

MEMBER APPLICATION CHECKLIST

PLEASE CHECK OFF BELOW

- IS BROKER AND OFFICE A MEMBER AT CITRUS VALLEY A.O.R.?
- MEMBERSHIP APPLICATION COMPLETED AND SIGNED BY APPLICANT
- MEMBERSHIP APPLICATION SIGNED BY BROKER
- CREDIT CARD AUTHORIZATION FORM COMPLETE WITH PAYMENT INFORMATION
- DRE LICENSE STATUS IS LICENSED AND AFFILIATED WITH A BROKER THAT IS ACTIVE WITH CITRUS VALLEY AOR (IF APPLICABLE)
- COPY OF PHOTO ID
- LETTER OF GOOD STANDING REQUIRED FOR BOARD TRANSFER APPLICANTS
- SUBMIT APPLICATION VIA EMAIL: MEMBERSERVICES@CVAR.NET

TO SUBMIT IN PERSON, PLEASE CALL CITRUS VALLEY A.O.R. TO SCHEDULE A MEMBERSHIP APPOINTMENT (PROCESSING HOURS 9-4)

PROCESSING TIME FOR IN-PERSON SUBMITTALS

APPLICANTS WITH APPOINTMENTS SHOULD EXPECT TO SPEND APPROXIMATELY 35-45 MINUTES FOR PROCESSING YOUR APPLICATION AND ISSUING YOUR SUPRA KEY.

DO YOU NEED ACCESS TO SUPRA KEY Yes No

SUPRA KEYS CAN BE ASSIGNED AFTER MEMBERSHIP HAS BEEN PROCESSED. SUPRA FEES ARE SEPARATE FROM MEMBERSHIP DUES AND MLS FEES.

SUPRA INITIAL COST: \$50 ACTIVATION FEE + TAX + PRO-RATED MONTHLY SERVICE
THE CURRENT MONTHLY SERVICE FOR SUPRA eKEY IS \$17.49 + TAX.

(SUPRA ONLY ACCEPTS MAJOR CREDIT CARDS FOR PAYMENT. NO PRE-PAID CREDIT CARDS)



SUCCESS BY ASSOCIATION

APPLICATION FOR REALTOR® AND/OR MLS MEMBERSHIP TYPE OF APPLICATION

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

Agent Broker Appraiser Desired Activation Date: _____

GENERAL INFORMATION

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

3. Nickname: _____

4. Firm Name: _____ Office ID: _____

4. Firm Address: _____

5. (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. Birth Date (M/D/Y): ____ / ____ / ____

E-Mail Address: _____

13. DRE License # : _____ OREA Appraisers License # : _____
Type: Broker Certified General
 Salesperson Certified Residential
 Corporate 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® DRE or OREA License #: _____

Name of MLS Broker or Appraiser Participant: _____

MLS Broker or Appraiser Participant DRE 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 DRE 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:
a. Are you or your firm subject to any pending bankruptcy proceedings? Yes No

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

GENERAL TERMS AND CONDITIONS OF MEMBERSHIP

1. **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®, and the constitution, bylaws, policies and rules of the National Association of REALTORS®, all as may from time to time be amended.
2. **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® ("N.A.R.") 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.
3. **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. **License validity.** I understand that if my license is terminated, lapses or inactivated at any time, my REALTOR® membership and/or MLS participation/subscription is subject to immediate termination. I understand that any change with Realtor® membership and/or MLS, including cancellation of services, must be submitted in writing to CVAR.
5. **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.
6. **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 Department of Real Estate., my current or past responsible broker or designated REALTOR®, or any Revised 12/10/2024 CVAR Membership App

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.

7. 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, text or send by U.S. mail to me, at the fax numbers, e-mail, telephone and addresses above, material advertising the availability of or quality of any property, goods or services offered, endorsed or promoted by the Board/Association. 4
8. 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.
9. 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 Revised 12/10/2024 CVAR Membership App

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.

10. REALTOR® Membership dues and assessments and MLS fees are set forth separately in EXHIBIT A: MEMBERSHIP DUES AND ASSESSMENTS; MLS FEES

ACKNOWLEDGEMENT BY PARTICIPANT

Through my participation in the California Regional Multiple Listing Service, I acknowledge and be responsible for the Salesperson's compliance with the Multiple Listing Service Rules and Regulations.

I agree that any change, transfer, or deletion through my participation for the named Salesperson shall be submitted to the Association in writing.

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®
(Broker)

Date of Signature



ORIENTATION ACKNOWLEDGEMENT

I COMPLETELY UNDERSTAND AND AGREE TO THE FOLLOWING:

I agree to complete the Orientation Class within the mandatory 90-day timeframe, in accordance with the CVAR Bylaws, and MLS Rules and Regulations. () Initial

I agree that if I fail to complete the Orientation Class within the mandatory timeframe, my membership will be suspended and/or my MLS access will be interrupted until I complete the class requirements. () Initial

I agree that if I fail to attend the full class or arrive after 9:00a.m., I will not be given full course credit. ()

I understand that all dues, and fees are non-refundable and suspension or terminations of my membership, MLS, and Key does not entitle me to a refund. ()

Member Name: _____

Member DRE #: _____

Member Signature: _____

Date: _____

Citrus Valley Association of REALTORS® | CVAR
504 E. Route 66

Tel

Glendora, CA 91740
(909) 305-2827



LEGAL NOTICES AND DISCLOSURES REGARDING DUES BILLING STATEMENT

REALTOR® ACTION ASSESSMENT & FUND: Explanation and Legal Notice

California Association of REALTORS® (C.A.R.) Political Action Committees: C.A.R. sponsors four Political Action Committees (PACs). CREPAC is used to support state and local candidates to further the goals of the real estate industry. CREIEC is an independent expenditure committee that independently advocates for or against candidates in accordance with the interests of the real estate industry. CREPAC/Federal supports candidates for the U.S. Senate and House of Representatives. IMPAC supports local and state ballot measures and other advocacy-oriented issues that impact real property in California. IMPAC is funded by your dues dollars. C.A.R. also supports the Advocacy Local Fund (ALF), a non-PAC fund for expenditures on general advocacy activities.

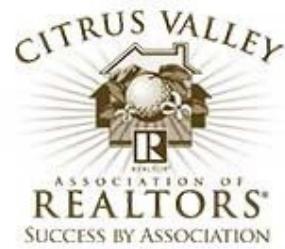
REALTOR® Action Assessment (RAA): This mandatory \$168 state political assessment may be satisfied in one of two ways: either (1) a voluntary contribution to CREPAC, CREIEC, and/or IMPAC and/or other related political purposes or (2) a designation of the funds for political purposes in the C.A.R. general fund. You may include the entire amount on one check and if you do so, \$168 will go into CREPAC, CREIEC and/or IMPAC, or other related political purposes. If you have an assessment that would result in a contribution of over \$200 to CREPAC due to your DR and nonmember count, then any such amount that exceeds the \$200 CREPAC limit will go into CREIEC. If you choose not to contribute to a PAC, you must do so in writing and the entire assessment of \$168 will be placed in the C.A.R. general fund and used for other political purposes. PAC contributions from the REALTOR® Action Assessment will be allocated among CREPAC, CREIEC, IMPAC and possibly ALF. The allocation formula is subject to change. Payment of the assessment is a requirement of maintaining membership.

REALTOR® Action Fund (RAF): REALTORS®, and REALTOR-ASSOCIATES® may also participate in RAF by including an additional voluntary contribution on the same check as your dues and assessment payment. Forty-nine dollars (\$49) is the suggested additional voluntary contribution but you may give more, or less, or nothing at all. No member will be favored or disfavored by reason of the amount of his/her contribution or his/her decision not to contribute. Contributions to the REALTOR® Action Fund will be allocated among C.A.R.'s political action committees (CREPAC, CREIEC, and CREPAC/Federal) according to a formula approved by C.A.R. depending on whether it is a personal or corporate contribution. The allocation formula is subject to change including re-designating a portion to IMPAC and ALF. Failure to contribute to RAF will not affect an individual's membership status in C.A.R.

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Glendora, CA 91740
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NOTICE REGARDING DEDUCTIBILITY OF DUES, ASSESSMENTS AND CONTRIBUTIONS

2026 ESTIMATED PORTION OF YOUR DUES USED FOR LOBBYING THAT ARE NON-DEDUCTIBLE:

NAR 27.36% \$55.00

C.A.R. 52.89% \$180.89

Local 0.00% \$0

Total Non-Deductible (Lobbying) Dues Portion: \$235.89

All dues, assessments, and fees are non-refundable.

C.A.R. HOUSING AFFORDABILITY FUND:

REALTORS® and REALTOR-ASSOCIATES® may make a voluntary, tax-deductible, charitable contribution to the C.A.R. Housing Affordability Fund (HAF) on the same check as the dues payment. HAF is a charitable nonprofit organization whose purpose is to address the statewide housing crisis. It receives contributions from REALTORS® and other individuals as well as businesses and other organizations and distributes funds through local associations of REALTORS® toward programs that increase homeownership

and the supply of housing across the state. HAF is exempt under Section 501(c)(3) of the IRS Code. Contributions to HAF from both individuals and businesses are charitable and tax-deductible to the extent allowed under both federal and state law. For information about HAF, visit www.carhaf.org or contact HAF at 213-739-8200 or by mail at 915 L Street, 1460, Sacramento, CA 95814.



Supra eKEY Instructions

Go to your App Store or Play Store and Search for Supra eKEY App(Looks like a Blue IBOX)
Once the App is downloaded, click on Activate eKEY.
Then you will prompt that you “Already Have Authorization Code”
Enter the 10-Digit Code we gave you
Agree to both circles by clicking in each one
Agree to your location
Ekey should be ready to use

Obtain Key

Unlock a keybox to access the key container.

1. Open the Supra eKEY app and select **Obtain Key**.
2. Enter PIN and, if prompted, a CBS code.
3. Turn on the keybox. Press up and then release the bottom of the keybox once (a light located in the front window of the keybox will continue to flash while the Bluetooth is on).
4. After a success message appears on the eKEY app, press up on the bottom of the keybox, then allow the key container to drop from the bottom of the keybox.

At its convenience Supra may elect to receive the funds up to ten (10) days after the due date.

*Keyholder authorizes Supra to charge the credit, debit, or bank account shown above for all recurring fees until Keyholder terminates the Keyholder Agreement or notifies CVAR in writing of a change in payment option or account information. Keyholder may change the payment option at any time during the Term of the Keyholder Agreement by contacting updating billing info via Supra app or logging into SupraWEB at <https://supraweb.suprakim.com/kimweb/login.mvc>.



2026 CREDIT CARD AUTHORIZATION FORM

CVAR MEMBER ID#

MEMBER NAME:

Yearly REALTOR® DUES: CVAR, National, C.A.R. Allocation & RAA* - \$688

Quarterly MLS Fee: MLS Fee - \$145.00 per quarter

Quarterly MLS Fee: MLS Assistant Fee - \$60 per quarter

YES, I WOULD LIKE AUTO PAYMENT FOR THE FOLLOWING FEES:

<input type="checkbox"/> Yearly REALTOR® Dues \$688	<input type="checkbox"/> (optional) REALTOR® Action Fund \$49.00 or \$ _____
<input type="checkbox"/> Quarterly MLS Fee \$145.00	<input type="checkbox"/> (optional) CVAR CAF***\$5.00 or \$ _____
<input type="checkbox"/> MLS Assistant Fee \$60.00	<input type="checkbox"/> NO, ONE TIME CHARGE ONLY \$ _____
<input type="checkbox"/> Other Fees: _____	

CREDIT CARD INFORMATION

VISA

MC

AMEX

DISCOVER

Credit Card Number:

Exp. Date:

CVC:

Name on Credit Card:

Address:

City:

Zip Code:

I HEREBY AUTHORIZE CITRUS VALLEY ASSOCIATION OF REALTORS® TO USE MY CREDIT CARD INFORMATION

DATE: _____ SIGNATURE: _____

*The REALTOR® Action Assessment (\$168 of the \$342) will automatically be deposited into CREPAC, CREIEC, and/or IMPAC and used 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 into a different account instead of one of the dedicated California real estate PACs (CREPAC, CREIEC or IMPAC). Designated REALTOR® must pay the \$168 REALTOR® Action Assessment for each licensee of that DR (as shown in the nonmember count), and the payment will be attributed to the Designated REALTOR®.

**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 the statement.

***CVAR Community Awareness Fund is a voluntary contribution, CVAR

CAF is a charitable organization exempt from taxation under

Section 501(c)(3) of the Internal Revenue Code.

Please fax the completed form to (909) 305-2833 or email memberservices@cvar.net

CVAR HQ

504 E. ROUTE 66
GLEN DORA, CA 91740

CVAR EAST

8229 ROCHESTER AVE., #120
RANCHO CUCAMONGA, CA 91730

WWW.CVAR.NET

PH: 909.305.2827



Association of
REALTORS®

2026 FEE SCHEDULE

	<u>REALTOR® Start-Up Fee</u>	<u>CVAR Dues</u>	<u>NAR Dues</u>	<u>CAR Dues*</u>	<u>CAR New Member Processing</u>	<u>MLS New Member Processing</u>	<u>MLS Fees**</u>	<u>REALTOR® Action Fund Voluntary</u>	<u>Total</u>
January	\$ 65.00	145.00	201.00	342.00	200.00	35.00	145.00	49.00	\$1182.00
February	\$ 65.00	132.92	188.00	313.50	200.00	35.00	96.67	49.00	\$1080.09
March	\$ 65.00	120.84	175.00	285.00	200.00	35.00	48.33	49.00	\$885.17
April	\$ 65.00	108.76	162.00	256.50	200.00	35.00	145.00	49.00	\$1021.26
May	\$ 65.00	96.68	149.00	228.00	200.00	35.00	96.67	49.00	\$919.35
June	\$ 65.00	84.60	136.00	199.50	200.00	35.00	48.33	49.00	\$751.92
July	\$ 65.00	72.50	123.00	171.00	200.00	35.00	145.00	49.00	\$817.43
August	\$ 65.00	60.42	110.00	142.50	200.00	35.00	96.67	49.00	\$860.50
September	\$ 65.00	48.34	97.00	114.00	200.00	35.00	48.33	49.00	\$656.67
October	\$ 65.00	36.26	84.00	85.50	200.00	35.00	145.00	49.00	\$699.76
November	\$ 65.00	24.18	71.00	57.00	200.00	35.00	96.67	49.00	\$597.85
December	\$ 65.00	12.10	58.00	28.50	200.00	35.00	48.33	49.00	\$495.93

REALTOR® Membership Billed Annually

*C.A.R. Dues include zipForm®

**MLS Fees are billed \$145.00 quarterly

***MLS ONLY/PARTICIPANT & SALESPERSON**

Start-up	\$ 65.00		65.00	65.00
3 months	<u>\$145.00</u>	2 months	<u>96.67</u>	1 month
Total	\$206.00		\$159.00	\$112.00

CRMLS SECURITY FEE- \$35.00 Start-Up only

KEYS & BOXES

eKEY activation
eKEY monthly access
iBox BT LE Lockbox

\$ 50.00 charged to activate account
\$ 17.49 + Tax = every 19th of the Month
\$ 119.00 + Tax

MISCELLANEOUS FEES

COMMERCIAL INPUT FEE.....	75.00
RESIDENTIAL INPUT FEE.....	75.00
CAR DUES LATE FEE.....	50.00
CVAR DUES LATE FEE.....	30.00
MLS LATE FEE.....	20.00
CHARGEBACK FEE.....	25.00
COLLECTIONS FEE.....	25.00
RETURNED CHECK CHARGE.....	25.00
OFFICE TRANSFER FEE.....	25.00
REINSTATEMENT FEE (Membership withdrawn).....	25.00