



**Welcome** to the Coeur d'Alene Association of REALTORS® (CAR), the **“Voice for Real Estate in Kootenai County”** since 1945, representing more than 1500 members. Membership is inclusive of Local, State, and National Associations of REALTORS®, collectively over 1.4 million strong & the leading advocate for homeownership, affordable housing, and private property rights. A REALTOR® adheres to a strict Code of Ethics & Professional Standards as is identified by the REALTOR® symbol.

## Follow these steps to join CAR:

### Step 1

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#### **Agent's license must be Active with a Designated Broker**

Member applicants are required to submit their application to the Association within 30 days of joining a REALTOR® Member firm.

### Step 2

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#### **Complete applications for CAR and CDA MLS; Agent & Broker signatures are required**

You will submit a PDF version of the signed applications.

### Step 3

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#### **Email completed applications to Jennifer Richards: [Jennifer@cdarealtors.com](mailto:Jennifer@cdarealtors.com)**

Coeur d'Alene Association of REALTORS® Bylaws requires completion of the REALTOR® Orientation and the National Association of REALTORS® requires completion of New Member Code of Ethics course. Both courses must be completed within 60 days of joining. CDA MLS Bylaws requires completion of the MLS 101 course within 30 days of receiving access.

The names of all New Member applicants will go to the Board of Directors at their next regularly scheduled meeting for approval.

**New members are emailed an invoice with a link to pay their Membership Dues  
We accept Visa, Mastercard & American Express or payment via check.**



## APPLICATION FOR REALTOR® MEMBERSHIP

I hereby apply for REALTOR® Membership in the Coeur d'Alene Association of REALTORS®.

**New Member Application Fees and Dues:** The total amount of \$\_\_\_\_\_ includes my prorated membership dues and the \$250.00 application fee made payable directly to the Coeur d'Alene Association of REALTORS®. I understand that my dues will be returned to me in the event of non-election and that the application fee is nonrefundable.

**Returning Member Fee and Dues:** As a Returning Member (defined as being an Active Local Member within the past three (3) years), I shall pay the reinstatement fee of \$50.00 and \$\_\_\_\_\_ for my prorated membership dues. **However, if you have paid dues in the preceding year there is no proration of dues, you must pay the full dues rate of \$590.00 plus \$50.00 reinstatement fee for a total of \$640.00.**

**Qualification for Membership:** I will attend orientation within 60 days of the Association confirming my membership. Failure to meet this requirement may result in having my membership terminated. If elected to membership, I agree to abide by the Code of Ethics of the NATIONAL ASSOCIATION OF REALTORS®, which includes the duty to arbitrate (or to mediate if required by the association) and the Constitution, Bylaws and Rules and Regulations of the above-named Association, the State Association and the National Association. Further, if required, I agree to satisfactorily complete a reasonable and non-discriminatory written examination on such Code, Constitutions, Bylaws and Rules and Regulations. I also 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 any membership requirement(s), such as orientation, not be completed within the timeframe established in the association's bylaws. I further 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.

**NOTE:** Applicant acknowledges that if accepted as a member and he/she subsequently resign 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®.

I hereby submit the following information for consideration of my application. (If additional detail is needed, please include separate documentation.)

| PERSONAL INFORMATION: |  |                |  |                       |  |
|-----------------------|--|----------------|--|-----------------------|--|
| First & Last Name:    |  |                |  | Real Estate License # |  |
| Middle Name:          |  | Nickname DBA): |  |                       |  |
| Home Address:         |  |                |  |                       |  |
| City:                 |  | State:         |  | Zip:                  |  |
| Cell Phone #          |  |                |  |                       |  |
| Work E-mail:          |  |                |  |                       |  |
| Personal E-Mail:      |  |                |  |                       |  |
| COMPANY INFORMATION:  |  |                |  |                       |  |
| Office Name:          |  |                |  |                       |  |
| Broker's name:        |  |                |  |                       |  |
| Office Address:       |  |                |  |                       |  |
| City:                 |  | State:         |  | Zip:                  |  |
| Office Phone:         |  |                |  |                       |  |

|   |  |  |
|---|--|--|
| <b>APPLICANT INFORMATION:</b>   |  |  |
| Are you currently a member of any other Association of REALTORS®?   |  | <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide details |
| Have you previously held membership in any other Association of REALTORS®?  |  | <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide details |
| Name of Association & State you held/hold membership with:  |  |  |
| If you are now or have been a REALTOR® member before provide NRDS#  |  |  |
| Do you have any unsatisfied discipline pending for violation of the Code of Ethics?   |  | <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide details |
| Last date (year) of completion of NAR's Code of Ethics training requirement:  |  |  |
| Have you ever been refused membership in any other Association of REALTORS®?  |  | <input type="checkbox"/> Yes <input type="checkbox"/> No                         |
| If yes, state the basis for each such refusal and detail the circumstances related thereto:   |  |  |
| Do you hold, or have you ever held, a real estate license in any other state?   |  | <input type="checkbox"/> Yes <input type="checkbox"/> No                         |
| If so, where:   |  |  |
| Have you been found in violation of state real estate licensing regulations, civil rights laws or other laws prohibiting unprofessional conduct rendered by the courts or other lawful authorities within the last three (3) years? |  | <input type="checkbox"/> Yes <input type="checkbox"/> No                         |
| If yes, provide details:  |  |  |
| 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?  |  | <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide details |
| If yes, provide details:  |  |  |
| Are there pending ethics complaints against you?  |  | <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide details |
| Are you a party to pending arbitration request?   |  | <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide details |
| Do you have any unpaid arbitration awards or unpaid financial obligations to another association of REALTORS® or an Association MLS?  |  | <input type="checkbox"/> Yes <input type="checkbox"/> No 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 Association, I shall pay the fees and dues as from time to time established.

**NOTE:** Payments to the Association of REALTORS® are not deductible as charitable contributions. Such payments may, however, be deductible as an ordinary and necessary business expense. 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.

**Agent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Broker Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<sup>1</sup> Article IV, Section 2, of the NAR *Bylaws* prohibits Member Boards from knowingly granting REALTOR® or REALTOR-ASSOCIATE® membership to any applicant who has an unfulfilled sanction pending which was imposed by another association of REALTORS® for violation of the Code of Ethics. (Adopted 1/01)

#### INFORMATION TO BE SUPPLIED BY LOCAL ASSOCIATION

|                                  |                                    |             |                               |  |
|----------------------------------|------------------------------------|-------------|-------------------------------|--|
| Joined Date: _____               | Paid: \$ _____                     | Check _____ | CC <input type="checkbox"/>   | NRDS ID # _____  |
| Primary <input type="checkbox"/> | Secondary <input type="checkbox"/> | _____       | NRDS <input type="checkbox"/> | QB <input type="checkbox"/> Flex <input type="checkbox"/> Logs <input type="checkbox"/> Orientation: _____ |

Notes: \_\_\_\_\_

## SUBSCRIBER ACCESS - AUTHORIZATION

Upon approval, you will receive your Flexmls login credentials and will be scheduled for the required MLS 101 training.

### SUBSCRIBER (AGENT)

*\*Please print or type*

|                                |   |                  |  |
|--------------------------------|---|------------------|--|
| Name:                          |   |                  |  |
| Cell Phone:                    |   | Agent License #: |  |
| Agent Email:                   |   | NRDS #:          |  |
| REALTOR® Membership:           | <input type="checkbox"/> New Member of Coeur d'Alene Association of REALTORS® (CAR)<br><input type="checkbox"/> CAR Secondary<br><input type="checkbox"/> Other Primary |                  |  |
| Primary REALTOR® Association*: |   |                  |  |

*\*Primary Association is the Association that you pay National Dues to. If Coeur d'Alene Association of REALTORS® is not your Primary Association, then you must provide a "Letter of Good Standing" from your Primary Association.*

### ASSOCIATED BROKER/PRINCIPAL APPRAISER

|                        |  |
|------------------------|--|
| Office Name:           |  |
| Broker/Appraiser Name: |  |

### ACKNOWLEDGEMENTS, TERMS AND CONDITIONS OF SERVICE

I agree to abide by all Bylaws, Rules and Regulations, and Policies of the CDA MLS, as from time to time amended, the National Association of REALTORS® Code of Ethics, and any other obligation imposed upon Subscribers/Users of the Coeur d'Alene Multiple Listing Service. I agree to maintain the strict confidentiality of the CDA MLS database and agree to maintain reliable contact information in the CDA MLS system. I understand new Subscribers are provided *partial* MLS access until completion of the required MLS 101 training. If training is not completed within 30 days all MLS access will be revoked.

### NOTICE TO INDEMNIFY AND HOLD HARMLESS

I agree to hold CAR and the CDA MLS harmless from any and all claims and/or liability for damages arising from incorrect or undisclosed information within this application and information provided by the seller to the Broker. I agree to indemnify the above organizations from any and all costs and/or liability, including attorney's fees in defending any such action, regarding the information submitted to the CDA MLS, whether the information has been submitted in written or electronic format.

### ARBITRATION AGREEMENT

**For ALL REALTOR® and Non-REALTOR® Applicants:** I agree to be bound by the Code of Ethics on the same terms and conditions as members of CAR, including the obligation to submit to ethics hearings and the duty to arbitrate contractual disputes with other Participants/Subscribers in accordance with the established procedures of CAR. I understand that I may be assessed an administrative processing fee which may be in addition to any discipline, including fines, that may be imposed, and that a violation of the REALTOR® Code of Ethics may result in termination of my CDA MLS privileges.

### SIGNATURE

My signature below certifies that I have read and agree to the terms and conditions and that all information provided on my application is true and correct.

\_\_\_\_\_  
 SUBSCRIBER Agent

\_\_\_\_\_  
 Date

## BROKER LOAD AUTHORIZATION (\*\*to be completed by Broker\*\*)

MLS policy currently allows all subscribers to enter remarks, photos, documents, videos, virtual tours, open houses & tours, and map location to their own listings. As the Participant (Designated Broker/Appraiser), I authorize

\_\_\_\_\_ (Subscriber/Agent) to have the following access level in the CDA MLS system in addition to the currently allowed activities:

|  |  |                                       |   |  |   |                                       |  |                                  |                                     |  |
|--|--|---------------------------------------|---|--|---|---------------------------------------|--|----------------------------------|-------------------------------------|--|
| <input type="checkbox"/> STANDARD Broker Load settings for all subscribers in my brokerage (as on file with MLS)   |  |                                       |   |  |   |                                       |  |                                  |                                     |  |
| <input type="checkbox"/> BASIC Access – No listing input; searches/reports only  |  |                                       |   |  |   |                                       |  |                                  |                                     |  |
| <input type="checkbox"/> PARTIAL Access – Access for only the following categories: <table border="0"><tr><td><input type="checkbox"/> Add Listing</td><td><input type="checkbox"/> Price Change</td></tr><tr><td><input type="checkbox"/> Change Listing</td><td><input type="checkbox"/> Status Change</td></tr><tr><td><input type="checkbox"/> Photos, Documents, Videos, Virtual Tours</td><td><input type="checkbox"/> Map Location</td></tr><tr><td><input type="checkbox"/> Open Houses and Tours</td><td><input type="checkbox"/> Remarks</td></tr><tr><td><input type="checkbox"/> Supplement</td><td></td></tr></table> | <input type="checkbox"/> Add Listing   | <input type="checkbox"/> Price Change | <input type="checkbox"/> Change Listing | <input type="checkbox"/> Status Change | <input type="checkbox"/> Photos, Documents, Videos, Virtual Tours | <input type="checkbox"/> Map Location | <input type="checkbox"/> Open Houses and Tours | <input type="checkbox"/> Remarks | <input type="checkbox"/> Supplement |  |
| <input type="checkbox"/> Add Listing   | <input type="checkbox"/> Price Change  |                                       |   |  |   |                                       |  |                                  |                                     |  |
| <input type="checkbox"/> Change Listing  | <input type="checkbox"/> Status Change |                                       |   |  |   |                                       |  |                                  |                                     |  |
| <input type="checkbox"/> Photos, Documents, Videos, Virtual Tours  | <input type="checkbox"/> Map Location  |                                       |   |  |   |                                       |  |                                  |                                     |  |
| <input type="checkbox"/> Open Houses and Tours   | <input type="checkbox"/> Remarks       |                                       |   |  |   |                                       |  |                                  |                                     |  |
| <input type="checkbox"/> Supplement  |  |                                       |   |  |   |                                       |  |                                  |                                     |  |
| <input type="checkbox"/> FULL SUBSCRIBER Access – Listing input and listing maintenance for subscriber's listings ONLY   |  |                                       |   |  |   |                                       |  |                                  |                                     |  |
| <input type="checkbox"/> OFFICE Access – Broker reports, listing input, and maintenance for entire OFFICE  |  |                                       |   |  |   |                                       |  |                                  |                                     |  |
| <input type="checkbox"/> COMPANY Access – Broker reports, listing input, and maintenance for COMPANY (includes all branch offices)   |  |                                       |   |  |   |                                       |  |                                  |                                     |  |

  

|   |  |          |          |          |          |  |   |
|---|--|----------|----------|----------|----------|--|---|
| <input type="checkbox"/> SUPERUSE Access – Provides access to other specified agents in your office to edit specified agent's listings and print reports. <table border="0"><tr><td><input type="checkbox"/> Access for only the following agents:</td></tr><tr><td>1. _____</td></tr><tr><td>2. _____</td></tr><tr><td>3. _____</td></tr><tr><td>4. _____</td></tr><tr><td><input type="checkbox"/> Access for all agents in the OFFICE</td></tr><tr><td><input type="checkbox"/> Access for all agents in the COMPANY (includes all branch offices)</td></tr></table> | <input type="checkbox"/> Access for only the following agents: | 1. _____ | 2. _____ | 3. _____ | 4. _____ | <input type="checkbox"/> Access for all agents in the OFFICE | <input type="checkbox"/> Access for all agents in the COMPANY (includes all branch offices) |
| <input type="checkbox"/> Access for only the following agents:  |  |          |          |          |          |  |   |
| 1. _____  |  |          |          |          |          |  |   |
| 2. _____  |  |          |          |          |          |  |   |
| 3. _____  |  |          |          |          |          |  |   |
| 4. _____  |  |          |          |          |          |  |   |
| <input type="checkbox"/> Access for all agents in the OFFICE  |  |          |          |          |          |  |   |
| <input type="checkbox"/> Access for all agents in the COMPANY (includes all branch offices)   |  |          |          |          |          |  |   |

## SIGNATURE

I agree to hold the CDA MLS harmless from any and all claims and/or liability for damages arising from an action of this subscriber while using the CDA MLS system and to notify the CDA MLS immediately when the subscriber has left my office.

\_\_\_\_\_  
PARTICIPANT Broker/Appraiser

\_\_\_\_\_  
Date

For MLS use only:

|             |                          |             |                          |  |
|-------------|--------------------------|-------------|--------------------------|--|
| NRDS/FORMS: | Letter of Good Standing: | Flexmls ID: | MLS 101 Completion Date: |  |
|-------------|--------------------------|-------------|--------------------------|--|



## Coeur d'Alene Association of REALTORS®

409 W Neider Ave Ste A  
Coeur d'Alene, ID 83815  
208-667-0664

# 2021 C.A.R MEMBERSHIP DUES

Dues are required to be paid in full at time of New Member appointment.

We accept Visa, Master Card, or Check. Cash is NOT accepted for security purposes.

### 2021 DUES SCHEDULE

|                 | JAN      | FEB      | MAR      | APR      | MAY      | JUNE     | JULY     | AUG      | SEPT     | OCT      | NOV      | DEC      |
|-----------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| LOCAL           | \$225.00 | \$212.50 | \$200.00 | \$187.50 | \$175.00 | \$162.50 | \$150.00 | \$137.50 | \$125.00 | \$112.50 | \$100.00 | \$87.50  |
| STATE           | \$180.00 | \$165.83 | \$151.67 | \$137.50 | \$123.33 | \$109.17 | \$95.00  | \$80.83  | \$66.67  | \$52.50  | \$38.33  | \$24.17  |
| NATIONAL        | \$185.00 | \$172.50 | \$160.00 | \$147.50 | \$135.00 | \$122.50 | \$110.00 | \$97.50  | \$85.00  | \$72.50  | \$60.00  | \$47.50  |
| SUB-TOTAL       | \$590.00 | \$550.83 | \$511.67 | \$472.50 | \$433.33 | \$394.17 | \$355.00 | \$315.83 | \$276.67 | \$237.50 | \$198.33 | \$159.17 |
| APPLICATION FEE | \$250.00 | \$250.00 | \$250.00 | \$250.00 | \$250.00 | \$250.00 | \$250.00 | \$250.00 | \$250.00 | \$250.00 | \$250.00 | \$250.00 |
| TOTAL           | \$840.00 | \$800.83 | \$761.67 | \$722.50 | \$683.33 | \$644.17 | \$605.00 | \$565.83 | \$526.67 | \$487.50 | \$448.33 | \$409.17 |

For New Members, Dues are prorated by the month they join. New Members are required to join within 30 days of becoming active with their Broker.

Returning Members are defined as being an Active Local Member within the past three (3) years and will pay a reinstatement fee of \$50.00 and the prorated membership dues. Those returning after three (3) years will pay the full \$250 Application Fee and the proration membership dues.

If a Returning Member **paid dues in the preceding year there is no proration of dues**, you must pay the full dues rate of \$590.00 plus a \$50.00 reinstatement fee for a total of \$640.00

Updated 10/2019