



# NORTHEAST FLORIDA ASSOCIATION OF REALTORS

Date: \_\_\_\_\_

To: \_\_\_\_\_

Company: \_\_\_\_\_

Thank you for your inquiry regarding membership with the Northeast Florida Association of Realtors (NEFAR) and the Northeast Florida Multiple Listing Service (NEFMLS).

Attached to this letter is the Broker membership packet for both NEFAR and NEFMLS. Please note the following NEFMLS policy: Any licensee that is working under the licensed address in DBPR (Corporate, Branch Office or Broker license) will also be required to become an NEFMLS member. Any questions regarding this NEFMLS policy requirement for membership can be directed to (904) 394-9494, ext 1242.

There are various licensing requirements that must be met prior to the processing of your membership application. These requirements are varied and it is in your best interest to contact Angela Meeks to answer your licensing requirement questions prior to submitting your application and payments. You may reach Angela at the following numbers:

Angela Meeks, Compliance Administrator, Northeast Florida Association of Realtors (Voice) 904-394-1242, or (E-mail) [NEFARcompliance@nefar.org](mailto:NEFARcompliance@nefar.org)

Once again, thank you for your inquiry about membership in NEFAR and NEFMLS.

Sincerely,

William Glenn East, CAE, RCE, CRB, GRI, SRES, CIPS, SFR, LMC, AHWD  
Chief Executive Officer Northeast Florida Association of Realtors



**Northeast Florida Association of REALTORS® , Inc**  
**7801 Deercreek Club Road, Jacksonville, FL 32256-3507**  
**Telephone: (904) 394-9494**



**MEMBERSHIP APPLICATION**

I, \_\_\_\_\_, hereby apply for **REALTOR®** membership in the Northeast Florida Association of REALTORS®, Inc. (NEFAR), and enclose my payment in the amount of \$\_\_\_\_\_, which I understand will be returned to me in the event I am not accepted into membership. In the event my application is approved, I agree as a condition of membership to complete NEFAR's Orientation Course and Induction within ninety (90) days, and otherwise on my own initiative to thoroughly familiarize myself with the Code of Ethics of the NATIONAL ASSOCIATION OF REALTORS® (NAR), including the duty to arbitrate business disputes in accordance with NAR's Code of Ethics and Arbitration Manual and the Constitution, Bylaws, Policy Manual, and Rules and Regulations of NEFAR, the Florida REALTORS® (FR) and the NATIONAL ASSOCIATION OF REALTORS® (NAR). I also understand membership brings certain privileges and obligations that require compliance. Membership is final only on approval by the Board of Directors of NEFAR and may be revoked if completion of any membership requirement(s), such as orientation, not be completed within the timeframe established in the NEFAR Bylaws. I further understand that I will be required to complete periodic Code of Ethics training as specified by NAR or in the NEFAR Bylaws as a continued condition of membership. I further agree that my act of paying dues shall evidence my initial and continuing commitment to abide by the aforementioned Code of Ethics, Constitution, Bylaws, Rules and Regulations, NEFAR Policy Manual, and duty to arbitrate, all as from time to time may be amended. I consent and authorize NEFAR, through its membership department to invite and receive information and comment about me and I agree that any information and comments furnished to NEFAR by any member or other person or entity 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 any other cause of action. I irrevocably waive all claims against NEFAR and any of its officers, directors, members, counsel and staff, for any act in connection with the business of NEFAR, including without limitation acting on or considering reports from the Florida Real Estate Commission and Department of Business and Professional Regulation and all references as to its or their acts in electing or failure to elect, or suspending, revoking, expelling or otherwise disciplining me as a member. I understand and agree to NEFAR's investigation of me. Upon the expiration or termination of my membership for any reason, I will immediately discontinue using the trademark/designation "REALTOR®" and returning to NEFAR all certificates, signs, seals trademarks or other indications of membership in NEFAR, FR or NAR.

NOTE: Applicant acknowledges that if accepted as a member and he/she subsequently resigns, is suspended, or revoked or is expelled from membership in NEFAR with any ethics complaint or arbitration request pending, the Board of Directors of NEFAR may condition renewal of membership upon applicant's verification that he/she will submit to the pending ethics or arbitration proceeding and will abide by the decision of the hearing panel as approved by NEFAR's Board of Directors; or if applicant resigns or is expelled or revoked from membership without having complied with an award in arbitration, the Board of Directors of NEFAR 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, any statute of limitations being hereby waived by me.

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For Staff Only

Member #: \_\_\_\_\_ Firm #: \_\_\_\_\_ NRDS#: \_\_\_\_\_

NEFAR Pay Type: Check\_\_\_\_ Credit Card\_\_\_\_ MLS Paid: Yes\_\_\_\_ No\_\_\_\_

**I HEREBY SUBMIT THE FOLLOWING INFORMATION FOR YOUR CONSIDERATION**

1. Check whether you are:  Individual  DBA  Partnership  Corporation  
 Limited Liability Corporation (LLC)

State your position with the firm:  Principal  Partner  Corporate Officer  Employee  
 Independent Contractor  Manager of LLC  Member of Member Managed LLC

**Name Shown on Real Estate License:**

2. First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

3. Home Address: \_\_\_\_\_

\_\_\_\_\_  
City County State Zip

4. Name of Firm: \_\_\_\_\_ Firm Telephone#: \_\_\_\_\_

Firm Address: \_\_\_\_\_

Name of Broker/Office Manager: \_\_\_\_\_ Firm Fax #: \_\_\_\_\_

5. Real Estate License #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
(Select One)

- Sales Associate  Broker Associate  Broker  
 Certified General Appraiser  Certified Residential Appraiser  
 Licensed Appraiser  Registered Assistant Appraiser

6. Are you a previous or current member of another real estate board/association affiliated with the NATIONAL ASSOCIATION OF REALTORS®?  Yes  No

If "Yes", name each Board/Association and type of membership \_\_\_\_\_

7. Home Phone #: \_\_\_\_\_ Alternate Phone #: \_\_\_\_\_

Cell #: \_\_\_\_\_ Personal Fax #: \_\_\_\_\_

8. Other Address (Mailing – If different from Home or Office): \_\_\_\_\_

\_\_\_\_\_  
City County State Zip

9. Check Preferred Phone: Home \_\_\_\_\_ Office \_\_\_\_\_ Alternate \_\_\_\_\_ Cell \_\_\_\_\_

Check Preferred Mailing Address: Home \_\_\_\_\_ Office \_\_\_\_\_ Other \_\_\_\_\_

10. Title:  Ms  Mr  Mrs  Dr

Nickname: \_\_\_\_\_ U.S. Military Veteran  Yes  No

11. Which real estate specialties do you practice in?  
 Residential  Commercial  Residential Property Management  Investment  
 Land  Appraisal

12. What professional designations do you currently hold? (GRI, CRS, CRB, CCIM, etc) \_\_\_\_\_

13. E-mail Address: \_\_\_\_\_

14. Web Page(s): \_\_\_\_\_

15. Last 4 Digits of Social Security #: \_\_\_\_\_ Date of Birth \_\_\_\_\_

**NEFAR reserves the option to require your full Social Security Number if NEFAR believes it is useful to obtain information for membership approval.**

16. Languages spoken: \_\_\_\_\_

17. Are you actively engaged in the real estate business with the general public?  Yes  No

18. When did you first enter the real estate business? \_\_\_\_\_ (enter date)  
What city and state? \_\_\_\_\_

19. Have you been engaged continuously in the business since then?  Yes  No

If not, during what years were you in the business? \_\_\_\_\_

20. (Optional) Have you ever been refused membership in any other real estate associations, boards or any other professional associations?  
 Yes  No

If "Yes", state basis for each such refusal and detail circumstances related thereto: \_\_\_\_\_

21. Has your real estate license, in this or any other state, been suspended or revoked?  
 Yes  No

If "Yes", specify the place(s) and date(s) of such action, current status and detail the circumstances relating thereto (attach a separate sheet, if necessary) \_\_\_\_\_

22. Has any other professional license in this, or any other state, been suspended or revoked?  
 Yes  No

If "Yes", specify the place(s) and date(s) of such action, current status and detail the circumstances relating thereto (attach a separate sheet, if necessary) \_\_\_\_\_

23. Have you been convicted of a crime in the past five years?  Yes  No

Do you have any judgments or tax liens against you?  Yes  No

If "Yes", state the details \_\_\_\_\_

24. To your knowledge, are there now, or have there been within the past five years, any administrative actions filed against you or the firm with which you have been associated by any state real estate regulatory agency or any other agency of government?  Yes  No

If "Yes", specify the substance of each administrative action in each state, the agency before which the administrative action was made, and the current status or resolution of such administrative action (attach a separate sheet, if necessary)

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25. (Optional) Is the Office Address, as stated, your principal place of business? [ ] Yes [ ] No

If "No", or if you have any branch offices, please indicate and give addresses (attach a separate sheet, if necessary) \_\_\_\_\_

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26. I agree, if accepted for membership in NEFAR, to pay the fees and dues as established. ***As a new member, I understand that I have ninety (90) days from the date of this application in which to attend the Orientation class and Induction. Failure to do so in the prescribed timeframe will result in the forfeiture of my application fee, the forfeiture of my lockbox key and the forfeiture of all member services without further notice.***

27. \_\_\_\_ initial I authorize NEFAR to send pertinent Association information to me by all mail or any electronic media (such as but not limited to fax, email, text, tweet, robo calls, etc.) from this date forward until privilege is revoked in writing by me. I authorize NEFAR to publish my email address in any Realtor Association owned website such as NRDS, Flex MLS, fl.living.net, Realtor.com, Realtor.org, etc.

28. I agree that NEFAR may include my name in a membership roster, including mailing labels, which NEFAR may make available to others for consideration.

29. I hereby certify that the foregoing information furnished by me is true and accurate, and I agree that failure to provide complete and accurate information as requested or any misstatements of fact shall be grounds for revocation of membership, if granted.

30. Are your dues and application fees attached? [ ] Yes [ ] No

\_\_\_\_ initial **I hereby acknowledge all application fees and dues are non-refundable.**

Payments to the Northeast Florida Association of REALTORS®, Inc. are not deductible as charitable contributions. Such payments may, however, be deducted as an ordinary and necessary business expense. Contact your tax advisor.

By joining NEFAR, I hereby grant NEFAR, its representatives and employees the unrestricted, royalty-free right to take photographs and videography, inclusive of audio where applicable, of me in connection with all NEFAR activities. Such NEFAR activities may include, but are not limited to, NEFAR meetings, events, social and/or networking mixers, outings or other, whether onsite at NEFAR properties or offsite at other locations. I further authorize NEFAR, its assigns and transferees to copyright, use and publish the same in print, video, and/or electronically or any other such communications channels or means. I agree that NEFAR may use such photographs, video or audio of me with or without my name and for any lawful purpose, including such purposes as publicity, illustration, advertising, social media, and any other purpose.

I agree to indemnify NEFAR against all damages, costs and liabilities, including reasonable attorney's fees, arising from any claim that any actions or matters which I initiated, caused or participated in infringe on the rights of any third parties including without limitation intellectual property rights.

Cost of litigation. In the event of any litigation arising under or concerning this Membership Application, the prevailing party shall be entitled to court costs and reasonable attorney's fees, including at all levels of appeal.

By my signature below, I acknowledge that I fully understand my membership obligations herein and agree to abide by all terms of membership as outlined in this application and the NEFAR Bylaws and Policies as posted on NEFAR.com.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**NEFAR 2019 Member Fee Schedule - January 2019 - December 2019**

Local, State and National Yearly Dues

Prorated Monthly



We accept American Express, Discover, Mastercard and Visa

Your check is also welcome! If your check is returned for non-sufficient funds, you expressly authorize your account to be electronically debited or bank drafted for the amount of the check plus any applicable fees. The use of a check for payment is your acknowledgement and acceptance of this policy and its terms and conditions.

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
<b>Primary Realtor Membership Fees</b>												
Local	210.00	192.50	175.00	157.50	140.00	122.50	105.00	87.50	70.00	52.50	35.00	17.50
Florida Realtors	116.00	106.33	96.67	87.00	77.33	67.67	58.00	48.33	38.67	29.00	19.33	9.67
Florida Realtors Issue Advocacy Fund	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00
National Assoc of Realtors	150.00	137.50	125.00	112.50	100.00	87.50	75.00	62.50	50.00	37.50	25.00	12.50
National Assoc of Realtors Assessment	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00
<b>Total Dues</b>	<b>541.00</b>	<b>501.33</b>	<b>461.67</b>	<b>422.00</b>	<b>382.33</b>	<b>342.67</b>	<b>303.00</b>	<b>263.33</b>	<b>223.67</b>	<b>184.00</b>	<b>144.33</b>	<b>104.67</b>
<b>One Time Fees</b>												
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
Florida Realtors Processing Fee	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00
<b>Total One Time Fees</b>	<b>280.00</b>	<b>280.00</b>	<b>280.00</b>	<b>280.00</b>	<b>280.00</b>	<b>280.00</b>	<b>280.00</b>	<b>280.00</b>	<b>280.00</b>	<b>280.00</b>	<b>280.00</b>	<b>280.00</b>
<b>Total Payable to NEFAR</b>	<b>821.00</b>	<b>781.33</b>	<b>741.67</b>	<b>702.00</b>	<b>662.33</b>	<b>622.67</b>	<b>583.00</b>	<b>543.33</b>	<b>503.67</b>	<b>464.00</b>	<b>424.33</b>	<b>384.67</b>
<b>Secondary Realtor Membership Fees</b>												
Local	210.00	192.50	175.00	157.50	140.00	122.50	105.00	87.50	70.00	52.50	35.00	17.50
Application Fee	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00
<b>Total Payable to NEFAR</b>	<b>235.00</b>	<b>217.50</b>	<b>200.00</b>	<b>182.50</b>	<b>165.00</b>	<b>147.50</b>	<b>130.00</b>	<b>112.50</b>	<b>95.00</b>	<b>77.50</b>	<b>60.00</b>	<b>42.50</b>
<b>Affiliate Membership Fees</b>												
Local	250.00	229.17	208.34	187.51	166.68	145.85	125.02	104.19	83.36	62.53	41.70	20.97
Application Fee	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00
<b>Total Payable to NEFAR</b>	<b>350.00</b>	<b>329.17</b>	<b>308.34</b>	<b>287.51</b>	<b>266.68</b>	<b>245.85</b>	<b>225.02</b>	<b>204.19</b>	<b>183.36</b>	<b>162.53</b>	<b>141.70</b>	<b>120.97</b>
<b>Secondary Affiliate Membership Fees</b>												
Local	100.00	91.67	83.34	75.01	66.68	58.35	50.02	41.69	33.36	25.03	16.67	8.33
Application Fee	65.00	65.00	65.00	65.00	65.00	65.00	65.00	65.00	65.00	65.00	65.00	65.00
<b>Total Payable to NEFAR</b>	<b>165.00</b>	<b>156.67</b>	<b>148.34</b>	<b>140.01</b>	<b>131.68</b>	<b>123.35</b>	<b>115.02</b>	<b>106.69</b>	<b>98.36</b>	<b>90.03</b>	<b>81.67</b>	<b>73.33</b>

Supra eKey Service - Basic \$18.45  
 Supra eKey Service - Professional \$27.63  
 Activation Fee \$50

Automatically processed monthly by Supra via a credit card, debit card or ACH debit.

Rev 10/30/18



<b><u>Internal Use</u></b>
MBR# _____
FIRM# _____
LIC# _____
NRDS# _____

**NORTHEAST FLORIDA MULTIPLE LISTING SERVICE, INC. (NEFMLS), APPLICANT  
AGREEMENT**

For NEFMLS access by a Northeast Florida Association of REALTOR® Broker, Appraiser, Licensee, Affiliate Member (Applicant), or Superuser (User) of Applicant

**Name of Applicant:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Preferred Phone#:** \_\_\_\_\_ **Fax#:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Website:** \_\_\_\_\_

I agree as a condition of membership in the Northeast Florida Multiple Listing Service, Inc., (NEFMLS) to abide by the NEFMLS Standards of Conduct as identified in the NEFMLS Rules and Regulations as well as all relevant Bylaws, Rules, Regulations, Policy, Procedures and any other obligations including payment of all fees. I agree as a condition of participation or subscription to complete those portions of the Orientation course which are prescribed as pertinent and necessary for NEFMLS. I agree to abide by the terms of use of the NEFMLS for any of the services provided to and used by me as a right under my membership in NEFMLS, comply with the Standard of Conduct and the Northeast Florida Association of REALTOR®, Inc., (NEFAR) Code of Ethics as established in the *Code of Ethics and Arbitration Manual*, including the obligation to submit to ethics hearing and the duty to arbitrate contractual disputes with other REALTORS® in accordance with the established procedures of NEFMLS and NEFAR. I understand that a violation of the Code of Ethics may result in suspension or termination of my NEFMLS rights and privileges and that I may be assessed an administrative processing fee not to exceed \$500 which may be in addition to any discipline, including fines, that may be imposed.

## Intellectual Property Ownership; Enforcement.

Applicant acknowledges and agrees that the NEFMLS Database, and all copies, modifications, enhancement, and derivative works of the NEFMLS Database, are the property of the NEFMLS, and all right, title, and interest in and to the NEFMLS Database, together with all copies, modifications, enhancements, and derivative works, including all copyright and other intellectual property rights are and shall remain with NEFMLS. Applicant hereby irrevocably assigns to NEFMLS any and all rights which it may have or acquire in and to the NEFMLS Database. By submission of any listings content to NEFMLS, Applicant hereby grants to NEFMLS a non-exclusive, irrevocable, worldwide, royalty free license to use, sublicense through multiple tiers, copy, publish, display, and reproduce the Listing Content, to prepare derivative works of the Listing Content, and to distribute the Listing Content or any derivative works thereof. Such license shall be deemed granted as of the moment of creation without the necessity of any further action on the part of either party. Applicant represents and warrants to NEFMLS with respect to the Listing Content for each Applicant's Listings that the Listing Content, and the license of rights in and to the Listing Content to NEFMLS, do not infringe or violate any copyrights, trade secrets, or other intellectual or proprietary rights of any third party.

Applicant agrees not to challenge NEFMLS's rights in and to the NEFMLS Database or to take any action inconsistent with the license granted to the Listing Content under this Agreement. Applicant agrees to take all action and execute and deliver to NEFMLS all documents requested by NEFMLS in connection with the license granted to NEFMLS in and to the Listing Content. Applicant further agrees to take all action and execute and deliver to NEFMLS all documents requested by NEFMLS in connection with the copyright application and registration of the NEFMLS Database.

Applicant shall indemnify NEFMLS and each of NEFMLS's Participants, Subscribers, Affiliates Users, Directors, and Staff against all damages, costs, and liabilities, including reasonable attorney fees, arising from any claim that the Listing Content or any portion of the Listing Content infringes the right of any third party.

APPLICANT ACKNOWLEDGES THAT THE FOREGOING SENTENCE MEANS THAT APPLICANT MUST ENTER A WORK FOR HIRE AGREEMENT OR MUST OBTAIN FULL ASSIGNMENTS OR FULL LICENSES FROM THE AUTHORS OF ANY PORTIONS OF THE LISTING CONTENT, INCLUDING AFFILIATES, SELLERS AND THIRD-PARTY CONTRIBUTORS, AS NECESSARY FOR APPLICANT TO LICENSE THE LISTING CONTENT TO NEFMLS AND TO OTHERWISE MAKE FULL USE OF THE LISTING CONTENT UNDER THIS AGREEMENT. IF APPLICANT FAILS TO DO SO, APPLICANT WILL ASSUME AND REIMBURSE NEFMLS FOR THE COST OF DEFENDING NEFMLS AND EACH OF NEFMLS'S PARTICIPANTS SUBSCRIBERS, AFFILIATES USERS, DIRECTORS AND STAFF AGAINST INFRINGEMENT CLAIMS AND PAYING DAMAGES ON ANY SUCH CLAIMS.



Without limiting the generality of this Agreement, but subject to the rights of Participants and Subscribers in the NEFMLS's multiple listing service to opt out of inclusion with respect to Listings submitted by such Participant or Subscriber as set forth in the Rules and Regulations, Participant acknowledges and agrees that NEFMLS may use and license, or otherwise grants rights in or to the NEFMLS Database or any or all of the Listings included in the NEFMLS Database, including any and all Listing Content, to any third party for any lawful purpose reasonably deemed appropriate by NEFMLS, unless otherwise limited by a separate agreement between NEFMLS and the applicable Broker or by the Rules and Regulations.

Applicant shall indemnify NEFMLS against all damages, costs, and liabilities, including reasonable attorney fees, arising from any claim that the Listing Content or any portion of the Listing Content infringes the rights of any third party. APPLICANT ACKNOWLEDGES THAT THE FOREGOING SENTENCE MEANS THAT APPLICANT MUST OBTAIN ASSIGNMENTS FROM THE AUTHORS OF THE LISTING CONTENT, INCLUDING SELLERS, AFFILIATES AND THIRD PARTY CONTRIBUTORS AS NECESSARY FOR APPLICANT TO LICENSE THE LISTING CONTENT TO NEFMLS AND TO OTHERWISE MAKE FULL USE OF THE LISTING CONTENT UNDER THIS AGREEMENT. IF APPLICANT FAILS TO DO SO, APPLICANT WILL ASSUME AND REIMBURSE NEFMLS FOR THE COST OF DEFENDING NEFMLS AGAINST INFRINGEMENT CLAIMS AND PAYING DAMAGES ON ANY SUCH CLAIMS.

**Costs of Litigation.**

If any action is brought by either party to this Agreement against the other party regarding the subject matter of this Agreement, the prevailing party shall be entitled to recover, in addition to any other relief granted, reasonable attorney's fees, costs, and expenses of litigation.

NEFMLS policy requires that the fee for Membership for a Participant (Broker or Appraiser) is calculated based on the Participant and the number of all licensees (Subscribers) under the Participant. The Participant is obligated to inform NEFMLS immediately of all current and new licensees and pay the appropriate fee. **Participant's Signature** \_\_\_\_\_

**CQ License #** \_\_\_\_\_

\_\_\_\_\_  
Participant/Subscriber/Appraiser/Licensee/Affiliate Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
License Number