



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

5800 Overseas Highway #15, Marathon, FL 33050

Phone 305-743-2485 • Fax 305-743-4679 • Membership@MLKAR.com

# Primary Membership Application

For real estate licensees joining the REALTOR® family through MLKAR as their primary association.

Thank you for your interest in MLKAR membership. We would love to have you join our association. This packet has three parts. Please return them together.

## WHAT TO SUBMIT

- ☐ A copy of your Florida real estate license
- ☐ **Part 1 – Application**, completed and signed (brokers also complete Section D)
- ☐ **Part 2 – Dues Disclosures**, signed, with your initials on any contribution you opt out of
- ☐ **Part 3 – Payment**: fees and dues below, your MLS billing choice and, if paying by card, the card authorization

## FEES AND DUES

|                                                                                             |                         |
|---------------------------------------------------------------------------------------------|-------------------------|
| Application fee (one-time)                                                                  | <b>\$300.00</b>         |
| New Office setup fee (one-time, only if your office is not already in the Florida Keys MLS) | <b>\$200.00</b>         |
| MLKAR local annual dues                                                                     | <b>\$310.00*</b>        |
| NAR and Florida Realtors annual dues (current schedule available on request)                | <b>See schedule*</b>    |
| MLS access – <b>annual billing</b> (\$40 per month; saves \$120 a year)                     | <b>\$480.00 / year*</b> |
| <b>OR</b>                                                                                   |                         |
| MLS access – <b>monthly billing</b>                                                         | <b>\$50.00 / month*</b> |

\* Prorated for the remainder of the calendar year.

**Dues.** You pay your first year's NAR and Florida Realtors dues with this application. Each year after that, you will receive two invoices: one from MLKAR for your local dues (\$310) and MLS access (\$480 if billed annually, for \$790 total), and one from NAR's NRDS system for your NAR and Florida Realtors dues.

**Continuing Education.** REALTOR® members must complete NAR's Code of Ethics training at least once every three-year cycle and must keep their Florida real estate license active by completing the continuing education the FREC requires for each renewal. Your membership depends on keeping both current.

**MLS access.** Once your dues are received, you may participate in the Florida Keys MLS. MLS access begins once all items are received and payment is processed.

If you have any questions, please contact us at 305-743-2485 or Membership@MLKAR.com.

Sincerely,

**Ciera Smith**

Chief Executive Officer

Ciera@MLKAR.com

**PART 1 APPLICATION FOR REALTOR® MEMBERSHIP****A. REALTOR® APPLICANT**

NAME AS SHOWN ON LICENSE

FLORIDA LICENSE #

DATE OF BIRTH

NAME TO APPEAR ON ROSTER

NICKNAME

License type: ☐ Salesperson ☐ Broker-salesperson ☐ Broker ☐ Appraiser

HOME ADDRESS

MAILING ADDRESS (if different)

CELL PHONE

HOME PHONE

EMAIL

DATE STARTED IN REAL ESTATE

DATE STARTED WITH PRESENT FIRM (MO/YR)

NRDS / NAR ID # (if you have one)

LAST NAR CODE OF ETHICS TRAINING (date, if any)

Position with firm: ☐ Independent contractor ☐ Principal ☐ Partner ☐ Officer  
☐ Branch office manager ☐ Employee**B. APPLICANT'S OFFICE**

OFFICE / FIRM NAME

OFFICE PHONE

OFFICE FAX

OFFICE STREET ADDRESS

CITY

STATE

ZIP

Is this office already in the Florida Keys MLS? ☐ Yes ☐ No

If no, the broker completes Section D and the one-time \$200 New Office setup fee applies.

**C. APPLICANT BACKGROUND**

Answer every question. If you answer "Yes," explain below and attach additional pages if needed.

Within the past 5 years, have you been a member of, or received MLS service from, another board or association affiliated with the NATIONAL ASSOCIATION OF REALTORS®?

☐ Yes ☐ No

Have you ever held a real estate license in any state other than Florida?

☐ Yes ☐ No

Has your real estate license, in Florida or any other state, ever been suspended or revoked?

☐ Yes ☐ No

Are there now, or have there been within the past 3 years, any complaints against you or the firm you have been associated with before any state real estate regulatory agency or other government agency?

☐ Yes ☐ No

Have you ever been convicted of a felony?

☐ Yes ☐ No

EXPLANATION OF ANY "YES" ANSWER: BOARDS/ASSOCIATIONS WITH MEMBERSHIP TYPE AND DATES, OTHER STATES, PLACES AND DATES OF ACTION, AGENCIES, AND CURRENT STATUS



**Skip this page if you are not a new broker applicant.**

**D. DESIGNATED REALTOR® (BROKER) APPLICANTS ONLY**

Complete if you are the broker of the firm, including all new offices.

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**COMPANY NAME**

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**BUSINESS TYPE** (sole proprietor, partnership, corporation, LLC)

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**BUSINESS CERT. #**

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**FIRM WEBSITE**

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**FIRM EMAIL**

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**PRINCIPAL BROKER**

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**DESIGNATED BROKER**

**Is the office above your principal place of business?** ☐ Yes ☐ No List any branch offices below.

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**PRINCIPAL PLACE OF BUSINESS / BRANCH OFFICE ADDRESSES** (if different or any)

Principals, partners, corporate officers, or trustees of the firm

| NAME | TITLE | RE LICENSE? (Y/<br>N) | NAME | TITLE | RE LICENSE? (Y/<br>N) |
|------|-------|-----------------------|------|-------|-----------------------|
|------|-------|-----------------------|------|-------|-----------------------|

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Please list all licensees associated with your office or attach a current list to this application.

| LICENSEE NAME | LICENSEE NAME | LICENSEE NAME |
|---------------|---------------|---------------|
|---------------|---------------|---------------|

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

☐ Yes ☐ No

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Does your office comply with local zoning requirements? (If no, explain in Section C.)

☐ Yes ☐ No



## E. AGREEMENT AND CERTIFICATION

- I apply for REALTOR® membership in the Marathon and Lower Keys Association of REALTORS®, Inc. If approved, I will complete New Member Orientation and satisfactorily complete a reasonable and nondiscriminatory written examination on the Code of Ethics, constitution, bylaws, rules and regulations, and duty to arbitrate.
- I will thoroughly familiarize myself with, and abide by, the Code of Ethics of the NATIONAL ASSOCIATION OF REALTORS®, including the duty to arbitrate business disputes under the *Code of Ethics and Arbitration Manual*, and the constitution, bylaws, and rules and regulations of this Association, the State Association, and the National Association. My payment of dues is evidence of my initial and continuing commitment to these obligations, as amended from time to time.
- The Association may invite and receive information and comment about me from any member or other person, through its membership committee or otherwise. Any such information is privileged and will not be the basis of any claim by me for slander, libel, or defamation.
- The Association will keep a membership file that may be shared with other boards and associations where I later apply. It may include prior applications; final Code of Ethics findings and other membership-duty violations from the past 3 years; pending complaints, discipline, and arbitration requests; and unpaid arbitration awards or financial obligations to the Association or its MLS.
- If I resign or my membership ends while an ethics complaint is pending, renewal may be conditioned on my submitting to that proceeding and abiding by the hearing panel's decision. My duty to arbitrate continues after membership ends for disputes that arose while I was a REALTOR®.
- I will pay fees and dues as established from time to time. The agent and broker must give the Association written notice when membership or MLS access is no longer needed; MLS fees continue until that notice is received. The broker of record is responsible for all unpaid billing for their agents. Fees and dues are non-refundable once this application is accepted.

**I certify that the information in this application, including Section D if completed, is true and complete.** I understand that any misstatement or omission may be grounds for denial or revocation of membership.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
DATE

## F. BROKER VERIFICATION

To be completed by the applicant's broker of record. Broker applicants sign here as well.

\_\_\_\_\_  
BROKER NAME

\_\_\_\_\_  
FLORIDA BROKER LICENSE #

\_\_\_\_\_  
NRDS / NAR ID #

\_\_\_\_\_  
FIRM NAME

☐ I confirm the applicant above holds an active Florida license and is affiliated with my firm.

☐ I understand that, as broker of record, I am responsible for this agent's unpaid MLS and Association billing, and that MLS fees continue until MLKAR receives written notice that membership or MLS access is no longer needed.

\_\_\_\_\_  
SIGNATURE OF BROKER

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
DATE

**PART 2 DUES DISCLOSURES**

Florida Realtors® and the National Association of REALTORS® require these disclosures with every dues billing to comply with tax rules and with USPS postage permit requirements for *Florida Realtor®* and *REALTOR® Magazine*.

|                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Lobbying (not deductible)</b>   | The portions of your dues used for lobbying, which are not deductible on federal income tax returns, are <b>23%</b> for Florida Realtors and <b>26%</b> for the National Association of REALTORS®.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Tax deductibility</b>           | Payments to the Association are not deductible as charitable contributions. They may be deductible as ordinary and necessary business expenses.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Magazine allocations</b>        | Dues include \$3.50 for <i>Florida Realtor®</i> magazine and \$6.00 for NAR's <i>REALTOR® Magazine</i> .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>NAR assessment</b>              | Dues include a \$35 mandatory assessment by NAR for all REALTORS® and REALTOR-ASSOCIATES® to fund a nationwide public awareness campaign, including TV network and cable ads, on the value of using a REALTOR®.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Florida Realtors assessment</b> | Dues include a \$30 mandatory, non-pro-ratable assessment by Florida Realtors® for the advocacy fund.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>RPAC</b>                        | Contributions to the REALTORS® Political Action Committee are voluntary and are used for political purposes, including support of state, local, and federal candidates, political parties, and issue initiatives. Contributing is not a condition of membership, and you may refuse without reprisal. Seventy percent of each contribution goes to Florida Realtors® PAC and RPIC Florida to support state and local candidates and issues. The balance goes to the National Association of REALTORS® Political Action Committee and is charged against your contribution limits under 52 U.S.C. 30116, except for corporate funds or designated contributions, in which case the balance goes to the NAR Political Advocacy Fund for federal political purposes. Contributions are not deductible for federal income tax purposes. |

**VOLUNTARY CONTRIBUTIONS**

Your local dues include the three items below by default. To opt out of any of them, write your initials on that line.

**\$25 RPAC contribution** – to the REALTORS® Political Action Committee

\_\_\_\_\_  
INITIAL HERE TO OPT OUT

**\$25 MLKAR Scholarship Fund contribution** – supports scholarships for local students

\_\_\_\_\_  
INITIAL HERE TO OPT OUT

**\$25 Annual Education Pass** – access to most MLKAR classes for a year; otherwise \$25 per class at the door

\_\_\_\_\_  
INITIAL HERE TO OPT OUT

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
DATE

**PART 3 PAYMENT****MLS ACCESS BILLING** (choose one)☐ **Annual billing – \$480 per year** Saves \$120 a year. Invoices are emailed October 1 and are due by January 1.☐ **Monthly auto-pay – \$50 per month** The card below is charged automatically on the 1st of each month.☐ **Monthly eBilling – \$50 per month** An invoice is emailed on the 1st of each month to pay online by credit card, debit card, or bank account. *If no option is selected, you will receive monthly eBilling.***CREDIT / DEBIT CARD AUTHORIZATION**

Complete only if paying by card. May be paid by the applicant or the broker but must be signed by the cardholder.

ACCOUNT THIS CARD WILL PAY FOR

NAME AS IT APPEARS ON CARD

EXPIRATION DATE

CVV

CARD NUMBER

BILLING ADDRESS (street, city, state, ZIP)

EMAIL

PHONE

I authorize Marathon and Lower Keys Association of REALTORS®, Inc. to charge the card above:

ONE-TIME AMOUNT CHARGED  
TODAY

FOR (e.g., application fee, local and NAR/Florida Realtors dues, New Office setup fee, annual MLS access)

RECURRING AMOUNT CHARGED ON THE 1ST OF  
EACH MONTH

CARDHOLDER SIGNATURE

DATE

**BILLING AND PAYMENT TERMS**

|                   |                                                                                                                                                            |
|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Days 1–31</b>  | Invoices are emailed on the 1st and are due within 30 days. MLS billing is sent and due at the same time every month.                                      |
| <b>Days 31–38</b> | If no payment is received, a past-due reminder is sent within a week.                                                                                      |
| <b>Days 38–45</b> | A \$25 late fee is applied. Please pay immediately or contact the office to avoid interruption of service.                                                 |
| <b>Days 45–52</b> | Access may be suspended. It is restored once payment, including a \$50 reconnection fee, is made and you contact MLKAR to confirm your account is current. |

**FOR ASSOCIATION USE ONLY**

DATE RECEIVED

APPLICATION FEE PAID

DUES PAID

NEW OFFICE FEE PAID

ORIENTATION DATE

Annual dues and MLS invoices are sent October 1 and are due no later than January 1. Return this packet to Membership@MLKAR.com, fax it to 305-743-4679, or drop it off at 5800 Overseas Highway #15, Marathon.