

Greater Tyler Association of REALTORS®

Association & MLS Membership Packet Primary/ Secondary Broker or Salesperson

You must have your active real estate license in hand before you can make application or attend the mandatory classes.

STEP 1 – SUBMISSION OF APPLICATION

- ✓ Return the following items to GTAR via email or **in person (by Appointment)**:
- Application for REALTOR® Membership
 - Class Registration form
 - MLS Login Registration Form
 - Copy of your active Texas Real Estate license (Broker or Salesperson)
 - Letter of Good Standing from your current association (if transferring)
 - Credit Card Authorization / Recurring Payment Authorization Form

NOTE: Please allow 2-3 business days to process your request upon receipt of all required items.

STEP 2 – NOTIFICATION

When your application has been processed, you will receive an e-mail notification which will include:

- Login ID/password to access Paragon MLS (includes URL)
- Login ID/password to pay your Dues & Fees (includes URL)
- Instructions for TAR & NAR Memberships & Benefits
- Instructions on SupraKey registration (**by appointment**)

STEP 3 – ATTEND THE MANDATORY CLASS(ES) REQUIRED

FOR MEMBERSHIP – You must pre-register – **Absolutely, NO WALK INS.**

Greater Tyler Association of REALTORS®
2772 South Southeast Loop 323 | Tyler, Texas 75701
(O) 903.561.8403 | membership@gtar.com

Greater Tyler Association of REALTORS®

Types of Memberships

REALTOR® - either primary or secondary – individuals who are engaged actively in the real estate profession, including buying, selling, exchanging, renting or leasing, managing, appraising for others for compensation, counseling, building, developing or subdividing real estate, and who maintain or are associated with an established real estate office located in the state of Texas or a state contiguous thereto. The individual must maintain a current, valid real estate broker's or salesperson's license or is licensed or certified by an appropriate state regulatory agency to engage in the appraisal of real property. REALTOR® means a member of the National Association of REALTORS®.

APPLICATION TYPES UNDER REALTOR® MEMBERSHIP:

Designated REALTOR® - Designated Broker or Appraiser of the firm.

REALTOR® - Broker Associate, Salesperson or Appraiser affiliated with the firm.

- **Primary Member** – Pays National, State and local dues. Has voting rights and can hold leadership positions. (DR must be a member.)
- **Secondary Member** – Pays local dues only. Pays National at their Primary association, may pay state dues to their primary association if it is in Texas. Has voting rights and can hold leadership positions.

Affiliate – Real estate owners and other individuals or firms who, while not engaged in the real estate profession actively, have interest requiring information concerning real estate and are in sympathy with the objectives of the Association.

Institute Affiliate – Individuals who hold a professional designation awarded by a qualified Institute, Society or Council affiliated with the National Association of REALTORS®. Any such individual, if otherwise eligible, may elect to hold REALTOR® membership, subject to payment of applicable dues for such membership.

MLS Participation/Subscription – Individuals who are REALTOR® members in an association in Texas or a state contiguous thereto may request any service they need from other associations. This includes MLS service. **In GTAR, the Designated Broker of the firm must join as the Participant and any agent may then join as a Subscriber.** If the firm is an MLS participant in another association and some of the agents do not wish to join as a Subscriber, MLS waivers must be signed by the Broker and each agent which states that any agent who utilizes the MLS information will be charged MLS fees from the date of the waiver. If the firm is not an MLS participant in another association, the dues formula will be in force. (Broker's dues are based on his membership and any agents who are not members of the MLS.)



Greater Tyler Association of REALTORS®
APPLICATION FOR PRIMARY or SECONDARY
REALTOR® MEMBERSHIP PRIMARY SECONDARY



I hereby apply for REALTOR® Membership in the above-named Association, and I will make my payment in the amount of \$_____ for my Dues and Fees payable to Greater Tyler Association of REALTORS®. All dues and fees will be returned to me in the event of non-election. In the event of my election, 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 quadrennial Code of Ethics training as specified in the association's bylaws as a continued condition of REALTOR® membership.

NOTE: Applicant acknowledges that if accepted as a member and he/she subsequently resigns from the Board 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®.

* Amount shown is prorated according to month joining. I hereby submit the following information for your consideration:

Full Name: _____ Nickname : _____ DOB: _____

Home Address: _____ City _____ State _____ Zip Code _____

Mobile Phone: _____ Home Phone: _____ Home Fax: _____

Mailing Address: _____ City _____ State _____ Zip Code _____

Preferred E-Mail: (for Board notifications, invoicing, etc. **REQUIRED**): _____

Alternative E-Mail: (not your company email. **optional**): _____

Personal Web Page address: _____

Real Estate License #: _____ Licensed/certified appraiser: [] Yes [] No Appraiser License #: _____

Office Name: _____

Office Address: _____ City _____ State _____ Zip Code _____

Office Phone: _____ Office Fax: _____

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

If yes, name of Association(s) _____ NRDS# _____

If yes, do you participate in their MLS? [] Yes [] No

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

If yes, name of Association **and month/year** inactive: _____ NRDS# _____

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? [] Yes [] No (If yes, provide details as an attachment.)

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 further agree that, if accepted for membership in the Board, I shall pay the dues and fees as from time to time established. **NOTE:** Payments to the Greater Tyler Association of REALTORS® are not deductible as charitable contributions. Such payments may, however, be deductible as an ordinary and necessary business expense. A dues deductibility statement is included in this application. **No refunds.**

By signing below, I consent that the REALTOR® Associations (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.

Signature: _____

Date: _____

Greater Tyler Association of REALTORS® APPLICATION FOR PRIMARY REALTOR® MEMBERSHIP

Are you a principal, partner, corporate officer or branch office manager? [] Yes [] No

If yes, you must complete the remainder of this application.

If no, stop here.

**APPLICATION FOR REALTOR® MEMBERSHIP:
PAGE 2 FOR DESIGNATED BROKERS/BRANCH MANAGERS**

Company information: Sole Proprietor Partnership Corporation LLC(Limited Liability Company)

Your position: Principal Partner Corporate Officer Branch Office Manager

Names of other Partners/Officers/ of your firm:

Have you ever been refused membership in any other Association of REALTORS®? [] Yes [] No

If yes, state the basis for each such refusal and detail the circumstances related thereto:

Is the Office Address, as stated, your principal place of business? [] Yes [] No

If not, or if you have any branch offices, please indicate and give address:

Do you hold, or have you ever held, a real estate license in any other state? [] Yes [] No

If so, where:

Have you or your firm been found in violation of state real estate licensing regulations within the last three years? If yes, provide details:

Have you or you firm been convicted, adjudged, or otherwise recorded as guilty by a final judgment of any court of competent jurisdiction of a felony or other crime. If yes, provide details:

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 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 Greater Tyler Association of REALTORS® are not deductible as charitable contributions. Such payments may, however, be deductible as an ordinary and necessary business expense. A dues deductibility statement is included in this application. **No refunds.**

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Signature: _____

Date: _____

The Greater Tyler Association of REALTORS®
2772 SSE Loop 323
Tyler, TX 75701
Phone: 903-561-8403 | membership@gtar.com

MLS LOGIN REGISTRATION FORM

**YOUR LOGIN IS CONFIDENTIAL. ONLY YOU HAVE AUTHORITY TO USE IT.
LOGIN SHARING IS STRICTLY PROHIBITED AND MONITORED.**

REGISTRANT'S NAME: _____ DATE: _____

REGISTRANT'S E-MAIL: _____

OFFICE NAME: _____

OFFICE PHONE #: _____ OFFICE FAX #: _____

Office Use Only: MLS ID Assigned _____ Office _____ Requesting Agent _____

CHECK ONE: DESIGNATED REALTOR® (*Participant*)
 REALTOR® (*Subscriber*)
 **OFFICE SECRETARY (*Broker's signature required*)
 **PERSONAL ASSISTANT (*Both Broker's & Requesting Agent's signature required*)

AGENT REQUESTING
PERSONAL ASSISTANT: (Print) _____

(Signature) _____

Assume Identity: YES NO (*Please check one for Personal Assistants*)

**BROKER'S SIGNATURE: _____
(*Required for Secretary & Personal Assistant only*)

**ALL ACCESS REQUESTS MUST BE ACCOMPANIED BY PAYMENT.
CONTACT THE ASSOCIATION FOR CURRENT AMOUNTS DUE.**

Greater Tyler Association of REALTORS®

REGISTRATION FORM FOR MANDATORY CLASSES

MLS Basic Training: All REALTOR® and MLS applicants will be required to attend an MLS Basic Training class within 30 days of your application date. MLS and/or Board services are subject to the successful completion of required course(s) .

- **MLS Basic Training is from 8:30 AM to 11:00 AM**

New Member Code of Ethics: All new REALTOR® members will be required to complete the New Member Code of Ethics class. MLS and/or Board services are subject to the successful completion of this course. All REALTOR® applicants will be required to attend the next available code of ethics as of your application date. We will email this date with your welcome email.

- **New Member Code of Ethics is from 12:30 PM to 3:00 PM**

Board Orientation: All REALTOR® applicants will be required to attend the next available orientation as of your application date. MLS and/or Board services are subject to the successful completion of this course.

- **New Member Orientation is from 3:00 PM to 5:00 PM**

NOTE: If you belong to another Association and MLS, that may not satisfy your training requirement here.

REGISTRATION FORM

Application Date: _____

LAST NAME

FIRST NAME

COMPANY NAME

E-mail address (where you can be reached for confirmation)

Greater Tyler Association of REALTORS®

2772 South Southeast Loop 323
Tyler, TX 75701
Office: 903-561-8403 | Fax: 903-561-4730

Credit Card / Recurring Payment Authorization Form

The Membership Department will contact you for payment when your application has been processed. We still need you to sign below please for one-time payment or recurring payments by credit card.

Here's How Recurring Payments Work:

You authorize regularly scheduled charges to your Visa, MasterCard, American Express or Discover card. You will be charged each billing period for the total amount due for that period. A receipt will be emailed to you and the charge will appear on your credit card statement. You agree that no prior-notification will be provided, providing we have a stored payment profile on file with your current credit card information, and your written authorization below.

**We will only auto pay fees you pay to GTAR for services:
MLS Quarterly Fees and Supra Key Annual Fees.**

> Dues billings for National, State and Local have an optional TREPAC amount so we will not be bulk paying that annual billing. You will have to logon to the web portal to make payment or call the association and in either case, your stored payment profile can still be used.

Please complete the information below:

I _____ authorize the Greater Tyler Association of REALTORS® to charge my credit card noted below the:

- one-time payment for initial application] **or**
 one-time payment plus recurring payment] due on the 1st business day of the following:
- Quarterly MLS Data Access service fee
 - Quarterly CIE Data Access service fee
 - Annual Supra Key service fee

NOTE: You are responsible for keeping your stored payment profile updated. The association is not responsible for late and other fees applied due to credit card failures or declines. If you no longer wish to authorize recurring payments, please email membership@qtar.com or accounting@qtar.com.

SIGNATURE _____ DATE _____

I authorize the above-named business to charge the credit card indicated in this authorization form according to the terms outlined above. If the above noted payment dates fall on a weekend or holiday, **I understand that the payments may be executed on the next business day. I understand that this authorization will remain in effect until I cancel it in writing via email, and I agree to notify the business in writing of any changes in my account information or termination of this authorization at least 15 days prior to the next billing date.** This payment authorization is for the type of billings indicated above. I certify that I am an authorized user of this credit card and that I will not dispute the scheduled payments with my credit card company provided the transactions correspond to the terms indicated in this authorization form.

STAFF USE ONLY: RAMCO Automatic Payment Authorization

RAMCO Stored Payment Profile

Copy to Member file

Copy to Server

Yes No By: _____
 Yes No By: _____
 Yes No By: _____
 Yes No By: _____

Greater Tyler Association of REALTORS®

Recurring Dues and Fees Payment Schedule

ARTICLE X - DUES AND ASSESSMENTS

Section 2. Dues.

(a) The dues of each Designated REALTOR® Member shall be in such amount as established annually by the Board of Directors, plus an additional amount to be established annually by the Board of Directors times the number of real estate salespersons and licensed or certified appraisers who (1) are employed by or affiliated as independent contractors, or who are otherwise directly or indirectly licensed with such REALTOR® Member, and (2) are not REALTOR® Members of any Association in the state or a state contiguous thereto or Institute Affiliate Members of an Association.

Section 3. Dues Payable. National and State dues for all Members shall be payable annually in advance on the first day of January. Local dues shall be payable annually in advance on the first day of July. Dues shall be computed from the date of application and granting of provisional membership. (a) In the event a sales licensee or licensed or certified appraiser who holds REALTOR® membership is dropped for nonpayment of Board dues, and the individual remains with the designated REALTOR®'s firm, the dues obligation of the "Designated" REALTOR® (as set forth in Article X, Section 2 (a) will be increased to reflect the addition of a non-member licensee. Dues shall be calculated from the first day of the current fiscal year and are payable within 30 days of the notice of termination.

DESCRIPTION	AMOUNT	DUE DATE	FREQUENCY
National (NAR) Dues & State (TAR) Dues	\$347.00	January 1	Annual
Local (GTAR) Dues	\$160.00	July 1	Annual

***Two late fees will apply when late: The first of which is \$25.00 and this is added on the 2nd business day with an additional \$50 added on the 14th day after the due date. Upon Board of Director's approval, suspension is done on the last day of the month due. Once inactivated for non-payment of dues an additional \$25.00 re-instatement fee will also be added to the late fees and Dues amount.**

SERVICE CHARGES

Section 6. - Service Fees and Charges: The following service charges for operation of the Multiple Listing Service are in effect to defray the costs of the Service and are subject to change from time to time in the manner prescribed.

(b) **Recurring Participation Fee:** The monthly participation fee of each Participant shall be an amount times each salesperson and licensed or certified appraiser who has access to and use of the Service, whether licensed as a broker, sales licensee, or licensed or certified appraiser who is employed by or affiliated as an independent contractor with such Participant. Payment of such fees shall be made on or before the first (1st) day of the month.

Section 7.1 - Compliance with Rules: The following action may be taken for noncompliance with the Rules: For failure to pay any service charge or fee **by the date due**, and provided that at least ten (10) days' notice has been given, **the service shall be suspended** until service charges and fees are paid in full. **Additionally, failure to pay any service charge or fee, a late fee of \$25.00 is added on the 2nd business day after the due date.** (Amended 11/14)

DESCRIPTION	AMOUNT	DUE DATE	FREQUENCY
Multiple Listing Service Fee	\$168.33	January 1	Quarterly
Multiple Listing Service Fee	\$168.33	April 1	Quarterly
Multiple Listing Service Fee	\$168.33	July 1	Quarterly
Multiple Listing Service Fee	\$168.33	October 1	Quarterly
SUPRA eKey Basic or Pro	217.71 or 360.86	January 1	Annually

NOTE: The Association is required to notify you when invoices have been posted to your account. These will be sent via electronic communications (email) to the address specified in your application. Please notify the Association immediately if your email address changes, as we are not responsible for incorrect email addresses.

Primary or Secondary Dues/Fees Schedule

2023 Greater Tyler Association of REALTORS®

Note: Applications made in a billing month (Mar, Jun, Sep, Dec) require pre-payment of billed amounts in addition to the prorated total

Designated REALTOR® (Broker) Entrance Dues/Fees

Application Month	NAR Dues	NAR Image	TAR Dues	GTAR Local Dues	Quarterly MLS Fee	Application Fee	MLS Participation Fee	Prorated TOTAL
January	150.00	45.00	152.00	80.00	168.33	500.00	500.00	1,595.33
February	137.50	45.00	142.25	66.67	112.22	500.00	500.00	1,503.64
March	125.00	45.00	132.50	53.33	224.44	500.00	500.00	1,580.27
April	112.50	45.00	122.75	40.00	168.33	500.00	500.00	1,488.58
May	100.00	45.00	113.00	26.67	112.22	500.00	500.00	1,396.89
June	87.50	45.00	103.25	173.33	224.44	500.00	500.00	1,633.52
July	75.00	45.00	93.50	160.00	168.33	500.00	500.00	1,541.83
August	62.50	45.00	83.75	146.67	112.22	500.00	500.00	1,450.14
September	50.00	45.00	74.00	133.33	224.44	500.00	500.00	1,526.77
October	37.50	45.00	64.25	120.00	168.33	500.00	500.00	1,435.08
November	25.00	45.00	54.50	106.67	112.22	500.00	500.00	1,343.39
December	162.50	90.00	196.75	93.33	224.44	500.00	500.00	1,767.02

****MLS Due Dates** **Designated REALTOR® Primary/Secondary Members**

****MLS Billing Dates** **IDX Feed Costs \$300 / \$50 Per Additional Feed: Max 3**

Note: Applications made in a billing month (Mar, Jun, Sep, Dec) require pre-payment of the billed amounts in addition to the prorated total

REALTOR® (Agent) Entrance Dues/Fees

Application Month	NAR Dues	NAR Image	TAR Dues	GTAR Local Dues	Quarterly MLS Fee	Application Fee	MLS Participation Fee	Prorated TOTAL
January	150.00	45.00	152.00	80.00	168.33	200.00	150.00	945.33
February	137.50	45.00	142.25	66.67	112.22	200.00	150.00	853.64
March	125.00	45.00	132.50	53.33	224.44	200.00	150.00	930.27
April	112.50	45.00	122.75	40.00	168.33	200.00	150.00	838.58
May	100.00	45.00	113.00	26.67	112.22	200.00	150.00	746.89
June	87.50	45.00	103.25	173.33	224.44	200.00	150.00	983.52
July	75.00	45.00	93.50	160.00	168.33	200.00	150.00	891.83
August	62.50	45.00	83.75	146.67	112.22	200.00	150.00	800.14
September	50.00	45.00	74.00	133.33	224.44	200.00	150.00	876.77
October	37.50	45.00	64.25	120.00	168.33	200.00	150.00	785.08
November	25.00	45.00	54.50	106.67	112.22	200.00	150.00	693.39
December	162.50	90.00	196.75	93.33	224.44	200.00	150.00	1,117.02

****MLS Due Dates** **REALTOR® Primary/Secondary Members**

****MLS Billing Dates** **IDX Feed Costs \$300 / \$50 Per Additional Feed: Max 3**

2023 Dues/TREPAC Deductibility Language for Dues Renewal Invoices

The following amounts for certain lobbying and political expenditures are not deductible for income tax purposes: 38% of NATIONAL ASSOCIATION OF REALTORS® (NAR) dues and 16% of Texas REALTORS® dues, and the \$30 assessment by Texas REALTORS® for the Issues Mobilization/Political Advocacy Fund (IMPAF). The remaining dues and assessment are not tax deductible as charitable contributions but may be tax deductible under other provisions of the Internal Revenue Code.

Contributions to the Texas Association of REALTORS® Political Action Committee (TREPAC) and the Texas Association of REALTORS® Federal Political Action Committee (TAR FedPAC)—which makes contributions to the REALTORS® Political Action Committee (RPAC)—are not tax deductible. Such contributions are voluntary and may be used for political purposes. The amount indicated is merely a guideline, and you may contribute more or less than the suggested amount. You may refuse to contribute without reprisal, and the NATIONAL ASSOCIATION OF REALTORS®, Texas REALTORS®, and its local associations will not favor or disadvantage anyone because of the amount contributed. Until the RPAC annual goal is met, 70% of an individual's contribution goes to TREPAC and may be used to support state and local candidates; the remaining 30% is sent to TAR FedPAC to support federal candidates and is charged against your limits under 52 U.S.C. 30116. After the RPAC annual goal is met, 100% of an individual's contribution goes to TREPAC and may be used to support state and local candidates. You may contact the Texas REALTORS® political committee administrator at 800-873-9155 to obtain information about your contributions.

- Dues are not refundable.
- This statement is for annual dues and any annual assessments to the local, state, and National Association of REALTORS®.
- \$5 of your dues is for an annual subscription to Texas REALTOR® Magazine (for REALTOR® and Affiliate members).
- The \$35 Consumer Advertising Campaign assessment by NAR qualifies as fully deductible.
- By making payment, you acknowledge the membership duties to which you agreed when you became a member, including your duty to arbitrate disputes as provided in NAR's Code of Ethics and the bylaws of your local association.