

## **Application Process and Mandatory Requirements of the Seacoast Board of Realtors**

**Submit Completed Application along with monies for Dues and Non-Refundable Application fee to the Seacoast Board of Realtors, 110 Corporate Drive, Suite 4, Portsmouth, NH 03801.**

An Application will not be considered complete unless accompanied with the appropriate monies and returned along with this form signed by you and your Broker.

**Must attend \*Code of Ethics Orientation at the New Hampshire Association of Realtors and Local Orientation at the Seacoast Board of Realtors. (\*Starting January 2010 there are options available which are explained in the attached document titled “NHAR Orientation Requirement Option”. At the time of application these options will be discussed.)**

***\*\*Please provide valid VISA/MC with your application to cover a \$25.00 fee in the event that you do not attend your scheduled time\*\****

The Seacoast Board of Realtors By-Laws Article V, Section 4, states that: Failure to satisfy this requirement within 60 days of the date of application will result in denial of membership.

**Must take Oath and be inducted at local Seacoast Board of Realtor’s monthly membership meeting. There is no charge to attend this membership meeting unless you do not show, then you are responsible for the \$15.00 cancellation fee.**

The Seacoast Board of Realtors By-Laws Article V, Section 3, states that: Failure to satisfy all of the requirements for membership within 90 days of the date of application will result in denial of membership.

**Must provide a valid email address at the time of application. All notices and information will be sent to you via email. The Seacoast Board of REALTORS is not responsible for non-receipt of emailed information.**

*Failure to comply also means you will forfeit your Application fee.*

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Designated Broker

\_\_\_\_\_  
Date

## NH Seacoast Board of REALTORS NHAR Orientation Requirement Option

In lieu of attending the required state orientation live class at NHAR, you may take an online Code of Ethics class (approximately 2 ½ hours in length.) This must be completed prior to \_\_\_\_\_ (which is the next scheduled NHAR Orientation).

This course does not offer Continuing Education Credits.

To do this please proceed as follows:

Go to [www.realtor.org](http://www.realtor.org)

At left hand menu, click on Education (under Site by Topic)

At left hand menu, under Education, go to and click on Code of Ethics Training

On the right, New Member Orientation and Code of Ethics Requirements will pop up in the main dialog box for both existing realtor members and new realtor members.

Choose the New Member Orientation course at the bottom of the listed requirements for code of ethics.

Click on: *Go to the New Member Ethics Course Page*

Click on: *Start the course and/or access your course progress.*

Enter the following:

NRDS ID: \_\_\_\_\_ (supply by the Board)

Primary State: New Hampshire

Local Board: Seacoast Board of REALTORS

Email: \_\_\_\_\_

Once you have received confirmation of completion, forward the email confirmation to [iris@seacoastboard.com](mailto:iris@seacoastboard.com)

**Outline:** The course includes a final exam and requires a minimum score of at least 75% to receive credit. [Click here to view Course Outline](#)

**Registering:** A NRDS ID is required to register for the course. Information on the successful completion of the course automatically updates to an individual's NRDS education record. Further, a certificate of completion will be e-mailed to individuals who successfully complete the course, and the link above can be used to view (by state, by name, by association, and by NRDS ID) the list of individuals who have successfully completed the course.

**RealPlayer:** Throughout the course optional audio files are available. If you do not have the RealPlayer plugin, you can download a free version of RealPlayer Basic from [www.real.com](http://www.real.com).

# Article V - Qualification and Election

## **Section 3. Election.**

The procedure for election to membership shall be as follows:

- (a) Applicants for REALTOR® membership shall be granted provisional membership immediately upon submission of a completed application form and remittance of applicable association dues and any application fee. Provisional members shall be considered REALTORS® and shall be subject to all of the same privileges and obligations of membership. Provisional membership is granted subject to subsequent review of the application by the Board of Directors. If the Board of Directors determines that the individual does not meet all of the qualifications for membership as established in the association's bylaws, or, if the individual does not satisfy all of the requirements of membership (for example, completion of a mandatory orientation program) within 90-days from the association's receipt of their application, membership may, at the discretion of the Board of Directors, be terminated.
- (b) Dues shall be computed from the date of application and shall be non-refundable unless the association's Board of Directors terminates the individual's membership in accordance with subsection (a) above. In such instances, dues shall be returned to the individual less a prorated amount to cover the number of days that the individual received association services and any application fee.
- (c) The Board of Directors may not terminate any provisional membership without providing the provisional member with advance notice, an opportunity to appear before the Board of Directors, to call witnesses on his behalf, to be represented by counsel, and to make such statements as he deems relevant. The Board of Directors may also have counsel present. The Board of Directors shall require that written minutes be made of any hearing before it or may electronically or mechanically record the proceedings.
- (d) If the Board of Directors determines that provisional membership should be terminated, it shall record its reasons with the Secretary. If the Board of Directors believes that termination of provisional membership may become the basis of litigation and a claim of damage by a provisional member, it may specify that termination shall become effective upon entry in a suit by the Board for a declaratory judgment by a court of competent jurisdiction of a final judgment declaring that the termination violates no rights of the individual.

## **Section 4. New Member Code of Ethics Orientation.**

Applicants for REALTOR® membership and provisional REALTOR® members (where applicable) shall complete an orientation program on the Code of Ethics of not less than two hours and thirty minutes of instructional time. This requirement does not apply to applicants for REALTOR® membership or provisional members who have completed comparable orientation in another association *within one year prior to application for membership in the Seacoast Board of REALTORS*, provided that REALTOR® membership has been continuous, or that any break in membership is for one year or less. Failure to satisfy this requirement within 60-days of the date of application (or, alternatively, the date that provisional membership was granted), will result in denial of the membership application or termination of provisional membership.

Note: Orientation programs must meet the learning objectives and minimum criteria established from time to time by the NATIONAL ASSOCIATION OF REALTORS®. (Adopted 1/01)



# APPLICATION FOR REALTOR® MEMBERSHIP SEACOAST BOARD OF REALTORS®

To the Seacoast Board of REALTORS®, I hereby apply for REALTOR® membership in the above named Board and enclose my check in the amount of \$450.00 for a **non-refundable** application fee and \*\$\_\_\_\_\_ for my 20\_\_ Dues payable to the Seacoast Board of REALTORS®. My 20\_\_ dues will be returned to me in the event I am not accepted to membership. In the event my application is approved, I agree to abide by the Code of Ethics of the National Association of REALTORS®, which includes the duty to arbitrate and the Constitution, Bylaws, and Rules and Regulations of the above named Board, the State Association and the National Association, and if required, I further agree to satisfactorily complete a reasonable and non-discriminatory written examination on such Code, Constitutions, Bylaws, Rules and Regulations. I understand membership brings certain privileges and obligations that require compliance. Membership is final only upon approval by the Board of Directors and may be revoked should completion of requirements, such as orientation, not be completed within timeframe established in the association's bylaws. I understand that I will be required to complete periodic Code of Ethics training as specified in the association's bylaws as a continued condition of membership.

\*Amount shown is prorated according to month joining.

**Note:** Applicant acknowledges that if accepted as a Member and he/she subsequently resigns or otherwise causes membership to terminate with an ethics complaint request 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 hereby submit the following information for your consideration:

Name: \_\_\_\_\_

Office Name: \_\_\_\_\_

Office Address: \_\_\_\_\_

Office Telephone: \_\_\_\_\_ Office Fax: \_\_\_\_\_

E-Mail Address: **(REQUIRED FIELD)** \_\_\_\_\_

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

Home Telephone: \_\_\_\_\_ Home Fax: \_\_\_\_\_

Real Estate License #: \_\_\_\_\_ (Please include a copy of your license when submitting this application)

Are you presently a member of any other Association of REALTORS®?  No  Yes

If "yes," name of Association and type of membership held: \_\_\_\_\_

Have you previously held membership in any other Association of REALTORS®?  No  Yes

If "yes," name of Association and type of membership held: \_\_\_\_\_

Have you been found in violation of the Code of Ethics or other membership duties in any Association of REALTORS® in the past three (3) years or are there any such complaints pending?  (If yes, provide details as an attachment.)

If you are now or have been a REALTOR®, indicate your NAR membership (NRDS) #: \_\_\_\_\_

And last date, with year, of completion of NAR's Code of Ethics training requirement: \_\_\_\_\_

Are you a principal, partner, corporate officer or branch office manager?  (If yes, you must complete application for Designated Brokers/Branch Managers.)

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 misstatements of fact, shall be grounds for revocation of my membership if granted. I further agree that, if accepted for membership in the Board, I shall pay the fees and dues as from time to time established. Note: Payments to the Seacoast Board of REALTORS® are not deductible as a charitable contribution. Such payments may, however, be deductible as an ordinary and necessary business expense. No refunds.

By signing below I consent that the REALTOR Associates (local, state, national) and their subsidiaries, if any (e.g., MLS, Foundation) may contact me at the specified address, telephone numbers, fax numbers, email address or other means of communication available. This consent applies to changes in contact information that may be provided by me to the Association(s) in the future. This consent recognizes that certain state and federal laws may place limits on communications that I am waiving to receive all communications as part of my membership.

Dated: \_\_\_\_\_ Signed: \_\_\_\_\_

Specialty: [ ] Residential [ ] Commercial [ ] Resort [ ] International [ ] Other: \_\_\_\_\_

How long with current real estate firm? \_\_\_\_\_ Previous real estate firm (if applicable): \_\_\_\_\_

Number of years engaged in the real estate business: \_\_\_\_\_

\*Membership dues are paid annually and are non-refundable after 30 days.

**PLEASE NOTE:  
Effective April 1, 2008:**

Each Seacoast Board of REALTORS member in Good Standing\*\* will be allotted a one-time application fee exception should they, for some reason, leave the board and then wish to return.

The application fee exception is as follows;

Each member wishing to re-instate after April 1<sup>st</sup> but before December 31<sup>st</sup> of the *first* year of absence will pay:

- \$75.00 Administrative/Late Fee
- \$100.00 Re-application/Reinstatement Fee

Each member wishing to re-instate after January 1<sup>st</sup> but before December 31<sup>st</sup> of the *second* year of absence will pay:

- \$75.00 Administrative/Late Fee
- \$200.00 Re-application/Reinstatement Fee

Any Seacoast Board of REALTORS' member who has been away from the board in excess of two years will pay the application fee of that year in its entirety.

**This is not retroactive. There will be no exceptions.**

\*\*A Member in Good Standing is one who has left the board without debts or grievances.