

FEE SHEET FOR ASSOCIATION DUES AND/OR MLS FEES
Name: _____ **Office:** _____

SECTION 1: ASSOCIATION DUES:
(Only complete this section if you are joining the Cascades East Association of REALTORS®)

The dues collected are prorated based on the month you join and are for your memberships in the local—Cascades East Association of REALTORS®, state—Oregon REALTORS® (OR), and national—National Association of REALTORS® (NAR) associations. After joining, annual dues are due by January 1st of each calendar year. The proration schedule is as follows:

Month	Local Dues	State Dues*	National Dues**	Total Dues
January	\$100.00	\$335.00	\$201.00	\$636.00
February	\$92.92	\$307.08	\$188.00	\$588.00
March	\$84.84	\$279.16	\$175.00	\$539.00
April	\$79.76	\$251.24	\$162.00	\$493.00
May	\$73.68	\$223.32	\$149.00	\$446.00
June	\$65.60	\$195.40	\$136.00	\$397.00
July	\$58.52	\$167.48	\$123.00	\$349.00
August	\$52.44	\$139.56	\$110.00	\$302.00
September	\$46.36	\$111.64	\$97.00	\$255.00
October	\$38.28	\$83.72	\$84.00	\$206.00
November	\$31.20	\$55.80	\$71.00	\$158.00
December***	\$23.12	\$27.88	\$58.00	\$109.00

*A portion of your state association dues will be allocated to the REALTORS® Political Action Committee (RPAC), if you wish to redirect that portion to the Oregon REALTORS® Home Foundation or their Issues Mobilization Fund, please email that request to redirect@oregonrealtors.org.

**Your NAR dues include a \$45 mandatory assessment by NAR to fund a nationwide public awareness campaign highlighting the value a REALTOR® brings to a transaction and stressing the importance of using a REALTOR®.

***If joining in December, you will be required to pay the prorated amount for December as well as the full annual dues amount for the following year.

NOTE: THE ABOVE ANNUAL DUES PRORATION SCHEDULE IS FOR MEMBERS JOINING LOCAL, STATE AND NATIONAL. IF YOU ARE APPLYING TO BE A SECONDARY MEMBER AND HAVE PAID DUES THIS YEAR TO ANOTHER LOCAL BOARD/ASSOCIATION, PLEASE CONTACT US AT 541.382.6027 TO DETERMINE THE CORRECT AMOUNT OF PRORATED DUES YOU WILL BE ASSESSED.

ASSOCIATION FEES: (Only Complete the Below if You are Joining the Association)

Application Fee: The Cascades East Association of REALTORS® has a \$100.00 application fee in addition to prorated dues. Any member who inactivates their membership for more than thirty (30) days and requests to rejoin the association, will be required to pay an application fee.

Education Club Fee: The Cascades East Association of REALTORS® offers an optional program, the “Education Club.” This program costs \$25 and gives members discounts on our educational programs throughout the year. We recommend that all of our members, whether new licensees or transfers from other organizations, utilize this program to get the most benefits out of their membership.

RPAC Contribution: One of the many benefits of your association membership is our work to advocate for our members and to protect private property rights on the local, state, and national levels through the REALTORS® Political Action Committee (RPAC). RPAC supports candidates who support our industry. We encourage all members to invest \$25 in RPAC to invest in their business.

ASSOCIATION DUES AND FEES DUE:

(Below will be reviewed by staff before payment is processed)

PRORATED DUES (Total Dues Column for Month Joining in Spreadsheet above):	\$
APPLICATION FEE:.....	\$
ED CLUB MEMBERSHIP (Recommended \$25):.....	\$
RPAC CONTRIBUTION (Recommended \$25):.....	\$
TOTAL DUES:.....	\$

SECTION 2: MULTIPLE LISTING SERVICE FEES

(Only complete this section if you are joining the Cascades East MLS)

MLS FEES: (Only Complete the Below if You are Joining the MLS)

- The MLS has a \$250.00 application fee that is applicable to all Participants and Subscribers.
- The MLS has a \$50.00 application fee for Clerical Users or Personal Assistants.
- The monthly access fee is \$60.00 for Participants and Subscribers if joining after the 15th of the month the first month's access fee is \$30 for the first month.
- The monthly access fee is \$15.00 for Clerical Users or Personal Assistants if joining after the 15th of the month the first month's access fee is \$7.50 for the first month.
- If you are a Participant opening a new office with the MLS, there is a New Office application fee of \$2,000.00. If you are a Participant opening a new office with the MLS, the \$250 application fee will be waived.

NOTE 1: Any member who is inactive from the MLS for more than thirty (30) days will be required to pay an application fee.

NOTE 2: Unlicensed Clerical Users or Personal Assistants ONLY join the MLS.

NOTE 3: Any Office that inactivates their MLS access for two (2) or more years, will be required to pay the New Office application fee of \$2,000 again.

MLS FEES AND CHARGES DUE:

(Below will be reviewed by staff before payment is processed)

APPLICATION FEE FOR PARTICIPANT OR SUBSCRIBER:.....	\$
APPLICATION FEE FOR UNLICENSED CLERICAL USER OR PERSONAL ASSISTANT:.....	\$
APPLICATION FEE FOR NEW OFFICE:.....	\$
MONTHLY ACCESS FEE FOR PARTICIPANT OR SUBSCRIBER:.....	\$
MONTHLY ACCESS FEE FOR UNLICENSED CLERICAL USER OR PERSONAL ASSISTANT:.....	\$
TOTAL DUE FOR MLS CHARGES AND FEES:.....	\$

SECTION 3: AGREEMENT

(Complete the below if joining the association and/or the multiple listing service)

I agree to pay all dues, charges, and fees associated with my joining the Cascades East Association of REALTORS® and/or the Cascades East Multiple Listing Service as listed above. I understand that if my application(s) is not approved, I will receive a refund. Except for the aforementioned, I understand and acknowledge that I will not receive a refund if my membership is to go inactive or if I do not complete all required courses. You will receive an email invoice to pay online for your application and/or joining fees outlined in this Fee Sheet. Applications cannot be approved until payment is made in full.

Applicant Signature: _____ Date: _____

EMAIL COMPLETED FORM WITH SIGNATURE TO MEMBERSHIP@CASCADESEASTREALTORS.COM.

**CASCADES EAST ASSOCIATION OF REALTORS® AND/OR
CASCADES EAST MULTIPLE LISTING SERVICE**

APPLICANT INFORMATION SHEET

NOTE: Fields in **BOLD** are required.

Application Type: Association Only MLS Only Association & MLS

Applicant Type: Managing Broker or Managing Appraiser Responsible for Firm
Broker or Appraiser NOT responsible for Firm
Licensed Assistant

Name as it appears on your real estate/ appraisal license: _____

Nickname (DBA): _____ Gender: _____ **Date of Birth:** _____

Home Phone: _____ **Cell Phone:** _____

Home Street Address (cannot be a PO Box): _____

Home Mailing Address (if different): _____

Name of Office: _____ **Office City:** _____

Email: _____ **Website:** _____

Preferred Mail: Home Office **Preferred Phone:** Cell Office Home

Oregon Appraisal or Real Estate License #: _____ **First Licensed in Oregon:** _____

Are you currently licensed in another state? No Yes, where? _____

Have you ever been licensed in another state? No Yes, where? _____

Field(s) of Business (Specialties)? Residential Commercial Appraisal Land Farm/Ranch

Do you have any record of civil judgements imposed within the past seven (7) years involving judgements of civil rights laws, real estate license laws, or other laws prohibiting unprofessional conduct rendered by the courts or other lawful authorities?

No Yes

Do you have any record of criminal conviction(s) within the past seven (7) years involving a crime that reasonably relates to the real estate business or puts clients, customers, or other real estate professionals at risk?

No Yes

Are you currently a member of another REALTOR® Board or Association?

No Yes, where? _____

If yes above, you must submit a Letter of Good Standing with your application.

Have you previously held membership in another REALTOR® Board or Association?

No Yes, where? _____

If yes above, submit a Letter of Good Standing with your application if you paid dues this year.

If yes to either of the previous two questions, you must complete the following seven (7) questions:

What is your National Association of REALTORS® (NAR) membership # (NRDS # or M1 #): _____

Have you been found in violation of the NAR Code of Ethics or other membership duties in any REALTOR® Board or Association in the past three (3) years?

No Yes, where? _____

Do you have any unsatisfied discipline pending?

No Yes, where? _____

Are there any pending ethics complaints against you?

No Yes, where? _____

Are you party to a pending arbitration request?

No Yes, where? _____

Do you have any unpaid arbitration awards or unpaid financial obligations to another REALTOR® Board or Association or Multiple Listing Service?

No Yes, where? _____

Have you ever been refused membership in any other REALTOR® Board or Association?

No Yes, where? _____

This section is only to be completed by the Managing Principal Broker or Managing Appraiser if the Managing Principal Broker or Managing Appraiser is the Applicant.

Business Real Estate License Number: _____

Office Street Address, City, State & Zip: _____

Office Mailing Address, City, State & Zip: _____

Office Phone: _____ Office Fax: _____

Office Website: _____

Have you or the firm in which you are the Managing Principal Broker been named as a debtor in any bankruptcy judgements or pending bankruptcy proceedings within the last three (3) years? Yes No

If joining the MLS, do you want Association/MLS Staff to call you to put you on auto pay? Yes No N/A

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 association membership and/or MLS participation/subscription rights if granted. I further agree that, if accepted, I shall pay the dues, fees and fines as from time to time established.

By signing below, I consent that the Cascades East Association of REALTORS® may contact me at the specified address, telephone numbers, fax numbers, email addresses or other means of communications available. This consent applies to changes in contact information that may be provided by me to the association and/or MLS in the future. This consent recognizes that certain state and federal laws may place limits on communication that I am waiving to receive all communications as part of my membership. I further consent that all billing from the association and multiple listing service shall be sent electronically.

Applicant Signature: _____ Date: _____

TO BE COMPLETED BY THE MANAGING PRINCIPAL BROKER OR MANAGING APPRAISER

I, Managing Principal Broker (MPB) or Managing Appraiser hereby certify that the applicant above is a licensed real estate broker or appraiser and such license has been verified as active online with the OREA/ Appraisal Board.

This license has been hung with my office since _____(OREA/Appraisal Board affiliation date).

Managing PB or Managing Appraiser Name: _____

Office Name:_____

Managing Principal Broker/ Managing Appraiser Signature:

_____Date:_____

EMAIL COMPLETED FORM WITH SIGNATURES TO MEMBERSHIP@CASCADESEASTREALTORS.COM.

Association/MLS Staff Use Only:

MLS MLS ONBOARDING MLS INPUT EKEY #_____ LOCKBOX NEW/USED _____ SHACKLE CODE

ASSN PRIMARY/ASSN SECONDARY COE FH ASSN ORIEN

OFFICE ID _____ NRDS# _____ FLEXMLS ID _____

Staff Notes:_____



APPLICATION FOR REALTOR® ASSOCIATION MEMBERSHIP

Name as it appears on your real estate/ appraisal license: _____

OR Appraisal/Real Estate License #: _____

I am applying to be a: **REALTOR®** **Designated REALTOR® (Responsible for Firm)**

I am applying for the following membership: **Primary** **Secondary***

**Secondary membership should only be selected above if you currently hold REALTOR® membership at another local board/association and wish to continue receiving your state and national dues invoices from the other local board/association.*

I hereby apply for REALTOR® membership in the Cascades East Association of REALTORS® and remit the Applicant Information Sheet, annual dues, and application fee, which I understand will be returned to me in the event I am not accepted to membership.

I understand that in order to hold REALTOR® membership, the Managing Principal Broker or Managing Appraiser of the firm I have joined must be a Designated REALTOR®.

I understand that membership in Cascades East Association of REALTORS® means that I am also a member of the state association (Oregon REALTORS®) and National Association of REALTORS® (NAR). I further understand that the Cascades East Association of REALTORS® collects annual dues for all three levels of the organization and remits those payments directly on my behalf. I understand that after approved for membership in the association, I will receive an annual dues bill each fall for the local, state and national association that is due on January 1st each year. I further understand that annual dues are non-refundable.

I agree to familiarize myself with and abide by the NAR Code of Ethics, which includes the duty to arbitrate (or to mediate), as well as the Bylaws and Policies of the Cascades East Association of REALTORS®, Oregon REALTORS®, and NAR. I understand that I can access updated versions of these documents on the appropriate association website at any time.

I agree to complete NAR New Member Code of Ethics Training if I am a new REALTOR® member.

I understand and agree that I will complete all future NAR Code of Ethics and NAR Fair Housing training requirements, which may be amended from time to time.

I further agree that I will complete the new member onboarding requirements within the required timeframes confirming my membership and I will pay a fine as established by the Board of Directors if not completed in the required timeframe. If after receiving a fine, I still do not complete this requirement in the timeframe allotted, I understand it will result in having my membership terminated. If my membership is terminated for failure to complete the required onboarding courses, I understand and agree that I will not be eligible for a refund of my application dues, fines, or fees incurred.

I consent and authorize the Cascades East Association of REALTORS®, through its volunteer leadership and/or staff, to invite and receive information and comments about me and any board/association where I previously held membership. I agree that any information and comment furnished to the Cascades East Association of REALTORS® by any

board/association member or other person in response to 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 acknowledge that if accepted as a member and I subsequently resign or am expelled from membership in the Cascades East Association of REALTORS® with an ethics complaint or arbitration request pending, the Board of Directors may, as condition of renewal of membership on my verification that I will submit to the pending ethics or arbitration proceeding and will abide by the decision of the Hearing Panel; or if I resign or am expelled from membership without having complied with an award, plus any costs that have been previously established as due and payable in relation thereto, provided that the award and such costs have not, in the interim, been otherwise satisfied.

I acknowledge that as a member of the Cascades East Association of REALTORS®, I will be licensed to use the REALTOR® trademarks to indicate such membership, and I agree to abide by the rules governing use of those trademarks. I understand that REALTOR® is a federally registered trademark of NAR, and use of this designation is subject to rules promulgated by NAR. Upon termination of my membership from the Cascades East Association of REALTORS® for any reason, my license to use the term REALTOR® is automatically revoked, and I will immediately discontinue the use of the term REALTOR® and all REALTOR® trademarks unless I am currently, or until I become, a member of another REALTOR® board or association.

If the applicant is the Managing Principal Broker or Managing Appraiser of the firm, the applicant understands and agrees that they are ultimately responsible for the actions of the REALTOR® members licensed with their firm. The applicant further agrees that all real estate or appraisal licensees with the firm will hold REALTOR® membership, or I/the Firm shall be assessed non-member fees for each non-REALTOR® licensee.

I understand that membership duties/requirements may change during my membership with the Cascades East Association of REALTORS® and I agree to complete any additional membership duties/requirements and understand that failure to complete those requirements will result in my membership being terminated.

I agree to keep all of my contact information up-to-date and accurate with the Cascades East Association of REALTORS® at all times while I am an active member of the association. I understand that all changes to my contact information must be submitted to the association in writing to membership@cascadeseastrealtors.com.

Applicant Signature: _____ Date: _____

Managing Principal Broker or Managing Appraiser Signature: _____
Date: _____

EMAIL COMPLETED FORM WITH SIGNATURES TO MEMBERSHIP@CASCADESEASTREALTORS.COM.

NEW MEMBER ONBOARDING



The following steps are required for your association membership with the Cascades East Association of REALTORS®

STEP ONE

Within the first thirty (30) days, you must complete the self-paced New Member Code of Ethics online course from the National Association of REALTORS® (NAR). You will need your M1 number that was sent in your welcome email. We will be notified once you successfully complete the course. [COURSE LINK](#)

STEP TWO

Within the first thirty (30) days, complete the self-paced NAR Fairhaven simulation training which uses the power of storytelling to help members identify, prevent, and address discriminatory practices in real estate. Work against the clock to sell homes in the fictional town of Fairhaven, while confronting discrimination in the homebuying process. You will need your M1 number that was sent in your welcome email. We will be notified once you successfully complete the course. [COURSE LINK](#)

STEPS THREE & FOUR

Within the first four (4) months, complete both of the following lunch & learns:

- The NAR Code of Ethics: Practical Applications
- Professionalism in Real Estate

These lunch & learns are each two (2) hours and are offered bi-monthly at the association and are not required to be taken in a specific order. The NAR Code of Ethics: Practical Applications reviews real life scenarios in which the NAR Code of Ethics will play a role in your business practices. Professionalism in Real Estate will review the common practices and expectations in a cooperative real estate market community. This course will help you gain the respect of your peers and ensure you are putting your most professional foot forward as you begin your real estate career. [COURSE CALENDAR](#)

STEP FIVE

Within the first six (6) months, complete Your Membership Working for You lunch & learn, a two (2) hour course which reviews important aspects of the local, state and national associations and how we work on our members behalf to help make them successful in their business while protecting private property rights and our members ability to conduct business! [COURSE CALENDAR](#)

VISIT WWW.CASCADESEASTREALTORS.COM/CALENDAR TO REGISTER FOR THE LUNCH & LEARNS. PRE-REGISTRATION IS REQUIRED. THESE CLASSES ARE FROM 12-2PM. IN PERSON IS HIGHLY ENCOURAGED BUT HYBRID IS AVAILABLE.



Questions regarding membership, these course requirements, or help registering? Our team of staff are here to help! Call the Cascades East Association of REALTORS® at 541.382.6027 or email our membership team at membership@cascadeseastrealtors.com.



CASCADES EAST
ASSOCIATION OF REALTORS®