



## How to Apply for Association: REALTOR® Members

### **New Agent Members:**

1. New agent members will complete Membership Application, MARIS Application, MREC consent Form and send to [sgarmembership@sgarealtors.org](mailto:sgarmembership@sgarealtors.org).
2. The association will call to set an appointment to meet the new agent member, complete payment of dues and fees, and distribute membership information. New Members will be paying for National, State and Local membership dues and fees.
3. New members are required to complete the Introduction to the Code of Ethics and New Member Orientation. New members will need to attend the orientation day within 90 days. There will be 3 opportunities during this time for the new members to attend. The classes are held from 9am to 4 pm, and lunch is provided.

Some of the topics new members will learn:

- REALTOR® Code of Ethics
- The National, State, and Local Association benefits and activities
- REALTOR® Safety
- Missouri Real Estate Commission Continuing Education
- MARIS Training

### **Transfer Agent from Brokerage to Brokerage or Sending license back to state.**

1. Fill out the Membership transfer form and send to [sgar@sgarealtors.org](mailto:sgar@sgarealtors.org).

### **Association Transfers or Secondary Membership Agents:**

1. Transfer or Secondary Membership Agents will complete SGAR Application and send to [sgarmembership@sgarealtors.org](mailto:sgarmembership@sgarealtors.org).
2. Transfer agents or Secondary Members will need to have a letter of good standing from their association they are currently members. The letter will let SGAR know that they are current with national state, and local dues. The letter will also update SGAR of your national Code of Ethic and Fair Housing Requirement status. Transfer and Secondary Members do not need to complete the New Member Orientation, unless they have completed the New Member Orientation at their initial association.
3. Transfer and Secondary Membership dues will consist of dues for local membership and a \$15 transfer fee.
4. After membership is updated in the association's system, a membership staff will call the transfer or secondary member to finalize any membership questions, complete dues and fees payment, and answer any questions them member may have.



1505 Astra Way, Arnold, MO 63010 sgarealtors@sgarealtors.org  
636-282-0175 Fax 636-282-0185 www.sgarealtors.org

## REALTOR® Membership Application

Date \_\_\_\_\_

Name \_\_\_\_\_  
First MI Last Nickname

Office Name \_\_\_\_\_ Office Zip Code \_\_\_\_\_

Home Mailing Address \_\_\_\_\_  
Street City State Zip

Birthday \_\_\_\_\_ Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_ Website \_\_\_\_\_

1. 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 years? ☐ Yes ☐ No  
If yes, provide details: \_\_\_\_\_

2. Within the last ten years, have you been: 1) convicted of a crime punishable by death or imprisonment in excess of one year or 2) been released from confinement imposed for that conviction? ☐ Yes ☐ No If yes, provide details: \_\_\_\_\_

3. Denied or refused membership in any other REALTOR® Board/Association? ☐ Yes ☐ No If yes, provide details: \_\_\_\_\_

4. Have you previously had your own login to MARIS MLS? ☐ Yes ☐ No If yes, when \_\_\_\_\_  
(Approximate date)

5. Do you currently or in the past held membership previously in this or any other Board or Association of REALTORS®?  
☐ Yes ☐ No If yes, name Board \_\_\_\_\_ Last year you were a member \_\_\_\_\_

6. Have you previously attended a Board Orientation? ☐ Yes ☐ No If yes, when \_\_\_\_\_  
(Approximate date)

7. Are you transferring a Supra key? ☐ Yes ☐ No If yes, please list Supra key number. \_\_\_\_\_ Pin \_\_\_\_\_

FOR BOARD OFFICE USE

Rev. 08/23/2023

Member Type _____	License Number _____	MLS Agent Id _____	Member NRDS Id _____
Amt Paid \$ _____	<input type="checkbox"/> Cash <input type="checkbox"/> CC# xx _____	<input type="checkbox"/> Ch# _____	<input type="checkbox"/> Growth Zone <input type="checkbox"/> MARIS <input type="checkbox"/> Supra
Office NRDS ID _____	<input type="checkbox"/> PCF <input type="checkbox"/> Welcome Email	NMO.Date _____	COE.Date _____

**Southern Gateway Association of REALTORS®  
Membership Application**

**THIS IS A BINDING CONTRACT; PLEASE READ CAREFULLY.**

To: Membership Committee of the Southern Gateway Association of REALTORS®

I, \_\_\_\_\_, hereby apply for  
(Name of Applicant)

(check one) ☐ Primary ☐ Additional Membership (primary membership is with another board or association)

REALTOR® membership in the above-named Board, and enclose my payment, which I understand will be returned to me in the event I am not accepted to membership. I agree as a condition of membership to complete the orientation course of the above-named Association. According to the Association's Bylaws, Designated REALTOR® and REALTOR® applicants must attend the first available orientation, with only one excuse allowed. The excuse must be in writing, fax and email accepted, or membership will terminate. I also agree to thoroughly familiarize myself with the Code of Ethics of the NATIONAL ASSOCIATION OF REALTORS®, including the duty to arbitrate contractual disputes in accordance with the Code of Ethics and Arbitration Manual of the NATIONAL ASSOCIATION OF REALTORS® and the Missouri Supplement thereto and the Constitutions, Bylaws, Rules and Regulations, Policies and Procedures of the above-named Association, the Missouri Association, and the National Association. I further agree that my act of paying dues shall evidence my initial and continuing commitment to abide by the aforementioned Code of Ethics, Bylaws, Rules and Regulations, Policies and Procedures and duty to arbitrate, all as from time to time amended. Finally, I consent that and authorize the Association, through its Membership Committee or otherwise to invite and receive information and comment about me from any member or other person, and I agree that any information and comment furnished to the Association by any members or other person in response to any such invitation shall be conclusively deemed to be privileged and not form the basis of any action by me for slander, libel, or defamation of character.

Applicant acknowledges that if accepted as a member and he/she subsequently resigns or is expelled from membership in the Association with an ethics complaint or arbitration request pending, the board of directors may condition renewal of membership upon the applicant's verification that s/he will submit to the pending ethics or arbitration proceeding and will abide by the decision of a hearing panel; or if applicant resigns or is expelled from membership without having complied with an award in arbitration, the board of directors may condition renewal of membership upon his/her payment of the award, plus any costs that have previously been established as due and payable, in relation thereto, provided that the award and such costs have not, in the interim, been otherwise satisfied.

Pursuant to the Telephone Consumer Protection Act of 1991 as amended by FCC rule of June 26, 2003, a relevant part of which is available at the Southern Gateway Association of REALTORS'® office, and in recognition of my established business relationship with the Southern Gateway Association of REALTORS®, Missouri Association of REALTORS®, and NATIONAL ASSOCIATION OF REALTORS®, I consent to receive communication sent from the Southern Gateway Association of REALTORS®, Missouri Association of REALTORS®, and NATIONAL ASSOCIATION OF REALTORS® via U.S. mail, email, telephone, or facsimile at my number(s)/location(s) listed on the reverse side of this application or any future changes to my number(s)/location(s) unless I specify otherwise in writing.

The Designated REALTOR® assessment is as listed plus an amount equal to REALTOR® assessment times the number of salespersons with his/her firm who are not REALTORS®.

**SIGNATURE ACKNOWLEDGES THAT APPLICANT HAS READ MEMBERSHIP  
ARBITRATION DUTIES AND ALL NOTICES ON THIS PAGE**

**THIS CONTRACT CONTAINS A BINDING ARBITRATION  
PROVISION WHICH MAY BE ENFORCED BY THE PARTIES.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

[REALTOR® membership includes State Association and National Association]

# MARIS

## Subscriber Application & Agreement

### Application Type

<input type="checkbox"/>	NEW SUBSCRIBER	<input type="checkbox"/>	REACTIVATION	<input type="checkbox"/>	TRANSFER <small>(No fee)</small>
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Current User ID *(If Applicable)* \_\_\_\_\_ Prior Office: \_\_\_\_\_  
*This section must be completed by reactivating or transferring subscribers only.*

### Subscriber Information

Name: \_\_\_\_\_ *(As shown on license)*

Preferred Nickname: \_\_\_\_\_ Primary Phone: \_\_\_\_\_

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

Office Name: \_\_\_\_\_

Complete Office Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**MARIS will send your new subscriber ID and password to the email address listed above.**

**MLS New Subscriber Fee** - All licensed agents and state-certified appraisers must pay a \$50 New Subscriber Fee. If your MLS subscription has been inactive for more than 30 days, the fee also applies when reactivating.

**MLS Quarterly Fees** - MLS quarterly fees are \$120 per active agent/appraiser. The amount due depends on the quarterly fee join date (see grid below).

*If a member wishes to drop their MARIS services at any time, they must do so through their REALTOR® Association, fees will continue to accrue until notification is received from their Association*

Pro-Rated Quarterly Fee Join Date 1 <sup>st</sup> -15 <sup>th</sup>	Pro-Rated Quarterly Fee Join Date 16 <sup>th</sup> -31 <sup>st</sup>	Quarterly Fee Amount
Q1 Jan \$120  Feb \$80  March \$40	Q1 Jan \$80  Feb \$40  March \$120	Q1 Subscriber Fee: <i>(If applicable)</i>
Q2 April \$120  June \$80  July \$40	Q2 April \$80  May \$40  June \$120	Q2 Subscriber Fee: <i>(If applicable)</i>
Q3 July \$120  August \$80  Sep \$40	Q3 July \$80  August \$40  Sep \$120	Q3 Subscriber Fee: <i>(If applicable)</i>
Q4 Oct \$120  Nov \$80  Dec \$40	Q4 Oct \$80  Nov \$40  Dec \$120	Q4 Subscriber Fee: <i>(If applicable)</i>
New Subscriber Fee \$50.00	<input type="checkbox"/> Yes <input type="checkbox"/> No	New Member Fee:
<b><u>Payments must be made within 2 business days of activation.</u></b> <i>Please see attached for online payment instructions.</i>		Total Amount Due:

My signature below acknowledges that I agree to and acknowledge the above outlined payment as well as any future quarterly payments to MARIS for access to the MLS services.

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

Missouri Real Estate Commission  
3605 Missouri Boulevard  
P.O. Box 1339  
Jefferson City, MO 65102-1339  
E-mail: [realestate@pr.mo.gov](mailto:realestate@pr.mo.gov)  
<http://pr.mo.gov/realestate.asp>



Brittany Tomblinson  
Executive Director

Telephone: 573-751-2628  
573-751-2777 FAX  
800-735-2966 TTY  
800-735-2966 Voice Relay Missouri

## CONTINUING EDUCATION CONSENT

Section 324.001 (8) RSMo., prohibits the Missouri Real Estate Commission (MREC) from disclosing educational transcripts to anyone except the licensee, or disclosing continuing education (CE) information without permission of the licensee. In order for the MREC to proceed with making your continuing education information easily accessible online and available for public view via the MREC website, you must give your consent.

By signing the Continuing Education Consent form and returning it to the MREC office, you are granting MREC permission to make your completed continuing education information publicly accessible via the MREC website.

SIGNATURE	LICENSE OR SS#
NAME PRINTED OR TYPED	DATE

\*\*\*\* Continuing Education Consent forms should only be submitted one time. Not every renewal period.

If you do not know if you have authorized the MREC to provide your completed CE hours online, please give the MREC office a call.