



APPLICATION FOR MEMBERSHIP

Ventura County Coastal Association of REALTORS®

NEW MEMBER APPLICATION CHECKLIST

Thank you for your interest in joining the Ventura County Coastal Association of REALTORS® (VCCAR).

In order to expedite the processing of your membership application, please be sure to include the following with your completed application signed by your Broker (or Manager) and the following items that apply:

- I've included a copy of my real estate license.
- My chosen password is at least 6 to 8 characters and includes a combination of letters and numbers: _____
- Are you a member of NAR with another local REALTOR® association? ____ No ____ Yes
 - If YES, please include a letter of Good Standing from your primary/former association.
- I have read and signed the VCMLS Password Confidentiality Agreement.
- I have read and signed the New Member Orientation Class Acknowledgements.

Applications are typically processed within 1-2 business days. Once completed, you will receive an email with:

- A copy of paid receipt
- Your login credentials
- Further information and reminder to take the required New Member Code of Ethics and to attend the New Member Orientation class. (Members are entitled to membership services and benefits prior to attending.) Attendance is requirement of VCCAR Bylaws and must be completed within sixty (60) days.

FAX OR EMAIL YOUR COMPLETED APPLICATION TO: 805-981-2107 - BARBARA@VCREALTORS.COM

For your **Supra Key/Lock Box** needs please contact: **Alma Dominguez**
P: 805-981-2100 x103 | D: 805-973-8570 | E: alma@vcrealtors.com





APPLICATION FOR REALTOR® MEMBERSHIP AND/OR MLS SUBSCRIBER/PARTICIPANT
VENTURA COUNTY COASTAL ASSOCIATION OF REALTORS® / VENTURA COUNTY MULTIPLE LISTING SERVICE

TYPE OF APPLICATION

1. I apply for the following categories of membership (check all applicable boxes):

- | | |
|---|--|
| <input type="checkbox"/> Principal REALTOR® | <input type="checkbox"/> MLS Broker Participant |
| <input type="checkbox"/> Non-principal REALTOR® | <input type="checkbox"/> MLS Appraiser Participant |
| <input type="checkbox"/> REALTOR-ASSOCIATE® | <input type="checkbox"/> MLS Subscriber |
| <input type="checkbox"/> Designated REALTOR® | <input type="checkbox"/> Other: _____ |

GENERAL INFORMATION

2. Name (as it appears on your license): _____

3. Nickname: _____

4. Firm Name: _____

5. Firm Address: _____
(Street) (City) (State) (Zip Code)

6. Firm Telephone Number: _____ Firm Fax Number: _____

7. Cell Number: _____

8. List all other DBAs: _____

9. Home Address: _____
(Street) (City) (State) (Zip Code)

10. Home Telephone Number: _____ Home Fax Number: _____

11. Which do you want as the primary mailing address? Firm Home

12. E-Mail Address: _____ Birth Date (M/D/Y): ____/____/____

13. BRE License #: _____ OREA Appraisers License #: _____

- | | |
|---------------------------------------|--|
| Type: <input type="checkbox"/> Broker | Type: <input type="checkbox"/> Certified General |
| <input type="checkbox"/> Salesperson | <input type="checkbox"/> Certified Residential |
| <input type="checkbox"/> Corporate | <input type="checkbox"/> Licensed |

Expiration Date: _____ Expiration Date: _____

14. Professional Designations: GRI CRS Other(s) (please specify): _____

15. Primary Specialty: Residential Brokerage Property Management
 Commercial/Industrial Brokerage Appraising
 Farm and Land Brokerage Mortgage Financing
 Building and Development
 Other(s) (please specify): _____

16. List all Boards/Associations of REALTORS® and MLS to which you CURRENTLY BELONG:

Participant or Subscriber: _____

List all Boards/Associations of REALTORS® and MLS to which you PREVIOUSLY BELONGED:

Participant or Subscriber: _____

17. Persons other than principals, partners, corporate officers or branch office managers of real estate or appraisal firms must remain employed by or affiliated with a Designated REALTOR® to be eligible for REALTOR® or REALTOR-ASSOCIATE® membership. Persons other than principals, partners, corporate officers or branch office managers of real estate or appraisal firms who hold a valid California real estate license must remain employed by or affiliated with a MLS Broker Participant or MLS Appraiser Participant of the MLS in order to join as a MLS Subscriber.
 If applicable, please complete below:

Name of Designated REALTOR®: _____

Designated REALTOR® BRE or OREA License #: _____

Name of MLS Broker or Appraiser Participant: _____

MLS Broker or Appraiser Participant BRE or OREA License #: _____

18. **MLS BROKER PARTICIPANTS ONLY.** To be eligible for MLS membership, MLS Broker Participants **must** offer and/or accept compensation in the capacity of a real estate broker.

I certify that I actively endeavor during the operation of my real estate business to list real property of the type listed on the MLS and/or to accept offers of cooperation and compensation made by listing brokers or agents in the MLS.

Yes, I certify. No, I cannot certify.

19. **DESIGNATED REALTOR®/MLS BROKER AND APPRAISER PARTICIPANT APPLICANTS ONLY.**

Designated REALTOR® and MLS Broker and Appraiser Participant applicants must provide the Board/Association a list of licensees employed by or affiliated with them and must also regularly update the Board/Association on any changes, additions, or deletions from the list. On a separate sheet or form, please list all licensees under your license, including their name, the type of license, and their BRE or OREA License #.

20. I am a (check the applicable boxes): sole proprietor general partner
 corporate officer branch office manager

21. If you checked any box in question 20, you must answer the following:
- Are you or your firm subject to any pending bankruptcy proceedings?
 Yes No
 - Have you or your firm been adjudged bankrupt within the last three (3) years?
 Yes No

If you answered yes to (a) or (b), you may be required to make cash payments for membership dues and MLS fees.

22. I certify that I have no record of official sanctions rendered by the courts or other lawful authorities for violations of:

(i) civil rights laws within the last three (3) years
 Yes, I certify. No, I cannot certify.

(ii) real estate license laws within the last three (3) years
 Yes, I certify. No, I cannot certify.

(iii) criminal convictions where (1) the crime was punishable by death or imprisonment in excess of one year under the law under which you were convicted and (2) no more than ten (10) years have elapsed since the date of the conviction or your release from the confinement imposed for that conviction, whichever is the later date.

Yes, I certify. No, I cannot certify.

If you could not certify any of the above, please attach additional sheets with all relevant details about the violation(s), including the date(s), type of violation(s), and a copy of the discipline, if any.

23. Have you ever been disciplined by any of the above Boards/Associations or MLSs in question 16?

Yes. If yes, attach copies of the discipline. No.

24. Have you ever been disciplined by the BRE?

Yes. If yes, provide all relevant details and dates (or attach copies of discipline).
 No.

GENERAL TERMS AND CONDITIONS OF MEMBERSHIP

- Bylaws, policies and rules.** I agree to abide by the bylaws, policies and rules of the Board/Association, the bylaws, policies and rules of the California Association of Realtors®, including the [California Code of Ethics and Arbitration Manual](#) and the constitution, bylaws, policies and rules of the National Association of REALTORS®, including the NAR Code of Ethics, all as may from time to time be amended.
- Use of the term REALTOR® OR REALTOR-ASSOCIATE®.** I understand that the professional designations REALTOR® and REALTOR-ASSOCIATE® are federally registered trademarks of the National Association of REALTORS®(NAR) and use of these designations are subject to N.A.R. rules and regulation. I agree that I cannot use these professional designations until this application is approved, all my membership requirements are completed, and I am notified of membership approval in one of these designations. I further agree that should I cease to be a REALTOR® or REALTOR-ASSOCIATE®, I will discontinue use of the term REALTOR® or REALTOR-ASSOCIATE® in all certificates, signs, seals or any other medium.
- Orientation.** I understand that if the Board/Association or the MLS requires orientation, I must attend such orientation prior to becoming a member of the Board/Association or MLS.

4. **No refund.** I understand that my Board/Association membership dues and MLS fees are non-refundable. In the event I fail to maintain eligibility for membership or for MLS Services for any reason, I understand I will not be entitled to a refund of my dues or fees.

Applicant's initials _____

5. **Authorization to release and use information; waiver.** I authorize the Board/Association or its representatives to verify any information provided by me in this application by any method including contacting the California Bureau of Real Estate., my current or past responsible broker or designated REALTOR®, or any Board/Association or MLS where I held, or continue to hold, any type of membership. I further authorize any Board/Association or MLS where I held, continue to hold, any type of membership to release all my membership or disciplinary records to this Board/Association, including information regarding (i) all final findings of Code of Ethics violations or other membership duties within the past three (3) years; (ii) pending ethics complaints (or hearings); (iii) unsatisfied discipline pending; (iv) pending arbitration requests (or hearings); and (v) unpaid arbitration awards or unpaid financial obligations. I understand that any information gathered under this authorization may be used in evaluating my application for membership and future disciplinary sanctions. I waive any legal claim or cause of action against the Board/Association, its agents, employees or members including, but not limited to, slander, libel or defamation of character, that may arise from any action taken to verify, evaluate or process this application or other use of the information authorized and released hereunder.
6. By signing below, I expressly authorize the Board/Association, including the local, state and national, or their subsidiaries or representatives to fax, e-mail, telephone or send by U.S. mail to me, at the fax numbers, e-mail, telephones and addresses above, material advertising the availability of or quality of any property, goods or services offered, endorsed or promoted by the Board/Association.
7. **Additional terms and conditions for MLS applicants only.** I understand and agree that by becoming and remaining a broker participant or subscriber to the MLS, I agree to abide by the MLS rules, as from time to time amended, including but not limited to the following:
- A. I agree not to use the MLS data for any purpose other than to market property or support market valuations or appraisals as specifically set forth in the rules.
 - B. I agree not to reproduce any portion of the active listings except as provided in the MLS rules.
 - C. I agree not to download MLS data except as provided in the MLS rules.
 - D. I agree not to allow anyone other than authorized participants, their subscribers and the clerical users as defined in the MLS rules to access any computer receiving MLS information. I agree not to transmit the information to any participants, subscribers and clerical users not authorized to access the system by the rules. I agree not to use the MLS to create another product except as may be used by the participant who downloaded the data in compliance with the MLS rules.
 - E. I agree I will not give or sell my password to any person or make it available to any person. I further understand that the California Penal Code and the United States Code prohibits unauthorized access to computer data bases. I agree not to allow such unauthorized access by use of either any of my equipment or pass codes.
 - F. I understand that clerical users may be authorized to have limited access to the MLS for clerical support only. I understand that clerical users are not allowed to use the information in any way other than to provide such information to me. Persons performing any activities that require a real estate license are not eligible for this clerical users classification. I further understand that any violation by a clerical user employed by me, under contract with me or used by me is my responsibility and can result in discipline and ultimate termination of MLS services.

G. I will not lend or make available my lockbox key to any person, even if an authorized MLS user. I further understand that the Board can incur costs in securing the system if I fail to take adequate measures to protect my key and lockbox and that I may be held responsible for these costs. Failure to adhere to key and lockbox requirements could undermine the security of homeowners.

H. I understand and agree that the above statements are in addition to the MLS rules, to which I have also agreed. Violation of any MLS rule may result in discipline, fine and ultimate termination of the service. In addition to that, my actions may cause damage to Board/Association which owns the MLS and the Board may pursue its legal remedies against me to recover such damages.

8. REALTOR®, REALTOR-ASSOCIATE® and MLS applicants only; Arbitration Agreement. A condition of membership in the Board/Association as a REALTOR® or REALTOR-ASSOCIATE® and participant in the MLS is that you agree to binding arbitration of disputes. As a REALTOR® (including Designated REALTOR®) or REALTOR-ASSOCIATE® member, you agree for yourself and the corporation or firm for which you act as a partner, officer, principal or branch office manager to binding arbitration of disputes with (i) other REALTOR® or REALTOR-ASSOCIATE® members of this Board/Association; (ii) with any member of the California or National Association of REALTORS®; and (iii) any client provided the client agrees to binding arbitration at the Board/Association. As a MLS Broker or Appraiser Participant or MLS Subscriber, you agree for yourself and the corporation or firm for which you act as a partner, officer, principal or branch office manager to binding arbitration of disputes with (i) other MLS participants and subscribers; or (ii) any other MLS Broker or Appraiser Participant or MLS Subscriber of another Board/Association MLS which shares a common database with this Board/Association MLS through a Regional or Reciprocal Agreement. Any arbitration under this agreement shall be conducted using the Board/Association facilities and in accordance with the Board/Association rules and procedures for arbitration, pursuant to the [California Code of Ethics and Arbitration Manual](#).

SIGNATURE

I certify that I have read and agree to the terms and conditions of this application and that all information given in this application is true and correct.

Signature of Applicant

Date of Signature

Signature of Designated REALTOR®

Date of Signature

Signature of MLS Participant

Date of Signature

DUES & FEES CREDIT CARD AUTHORIZATION FORM

Member Name: _____ Member #: _____

I, _____, hereby authorize the Ventura County Coastal Association of REALTORS® to charge my credit card as per the details indicated below.

Name as shown on card

Phone

Card Billing Address

City

State

Billing Zip Code

American Express

Discover

Mastercard

Visa

Card Number

Exp. Date

CSC/CVC Code

Billing Zip Code

Signature

<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">VCCAR Initiation Fee</td> <td style="width: 30%;">\$ _____</td> </tr> <tr> <td>VCCAR (Local) Dues</td> <td>\$ _____</td> </tr> <tr> <td>C.A.R. State Allocation RAA* & Issues Fund**</td> <td>\$ _____</td> </tr> <tr> <td>C.A.R. Setup Fee</td> <td>\$ _____</td> </tr> <tr> <td>NAR Dues</td> <td>\$ _____</td> </tr> <tr> <td>NAR Assessment</td> <td>\$ _____</td> </tr> <tr> <td>REALTOR® Action Fund (RAF)* (Voluntary)</td> <td>\$ _____</td> </tr> <tr> <td>C.A.R. Housing Affordability (Voluntary)</td> <td>\$ _____</td> </tr> <tr> <td>Dues Total</td> <td>\$ _____</td> </tr> </table>	VCCAR Initiation Fee	\$ _____	VCCAR (Local) Dues	\$ _____	C.A.R. State Allocation RAA* & Issues Fund**	\$ _____	C.A.R. Setup Fee	\$ _____	NAR Dues	\$ _____	NAR Assessment	\$ _____	REALTOR® Action Fund (RAF)* (Voluntary)	\$ _____	C.A.R. Housing Affordability (Voluntary)	\$ _____	Dues Total	\$ _____	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">MLS Initiation Fee</td> <td style="width: 30%;">\$ _____</td> </tr> <tr> <td>MLS Access Fee</td> <td>\$ _____</td> </tr> <tr> <td>MLS Total</td> <td>\$ _____</td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td>Total Association Dues</td> <td>\$ _____</td> </tr> <tr> <td>Total MLS Fees</td> <td>\$ _____</td> </tr> <tr> <td>TOTAL PAYMENT</td> <td>\$ _____</td> </tr> </table>	MLS Initiation Fee	\$ _____	MLS Access Fee	\$ _____	MLS Total	\$ _____			Total Association Dues	\$ _____	Total MLS Fees	\$ _____	TOTAL PAYMENT	\$ _____
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*Contributions or gifts to the Board/Association, the California Association of REALTORS®, the National Association of REALTORS®, IMPAC and CREPAC are not deductible as charitable contributions for federal income tax purposes. However, dues may be tax deductible as ordinary and necessary business expenses. REALTORS® and REALTOR-ASSOCIATES® may participate in Political Survival by including a voluntary donation on the same check as your dues payment. No contributor will be favored or disfavored by reasons of the amount of his/her contribution or his/her decision not to contribute. Failure to contribute will not affect an individual's membership status in C.A.R. or MLS.

Political contributions are not deductible as charitable contributions for federal and state income tax purposes. Dues payments & assessments (Local Association, C.A.R., and NAR) and contributions to "REALTOR® Action Fund" are not tax deductible as charitable contributions at the Federal level. Contributions to the C.A.R. Housing Affordability Fund are charitable and tax deductible to the extent allowable under both Federal and State law. Payments, excluding the portion of dues used for lobbying activities and REALTOR® Action Fund, may be deductible as ordinary and necessary business expenses. Please consult your tax professional.

2018 Estimated Portion of Your Dues Used For Lobbying That Are Non-Deductible: \$230.92 N.A.R. 43% \$52.00 C.A.R. 63% \$178.92

*The REALTOR® Action Assessment (\$49 of the \$284) will automatically be deposited into CREPAC and/or CREIEC and for other political purposes. Those wishing to have their assessment entirely applied for more general political purposes may specify in writing, and it will be redirected to a different account instead of one of the dedicated California real estate PACs (CREPAC or CREIEC). Designated REALTORS® must pay the \$49 REALTOR® Action Assessment for each licensee of that DR (as shown in the nonmember count), and the payment will be treated in the same manner as the REALTOR® Action Assessment for members.

** The Issues Fund is \$100 to support ballot measures.

*** Make a difference by helping promote REALTOR® interests through the political process and designate an additional \$49 or more to the REALTOR® Action Fund. \$49 is the suggested additional voluntary contribution but you may give more, or less, or nothing at all. See additional information on the political contribution structure and allocation on the reverse side of this statement.

I agree that all arbitrations shall be governed by the California Code of Ethics and Arbitration Manual. Available at www.car.org/legal/MLSproStandards/pro-standards-materials



VCMLS PASSWORD CONFIDENTIALITY AGREEMENT

I agree, as a participant/subscriber of Ventura County MLS system, to keep my MLS login credentials (username and password) confidential. I understand that failure to keep my credentials confidential will lead to revocation of my MLS access and privileges and a \$1,000 fine.

Name (please print)

Signature of Applicant

Date



NEW MEMBER ORIENTATION & CODE OF ETHICS REQUIREMENT

Applicants for REALTOR® membership must complete an orientation program AND Code of Ethics training. Failure to comply will result in suspended membership.

CODE OF ETHICS

Preparation

Before attending New Member Orientation, you must complete NAR's Online Ethics Training. Print your confirmation of completion and you must bring it with you to the New Member Orientation class.

When

At your convenience online (and before you attend the "live" New Member Orientation course at VCCAR. Required within sixty (60) days.

What

The online Code of Ethics course was created by the National Association of REALTORS® and is designed to assist REALTORS® in upholding ethical standards. Training will take approximately 150 minutes. Once the course begins a total of 30 days are allotted to complete the training.

Who

New members must complete this course within sixty (60) days of their join date.

NEW MEMBER ORIENTATION

When

New Member Orientation occurs once a month, and members must attend a session within sixty (60) days of joining.

Location

VCCAR Training Room
2350 Wankel Way, Oxnard, CA
93030

Time

9:00 AM to 12:00 PM

Acknowledgment

I agree to take the online Code of Ethics course and attend the New Member Orientation. I understand it must be completed within sixty (60) days from the approval of application otherwise my membership will be suspended and/or terminated.

Name (please print)

Signature of Applicant

Date

Code of Ethics is ONLINE and New Member Orientation is a LIVE class.

NEW MEMBER ORIENTATION & REALTOR CODE OF ETHICS

THESE ARE THE REQUIRED COURSES THAT MUST BE TAKEN WITHIN 60 DAYS OF JOINING VCCAR



1 Code of Ethics

FREE Online Course for New Members

• **Register** for the National Association of REALTORS® (NAR) Code of Ethics New Member Online Course.

• When you complete the online course, NAR will provide a **certificate of completion**.

• **Proof of completion** is required to attend the New Member Orientation class. You will need to print the NAR Code of Ethics certificate and bring it to the New Member Orientation class.

www.nar.realtor/code-of-ethics/training/for-new-members

2 New Member Orientation Class

Date:	Time:	Class Title:
JAN 25	9:00 AM to 12:00 PM	New Member Orientation
FEB 22	9:00 AM to 12:00 PM	New Member Orientation
MAR 22	9:00 AM to 12:00 PM	New Member Orientation
APR 26	9:00 AM to 12:00 PM	New Member Orientation
MAY 24	9:00 AM to 12:00 PM	New Member Orientation
JUN 28	9:00 AM to 12:00 PM	New Member Orientation
JUL 26	9:00 AM to 12:00 PM	New Member Orientation
AUG 23	9:00 AM to 12:00 PM	New Member Orientation
SEP 27	9:00 AM to 12:00 PM	New Member Orientation
OCT 25	9:00 AM to 12:00 PM	New Member Orientation
NOV 29	9:00 AM to 12:00 PM	New Member Orientation

Location: VCCAR Training Room
2350 Wankel Way | Oxnard, CA 93030

What You Will Learn:

- Discover the advantages of becoming a REALTOR® member with VCCAR
- Learn how to get involved with VCCAR by networking, attending events, serving on committees and leadership
 - Navigate through valuable websites like NAR & C.A.R.
 - ZipForms, MLS, E-sign, and more!

Reserve your seat
to attend New
Member Orientation!

REGISTER ONLINE!

www.vcrealtors.com

