



LOCAL
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Membership Application

Membership in Coastal Association of REALTORS is held by individuals, not companies. Membership benefits therefore cannot be transferred to other individuals within the same company or public agency.

Last Updated
11/11/2016

Coastal Association of REALTORS®
314 Franklin Avenue Suite 106 Berlin MD 21811
Phone 410-641-4409 Fax 410-641-2995
info@coastalrealtors.org

Membership in CAR is held by individuals, not companies. Membership benefits therefore cannot be transferred to other individuals within the same company or public agency.

INSTRUCTIONS:

- All Forms must be filled out in their entirety.
- All **NON-REFUNDABLE** Fees and Dues must be paid before Membership will be granted.
- All applications must have a photocopy of the Real Estate or Appraiser License attached.
- **Secondary and MLS Only Membership applications must include a letter of good standing from your Primary Board.**
 - All information is for National, State and Local Association use.

It is the member's responsibility to notify CAR in writing of ANY change to contact information or change in status within 48 hours of occurrence of changes.

Upon completion, please print your forms and mail them along with your payment to:

**COASTAL ASSOCIATION OF REALTORS®
314 Franklin Avenue Suite 106
Berlin, MD 21811**

- Or fax your completed forms with credit card information to **410-641-2995**. Please call and follow up that we received your fax at 410-641-4409.
- Or e-mail your completed forms with credit card information to info@coastalrealtors.org
- If you need assistance completing these forms, contact the association office at 410-641-4409.

For future reference: A copy of the Coastal Association of REALTORS Bylaws and MLS Rules and Regulations are available to you via the association web site at www.coastalrealtors.org.



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<u>Membership Application</u>		
<i>*Membership Type Requested</i>		
<input type="checkbox"/> New Company/Branch Office	<input type="checkbox"/> Primary DR/Broker/Appraiser	<input type="checkbox"/> Primary Realtor/Appraiser
<input type="checkbox"/> Secondary DR/Broker/Appraiser	<input type="checkbox"/> Secondary Realtor/Appraiser	
<input type="checkbox"/> MLS Only DR/Broker/Appraiser	<input type="checkbox"/> MLS Only Realtor/Appraiser	<input type="checkbox"/> Licensed Assistant
<input type="checkbox"/> New Clerical Member	<input type="checkbox"/> Clerical Member Replacing: _____	
<i>*Applicant</i>		
*Legal Name:		Nickname:
<i>*Broker/Firm Information</i>		
*Company:		
Office address:		
City:	State:	ZIP Code:
Phone:	Fax:	
<i>*Applicant Information</i>		
*Date of Birth:	*SSN:	NRDS#:
*Current Home Address:		
*City:	*State:	*ZIP Code:
*Email Address:		
Website Address:		
* Phone:	Cell Phone:	Fax:
*MD RE License #:		*Expiration Date:
<i>*Clerical Applicants: Please provide MD License information regardless of the license status</i>		
<i>Preferred Method of Contact</i>		
NOTE: ALL ANNUAL BILLINGS ARE DELIVERED ELECTRONICALLY TO YOUR PRIMARY EMAIL ADDRESS.		
Preferred Mailing Address: <input type="checkbox"/> Home <input type="checkbox"/> Office		Preferred Fax Machine: <input type="checkbox"/> Home <input type="checkbox"/> Office
<i>Additional Real Estate Licensing Information</i>		
State:	License #:	Approximately, when were you first licensed?
State:	License #:	
Other Association(s)/Board(s) of Affiliation if Applicable:		
Indicate any NAR designations, affiliations and/or certifications:		

As the licensed applicant, Have you had a judgment against you within the past 3 years of violations of:

Civil Rights Laws: Yes No Real Estate Laws: Yes No

Or other laws prohibiting unprofessional conduct rendered by the courts of other lawful authorities:
 Yes No

Any Code Violations or Pending Ethics or Unsatisfied Discipline:
 Yes No

If you answered “Yes” to any question above, please explain:

MEMBERSHIP ACKNOWLEDGEMENT

I have read and, in the event of my acceptance to membership in the Coastal Association or REALTORS®, Inc. (the “Association”), I agree to abide and be bound by the Bylaws, Policies and Procedures, Rules and Regulations of the Association, Constitution and Bylaws of the State Association (if applicable), and the Bylaws and Code of Ethics of the NATIONAL ASSOCIATION OF REALTORS®.

I agree to attend and satisfactorily complete and required orientation course of the Association within six (6) months from the date of this application.

I irrevocably waive all claims against the Association or any employees, officers, directors or members for any act or omission in connection with the business of the Association, including the interpretation and/or application of the Bylaws, Policies and Procedures of the Association and the acceptance of or failure to accept, advance, suspend, expel or discipline me as a member of the Association. The authority of the Grievance and Professional Standards Committees of the Association, are expressly acknowledged and accepted by me, and I acknowledge and agree that I will arbitrate future contractual disputes arising out of the real estate business as specified by Article 17 of the Code of Ethics and set forth in the Code of Ethics and Arbitration Manual of the NATIONAL ASSOCIATION OF REALTORS® and the Policies and Procedures Manual of this Association, all as from time to time amended.

I understand that the Coastal Association of REALTORS®, Inc. may terminate my membership if this application contains misrepresentations or I fail or refuse to comply with the conditions of membership as stated in the Bylaws, Policies and Procedures and Regulations of this Association and the NATIONAL ASSOCIATION OF REALTORS®. Upon expiration or termination of my membership with the NATIONAL ASSOCIATION OF REALTORS® for any cause or reason whatsoever, I will discontinue use of the term “REALTOR®”. Further I agree that if I resign or am terminated from membership with any outstanding dues and fees (including any costs and sums previously awarded by the Arbitration Hearing Panel in conjunction with arbitration proceedings), the Board of Directors may condition renewal or reinstatement of membership upon my payment of said fees.

I understand that in the event I am not eligible for membership in the category indicated, or if I am not elected to membership, the advanced dues and fees will be refunded to me, less \$50 for processing. If elected to membership I agree, to pay (when due) the established fees, dues, assessments and fines, in effect as long as I am a member of this Association. I understand that if I no longer wish to maintain my membership, the Association must be notified in writing with the proper forms provided. I further understand there will be no refund of dues paid should I terminate my membership in the Association.

Applicants Initials _____

Broker, Designated Realtor or Managers Signature	
I (the Designated REALTOR®/Office Manager/Broker) have carefully reviewed this application and the membership information contained herein and have determined it to be true and correct to the best of my knowledge.	
Brokers Initials _____	
MLS Participants Agreement	
I agree as a condition of participation in the MLS to abide by all relevant bylaws, rules and regulations and other obligations of participation, including payment of fees when they are due. I further agree to be bound by the Code of Ethics on the same terms and conditions as board/association members, as established in the Code of Ethics and Arbitration Manual, including the obligation to submit to ethics hearings and the duty to arbitrate contractual disputes with other REALTORS in accordance with the established procedures of the board/association. I understand that a violation of the Code of Ethics may result in suspension or termination of MLS rights and privileges and that I may be assessed an administrative processing fee not to exceed \$500 which may be in addition to any discipline, including fines, that may be imposed.	
Broker Instructions for MLS Permissions	
<i>Please indicate the MLS access level for this MLS User:</i>	
<input type="checkbox"/>	Allow this user to bypass broker approval when entering a listing.
<input type="checkbox"/>	None – This level user cannot add or change listings
<input type="checkbox"/>	Member - This level user can add and change listings for themselves
<input type="checkbox"/>	Office – This level user can add and change listings for any member of your Office or Branch
<input type="checkbox"/>	Company – This level user can add and change listings for any member of your Company regardless of Office or Branch
<input type="checkbox"/>	Pseudo User as Broker - Give this member the ability to pseudo use as the broker log in to complete broker tasks such as approve/reject listings.
<input type="checkbox"/>	Pseudo User as Agent – Give this member the ability to pseudo use as an agent in my office. Agent: _____ Agents Initials: _____
Broker Printed Name: _____	
Broker Signature: _____	Date: _____
Applicant Printed Name: _____	
Applicant Signature: _____	Date: _____

SENTRILOCK SMART CARD AUTHORIZED USER AGREEMENT

IT IS HEREBY AGREED BETWEEN THE Coastal Association of REALTORS® (CAR), AND CAR
SENTRILOCK PARTICIPANT (known as 'Authorized User') _____

(Name of CAR Participating Broker and Company)

AND CAR SENTRILOCK PARTICIPANT'S LICENSEE ('Authorized User' or 'Agent') _____

(Name of Agent)

- 1. SMART CARD RECEIPT:** Participant and Agent acknowledge receipt of a SentiLock Smart Card from CAR.
- 2. TITLE TO SMART CARD:** Participant and Agent acknowledge that the Smart Card shall be the sole property of SentiLock and shall be returned as required by SentiLock and/or CAR
- 3. CARD EXCHANGE BY SENTRILOCK OR CAR:** SentiLock may at its discretion require CAR to replace the Smart Cards used by CAR and its Authorized Users with replacement Smart Cards compatible with the system. SentiLock shall make the exchange of Smart Cards at no cost to CAR unless the exchange is necessary due to Customer negligence.
- 4. CURRENT UPDATE:** Agent acknowledges that the Smart Card has an update and that this code expires at regular intervals determined by CAR, prohibiting further use of the Smart Card until a new update is obtained by placing the Smart Card in a Reader or by another authorized method.
- 5. TERM OF AGREEMENT:** The term of this Agreement begins on the date of the execution of this Agreement and ends on the date the Authorized User terminates Membership with CAR and/or SentiLock Service and returns the Smart Card to CAR.
- 6. RETURN OF SMART CARD:** Participant and Agent agree to return the Smart Card within the earlier of (1) 48 hours of receipt of a request to do so by CAR or SentiLock or (2) within five working days after occurrence of any of the following events:
 - a. Termination of Membership with Coastal Association of REALTORS® and/or as a Participant in the SentiLock System.
 - b. Termination of Agent's association with the said Participant for any reason.
 - c. Failure of the Participant/Agent to perform in accordance with any and/or all terms and conditions herein set forth, including, but not limited to, the provisions for security in paragraph 7 below.
 - d. In the event of the death of the Participant/Agent, heirs or personal representatives will surrender the Smart Card to CAR.
- 7. SECURITY OF SMART CARDS:** Participant and Agent acknowledge that it is necessary to maintain security of the Smart Card to prevent its use by unauthorized persons. Consequently, Authorized User agrees:
 - a. To keep the Smart Card in Agent's possession or in a safe place at all times.
 - b. To not allow his/her personal identification number (PIN) to be attached to the Smart Card or disclose to any third party his/her personal identification number (PIN).
 - c. TO NOT LOAN THE SMART CARD TO ANY PERSON FOR ANY PURPOSE WHATSOEVER OR TO PERMIT THE SMART CARD TO BE USED FOR ANY PURPOSE BY ANY OTHER PERSON.
 - d. To not duplicate the Smart Card or allow any person to do so.
 - e. To not assign, transfer or pledge the rights of the Smart Card.

f. To notify CAR within three days of the loss or theft of a Smart Card. The Participant/Agent shall sign and deliver a statement to CAR with respect to the circumstances surrounding the loss or theft. CAR shall charge for the replacement of Smart Cards either lost or damaged.

g. To follow all additional security procedures as specified by CAR.

8. REPLACEMENT SMART CARDS: Replacement Smart Cards will be issued to Agents who:

a. have complied with this Agreement and the policies and procedures of CAR with respect to the SentriLock System.

b. pay a fee and/or deposit specified by CAR to replace a Smart Card lost, stolen, damaged or defective.

9. DISCIPLINARY ACTION: Participant and Agent agree to be subject to the disciplinary rules and procedures of CAR's Professional Standards Committee for violation of any provision of this Agreement. Discipline may include forfeiture of the Smart Card and the Participant or Agent's right to be issued a Smart Card.

10. INDEMNIFICATION: Participant and Agent agree to indemnify and hold CAR and all of its respective officers, directors and employees harmless from any and all loss, cost, expense, claims or demands whatsoever by or against CAR resulting from loss, use or misuse of the SentriLock System, including, but not limited to, any and all liabilities, including attorney's fees, incurred by them as a result of damage or injuries to property or persons arising out of entry by any person into any premises by use of the SentriLock System.

11. REIMBURSEMENT: Participant and Agent agree that, in the event that CAR shall prevail in any legal action brought by or against the Participant/Agent to enforce the terms of this Agreement, the Participant/Agent as appropriate may be assessed a reasonable amount of attorney's fees in addition to any other relief to which the Court rules CAR may be entitled.

12. GOVERNING LAW: The validity of this Agreement and any of its terms and provisions, as well as the rights and duties of the parties hereunder, shall be governed by the laws of Maryland, and venue shall be the county in which the Participant and/or Agent reside.

13. PARTIAL INVALIDITY: If any provision of this contract is held by any court to be invalid, void or unenforceable, the remaining provisions shall nevertheless continue in full force.

14. DISCLOSURE TO CLIENTS: The Listing Participant/Agent shall obtain specific written authorization from the seller before placing a lockbox on the owner's property and before the listing is inputted to the MLS, reflecting that a lockbox has been authorized by seller.

15. PARTICIPANT'S RESPONSIBILITIES:

a. Participant warrants that Participant is both a licensed real estate broker and Member of the CAR.

b. Participant warrants that Agent possesses a real estate license and is in fact associated with Participant in an active effort to sell real estate or is a licensed or certified real estate appraiser affiliated with the CAR Member.

c. Participant agrees to enforce the terms of the Agreement with respect to any Agent associated with him/her and understands that he/she is not relieved of any responsibility or obligation by the mere fact of such disassociation with Agent.

d. Participant agrees to notify CAR immediately, in writing, should the Participant or Agent terminate their relationship or should the Agent's license be transferred.

e. Participant agrees to take all responsible means to obtain Agent's Smart Card or cause Agent to return Smart Card to CAR. The Participant will continue to be charged a service fee for the disassociated subscriber until the next billing cycle after the card is returned. If an Agent does not return the Smart Card, Participant agrees to furnish CAR with copies of written correspondence of all attempts made to obtain said Smart Card.



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f. Participant agrees that he/she is jointly and severally liable, together with the Agent, for all duties, responsibilities and undertakings of the Agent under this Agreement and understands that failure to follow the provisions of the SentiLock Smart Card User Agreement may result in the loss of SentiLock Smart Card privileges and, further, could cause CAR to recall all Smart Cards issued to the Participant and the Participant's Agents.

16. ADDITIONAL CONDITIONS SET FORTH ON THE SECOND PAGE HEREOF ARE PART OF THIS AGREEMENT:

This written contract expresses the entire agreement between Participants, Agents and CAR with respect to SentiLock Smart Cards. This Agreement supersedes any and all other agreements, either oral or in writing. No other agreement, statement or promise relating to the subject matter of the Agreement which is not contained herein shall be valid or binding. This Agreement is binding upon the heirs and personal representatives of the Participant or Agent.

Give Clerical Member access to Office Login

Dated: _____

If you will be receiving SentiLock Services or SentiLock Clerical Access please sign below:

Applicant Signature:

Participant (Broker):

Payment Options

Applicant Must Initial in Acknowledgement of the Following:

All dues and fees are non-refundable _____

Local, State and National Dues are Due December 15th _____

MLS and SentiLock Fees are Due June 30th _____

Personal Check - Check Number: _____

Corporate Check - Check Number: _____

Credit Card - Visa MasterCard Discover

Total Amount to be charged to your credit card: \$ _____

Name Of Card Holder: _____

Credit Card Number: - - - Exp: _____

3 Digit Code (Back of card): _____

Signature of Card Holder:

Office Use Only

Date Received: _____ MLS ID: _____

Received By: Mail Fax Email Walk-in MDB: _____