\_

***THIS SECTION TO BE COMPLETED BY DESIGNATED REALTOR® APPLICANTS (BROKER)***

Name of Company: \_\_\_\_\_ Type: \_\_\_\_\_ Business Cert. #: \_\_\_\_\_

Is the office stated your principal place of business:  If No, or if you have any Branch Offices, please indicate and list address:

\_\_\_\_\_  
Name all Principals, Partners, Corporate Officers, or Trustees of your real estate firm:

\_\_\_\_\_ RE Lic?  Y  N \_\_\_\_\_ RE Lic?  Y  N  
\_\_\_\_\_ RE Lic?  Y  N \_\_\_\_\_ RE Lic?  Y  N

List ALL Licensees associated with your office: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you now, or have you been in the past 3 years, involved in any bankruptcy or insolvency proceedings?  Y  N

Does your office comply with zoning requirements?  Y  N If No, explain: \_\_\_\_\_

**I hereby certify that the foregoing information furnished by me is true and correct, and I agree that failure to provide complete and accurate information as requested, or any misstatement of fact, may be grounds for revocation of my membership, if granted.**

Dated: \_\_\_\_\_ Signature \_\_\_\_\_

# MLKAR PAYMENT PLAN AND CREDIT CARD AUTHORIZATION

Individual's account to pay using this credit card (one form per individual please) \_\_\_\_\_

**Please complete and email to [CEO@MLKAR.com](mailto:CEO@MLKAR.com) or Fax to 305-743-4679**

Name as it appears on card: \_\_\_\_\_

Card Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Expiration Date: \_\_\_\_\_ CVV (Security Code): \_\_\_\_\_

**Billing Address:** \_\_\_\_\_  
Street, City, State, Zip Code

E Mail: \_\_\_\_\_ Phone: \_\_\_\_\_

I, \_\_\_\_\_ authorize The Marathon and Lower Keys Association of REALTORS® Inc. to charge the credit/debit card listed above.

The Marathon and Lower Keys Association of REALTORS®, Inc. is authorized to charge my card for the total amount of \$\_\_\_\_\_ for \_\_\_\_\_

My card will be charged: **one time/monthly/annually (circle one)** amount of \$\_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**MLS Access Payment Options Available:** (Circle your choice or contact the office to setup/change your billing plan)

- **Annual Billing:** (Savings of \$120 per year over monthly billing)  
If you opt to pay annually your MLS Dues are \$480 per year (Savings of \$120 per year) and Local Association dues of \$310 (\$790 total). Annual billing will be emailed Oct 1<sup>st</sup> of each year and due no later than Jan 1<sup>st</sup>.
- **Monthly Auto Payment Option:**  
Your card is automatically charged \$50 monthly, complete & return this credit card authorization form.
- **Monthly eBilling:**  
You receive an eBill invoice on the 1st of every month \$50 and pay online using Credit, Debit or Banking info.

**Annual Dues Invoices are sent October 1<sup>st</sup> and due no later than January 1<sup>st</sup>. You will receive one eBill from MLKAR for Local Dues and one from NAR's NRDS for NAR & Florida Realtor Dues.**

**Payment is due within 30 days of invoice. The following are the payment terms:**

**Day 1 – Day 31:**

Monthly invoices are emailed on the 1st day of the month and due within 30 days of invoice. MLS Billing is sent and due the same time every month to make it easy to calendar for payment.

**Day 31 – Day 38:**

If no payment is received. A past due reminder will be sent out within a week of being past due.

**Day 38 – Day 45:**

If no payment is received, a \$25 late fee will be sent along with the following notice: Please remit payment immediately or contact the office to avoid possible service interruption. If your access is suspended please make payment, then contact MLKAR to have your access restored immediately.

**Day 45 – Day 52:**

If no payment is received, access may be suspended and will be restored immediately after payment is made including a \$50.00 reconnection fee and you contact MLKAR office to inform them your account is current and request your access be restored.