



# South Metro Denver REALTOR® Association



## Welcome to SMDRA!

Thank you for considering membership in the South Metro Denver REALTOR® Association (SMDRA). We are truly pleased to have the opportunity to serve you. So that your transition from applicant to member can be made as quickly as possible, please read the following information carefully.

### Dues and Fees

When you join SMDRA, you also become a member of the Colorado Association of REALTORS® (CAR) and the National Association of REALTORS® (NAR). A portion of your dues is remitted to those Associations. *Once remitted, all dues are non-refundable.*

SMDRA’s fiscal year begins October 1, and memberships expire on September 30. Annual dues are prorated on a monthly basis for new members. Dues must be submitted with your application and may be paid by cash, check, VISA, MasterCard, Discover, and American Express.

After you join, you will begin receiving annual dues invoices each August or September for the following fiscal year (October 1 through September 30). Please contact a staff member if you have any questions about dues or fees.

**1. Application Fee:** Currently there are no application fees for new members.

**2.Dues:** The dues amounts listed below apply to applicants who have never been a member of a REALTOR® Association, or who have not paid dues to another Association during the past year. If you are transferring from another Association, please ask a staff member to calculate your dues. *Once remitted, all dues are non-refundable.*

NEW REALTORS	LOCAL	CAR	NAR	Total
2017 October	\$ 230.00	\$ 206.25	\$ 220.00	\$ 656.25
2017 November	\$ 210.83	\$ 192.50	\$ 210.00	\$ 613.33
2017 December	\$ 191.66	\$ 178.75	\$ 200.00	\$ 570.41
2018 January	\$ 172.49	\$ 165.00	\$ 155.00	\$ 492.49
2018 February	\$ 153.32	\$ 151.25	\$ 145.00	\$ 449.57
2018 March	\$ 134.15	\$ 137.50	\$ 135.00	\$ 406.65
2018 April	\$ 114.98	\$ 123.75	\$ 125.00	\$ 363.73
2018 May	\$ 95.81	\$ 110.00	\$ 115.00	\$ 320.81
2018 June	\$ 76.64	\$ 96.25	\$ 105.00	\$ 277.89
2018 July	\$ 57.47	\$ 82.50	\$ 95.00	\$ 234.97
2018 August	\$ 38.30	\$ 68.75	\$ 85.00	\$ 192.05
2018 September	\$ 19.13	\$ 55.00	\$ 75.00	\$ 149.13

**Important Note for Designated REALTOR® Applicants:** The National Association of REALTORS® dues formula requires that Designated Brokers pay dues for themselves as well as an assessment that equals dues times the number of ALL licensees in their offices who are not REALTOR® members of an Association. Brokers can reduce their dues obligation by requiring their agents to join SMDRA.

## Required Courses

As a condition of membership, all REALTOR® applicants are required to take the FREE SMDRA New Member Ethics and Orientation class within 90 days of application to the Association. This course explains your responsibilities as a REALTOR® and will give you an overview of the benefits you receive as a member.

The 4-hour CE New Member Ethics and Orientation course is held from 8:00am – 2:00pm, lunch is provided by our generous Affiliate Business Partners, in the SMDRA Activity Center. Please refer to the available class dates below. New members take the REALTOR® Pledge and receive their REALTOR® pins at the end of class. We will also take a group photo.

**PRE-REGISTRATION IS REQUIRED.** There is no charge for the New Member Ethics and Orientation course but registration is required. Registration links are sent in your welcome email or you can register online at [www.SMDRA.com/smdra-events-education-calendar](http://www.SMDRA.com/smdra-events-education-calendar).

If you are unable to attend within 90 days, please contact SMDRA Membership staff at (303)797-3700

### Dates for New Member Ethics and Orientation & Induction Ceremony:

8:00am – 2:00pm

October 24, 2017

November 14, 2017

January 23, 2018

March 13, 2018

May 23, 2018

August 23, 2018

September 18, 2018

## Communication

SMDRA will send most communications, including dues billing, by email. We send a Weekly Newsletter and our website [www.smdra.com](http://www.smdra.com) also offers a wealth of information. Please make sure your email address is current to ensure timely notice and information.

**The South Metro Denver REALTOR® Association serves and promotes a highly skilled, diverse, and successful REALTOR® membership. Welcome to the SMDRA family!**



**Thank you for joining the South Metro Denver REALTOR® Association!**

7899 South Lincoln Court

Littleton, CO 80122

(303)797-3700 Phone (303)797-0109 Fax [smdrasupport@smdra.com](mailto:smdrasupport@smdra.com) Email

Visit us online at [www.smdra.com](http://www.smdra.com)

PLEASE SAVE A COPY OF THIS APPLICATION TO YOUR COMPUTER, WITH A NEW NAME **PRIOR** TO COMPLETING THE FORM. AFTER COMPLETING, SAVE AND ATTACH TO AN EMAIL [smdrasupport@smdra.com](mailto:smdrasupport@smdra.com) TO SUBMIT.



# South Metro Denver REALTOR® Association Membership Application

- Designated REALTOR® - managing broker/owner, appraiser, corporate officer
- REALTOR® - licensed real estate agent
- Secondary REALTOR® - primary REALTOR® membership with another Association (please also see addendum)

Date \_\_\_\_\_ NRDS # (previous/existing REALTORS®): \_\_\_\_\_

Select one:  Mr.  Mrs.  Ms.  Miss  Dr.  None

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_

Preferred or Nickname: \_\_\_\_\_

## LICENSE INFORMATION

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

Colorado Real Estate License #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ MLS ID: \_\_\_\_\_

## OFFICE INFORMATION – REQUIRED

Office Name: \_\_\_\_\_ Office Phone#: \_\_\_\_\_ Ext \_\_\_\_\_

Office Address: \_\_\_\_\_ Office Fax#: \_\_\_\_\_

Office City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Office MLS ID: \_\_\_\_\_

Office Website: \_\_\_\_\_ Is this a new office?  Yes  No

## PERSONAL INFORMATION – REQUIRED

Birthdate: \_\_\_\_\_ Number of years in business: \_\_\_\_\_

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

Home City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home/Personal Fax#: \_\_\_\_\_ Home Phone#: \_\_\_\_\_

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

Personal Website: \_\_\_\_\_ Cell Phone#: \_\_\_\_\_

## COMMUNICATION PREFERENCES

Preferred Mail Contact:  Home  Office

Preferred Phone Contact:  Office  Home  Cell

Your SMDRA Online Profile at [www.smdra.com](http://www.smdra.com) - Allows you to register online for classes, events, meetings & more!

Your user name will be your MLS ID or the last 6 digits of your license number. Password can be a MAXIMUM of 8 characters - any combination of letters or numbers and is case sensitive. Create a Password: \_\_\_\_\_

## SKILLS & SERVICE (Used to match you with Committees or service projects & events.)

Languages you speak: \_\_\_\_\_ Military Service(Branch)? \_\_\_\_\_

Community Involvement: \_\_\_\_\_

Previous Job Skills: \_\_\_\_\_

## PREVIOUS REALTOR® ASSOCIATION HISTORY - REQUIRED

Have you ever been a member of another REALTOR® Association?  Yes  No

Have you paid dues to another REALTOR® Association this year?  Yes  No

Do you currently owe dues to another Association?  Yes  No

Association Name/State: \_\_\_\_\_

Other Names previous Membership may have been listed under: \_\_\_\_\_

How did you hear about SMDRA? \_\_\_\_\_

**CODE OF ETHICS/PROFESSIONAL STANDARDS HISTORY – REQUIRED**

Have you completed Ethics and/or Orientation at another REALTOR® Association?  Yes  No Date Completed: \_\_\_\_\_

Are you now subject to an unresolved professional standard or arbitration hearing?  Yes  No Please provide details below or attach:

**TERMS & ACKNOWLEDGEMENT**

I, the undersigned, hereby apply for REALTOR® (primary, secondary, or designated) membership in the South Metro Denver REALTOR® Association (SMDRA) and enclose my payment to cover the application fee and dues (see below). I understand this will be returned to me in the event I am not accepted for membership. In the event my application is approved, I agree as a condition of membership to complete the orientation courses of SMDRA within 90 days of application, including the GRI Ethics and Professional Practices course, which I understand may be worth credit towards the Graduate REALTORS® Institute (GRI) designation. I also agree to thoroughly familiarize myself with and abide by the Code of Ethics of the National Association of REALTORS®, including the duty to arbitrate or mediate business disputes in accordance with the Code of Ethics and Arbitration Manual of the Association and the Constitution, Bylaws, and Rules and Regulations of SMDRA, the Colorado Association of REALTORS® (CAR), and the National Association of REALTORS® (NAR); and I further agree to satisfactorily complete a written examination covering such Code, Constitution, Bylaws, Rules and Regulations and duty to arbitrate or mediate as and when provided by SMDRA. I agree as a condition of continuing membership to complete Code of Ethics courses as required by NAR and SMDRA. 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 or mediate, 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.

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, shall be grounds for revocation of my membership if granted. I agree that, if accepted for membership in the Association, I shall pay the fees and dues as from time to time established.

I grant SMDRA, CAR, and NAR my express written consent to contact me at their discretion by U.S. mail, fax, telephone, or e-mail. I understand that by providing my street address, e-mail address(es), telephone numbers(s), and fax number(s), I consent to receive communications sent from SMDRA, CAR, and NAR via regular U.S. mail, e-mail, telephone, or facsimile at those numbers/locations. All attempts will be made to use the preferred methods of contact as indicated in this application. Additionally, I acknowledge that SMDRA may photograph or take video at classes and events held at SMDRA or other locations that I may attend. I hereby release SMDRA from all claims which I may have now or in the future for compensation of any kind arising out of my participation in the said video(s) and/or photograph(s) and acknowledge that SMDRA may use the video(s) and/or photograph(s) in such fashion and distribute to such person as they may in their sole discretion decide.

*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®.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Applicants for Designated REALTOR® only:** I understand and agree that as Designated REALTOR® of the above-named real estate office or appraisal office, I am fully responsible for all dues and fees for services that I request and receive prior to completing the Association's required membership application process. I also understand and agree that if accepted for membership, I will pay all dues and fees as are from time to time established, and that the total amount of dues for which I will be personally and individually liable and responsible, as Designated REALTOR® of the firm or office named herein, shall be in such amount as established annually by the Board of Directors for myself, plus an amount times the number of real estate licensees or certified appraisers employed by or otherwise affiliated with my firm or office who are not themselves REALTOR® members of the Association. I further understand that if I apply for participation in the Multiple Listing Service that I, as Designated REALTOR®, am an individual member of the Multiple Listing Service and as the participant am responsible for all dues and fees for MLS service.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**DUES**

All dues must be paid in full at the time of application. Your individual dues amount may vary depending on date of application and previous REALTOR® membership. Please refer to the Dues Chart in the attached Membership Letter. SMDRA does not charge an application fee. New members are required to complete an Ethics and/or Orientation class.

Annual Dues: **Once remitted, all dues are NON-REFUNDABLE.** \$ \_\_\_\_\_

Payment Type:  Credit Card (complete authorization)  Check # \_\_\_\_\_  Cash

*Payments to the South Metro Denver REALTOR® Association are not deductible as charitable contributions for federal income tax purposes; however, they may be deductible under other provisions of the Internal Revenue Code. Seek information and guidance from and rely upon the advice of your tax expert and not SMDRA.*

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7899 South Lincoln Court  
Littleton, CO 80122  
(303)797-3700 Phone (303)797-0109 Fax [smdrasupport@smdra.com](mailto:smdrasupport@smdra.com) Email  
Visit us online at [www.smdra.com](http://www.smdra.com)

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7899 S. Lincoln Court Littleton, CO 80122

(303)797-3700

Send to [smdrasupport@smdra.com](mailto:smdrasupport@smdra.com)

## Credit Card Authorization

This form is used to process your initial dues payment and is destroyed once processed. We do not store credit card information or automatically charge you for any future dues payments.

Date: \_\_\_\_\_ Amount: \_\_\_\_\_

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

Visa     MasterCard     American Express     Discover

Credit Card Number: \_\_\_\_\_

Card Expiration Date: \_\_\_\_\_ Security Code (3 or 4 digit CVV): \_\_\_\_\_

Name shown on Card (if Different): \_\_\_\_\_

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

By signing below, you are authorizing SMDRA to process the payment indicated above.

***Once processed membership dues are non-refundable.***

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