



**FORM 100**  
**WAAR /WMLS**  
**Firm or Branch Office Application &**  
**Firm Name or Address Change**

**Fully complete** and submit this form to apply for FIRM REALTOR® membership with WAAR (Section I) and/or FIRM Participation with WMLS (Section II). A copy of your current real estate license and a copy of your current real estate firm license must be submitted at time of application.

Firm/Branch Name: \_\_\_\_\_

Firm/Branch Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

The Firm Address above is:  Main Office  Branch Office

Firm Type:  Sole Proprietor  Partnership  Corporation  LLC (Limited Liability)  Majority Shareholder

Phone: \_\_\_\_\_ Fax #: \_\_\_\_\_ Firm/Branch License #: \_\_\_\_\_

Firm Principal Broker Name: \_\_\_\_\_ NRDS# \_\_\_\_\_

Broker Home Address: \_\_\_\_\_

Principal/Managing Broker Email Address: \_\_\_\_\_ Broker License #: \_\_\_\_\_

\*Branch Managing Broker Name (if other than Principal): \_\_\_\_\_  
(Please Print)

**\* Authorized by Principal to handle administrative matters for this firm location and registered at DPOR as the person "In Charge Of" this branch.**

Names of ALL other Partners/Officers/of your firm (PLEASE PRINT):

- |          |          |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |

**Section I – WAAR Firm/Branch Application - \$300 fee applies (If Principal/Managing Broker is not a REALTOR® member, application for WAAR REALTOR® membership must accompany this firm application)**

I hereby apply my firm for membership in the Williamsburg Area Association of REALTORS® . In the event my application is approved, I agree as a condition of membership to complete the orientation courses. I further agree to pay the dues and fees of WAAR and will abide by the Code of Ethics, Bylaws, Association Policies, and duty to arbitrate, all as from time to time established and/or amended. Finally, I consent and authorize WAAR to invite and receive information and comment about me and my firm from any Member or other person, and I agree that any information and comment furnished to WAAR by any Member 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.

\_\_\_\_\_  
**Principal or Authorized Managing Broker's Signature:**

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

**Section II – WMLS Firm Application or Reactivation**

New Firm/Branch- \$750 **OR**  Firm/Branch Reactivation - \$375 **AND**  \$25/\$50/\$75 Monthly Office Location Fee

I hereby apply my firm for Participation in the Williamsburg Multiple Listing Service (WMLS) and attest to the following:

1. I hold a current and valid real estate broker’s license and I am authorized to offer or accept compensation to and from other Participants on behalf of the firm - OR – I am licensed or certified by an appropriate state regulatory agency to engage in the appraisal of real property.
2. I am the REALTOR® principal, partner, corporate officer, or the branch office manager designated by the above named firm, which qualifies me as the “Participant” in the WMLS and I shall have all rights, benefits, and privileges of the WMLS.
3. I shall accept all obligations to the WMLS for the Firm and for compliance with all WMLS Bylaws, Rules, Regulations and Policies by all persons affiliated with the firm who utilize the WMLS.
4. I hereby accept personal responsibility for compliance and the payment of WMLS fees and charges on behalf of the firm. I also understand that WMLS invoices are sent electronically **ONLY**.
5. I will be bound by the REALTOR® Code of Ethics on the same terms and conditions as members of the Williamsburg Area Association of REALTORS® and agree to submit to ethics hearings and the duty to arbitrate contractual disputes with other WMLS Participants.
6. I understand that licensees, support staff, assistants and I may not use the WMLS in any way unless properly registered by submitting the required WMLS forms.

**Principal/Managing Broker's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Section III – Change of Firm Name and/or Address- \$55 fee applies**

Name Change: Old Firm Name \_\_\_\_\_  
New Firm Name: \_\_\_\_\_

Change of Address: Old Firm Address: \_\_\_\_\_  
New Firm Address: \_\_\_\_\_

**Principal/Managing Broker's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Williamsburg Area Association of REALTORS®**  
**5000 New Point Rd. Suite 1101**  
**Williamsburg, VA 23188**  
**Email: Info@WAAREaltor.com**

**Phone: 757-253-0028**  
**Fax: 757-253-1559**





APPLICATION FOR REALTOR® MEMBERSHIP

I hereby apply for REALTOR® Membership in the Williamsburg Area Association of REALTORS, enclosing payment for my REALTOR® dues\* and application fees. I understand that my dues will be returned to me in the event of non-election and that the application fee is nonrefundable. I will attend an orientation program to include course topics as approved by the WAAR BOD within 120 days of application for membership. Failure to meet this requirement may result in having my membership terminated. 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 (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, and if required, I further agree to satisfactorily complete a reasonable and non-discriminatory written examination on such Code, Constitutions, Bylaws and 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 periodic Code of Ethics training as specified in the association’s bylaws as a continued condition of membership. I also consent that the association, through its membership committee or otherwise, may invite and receive information and comment about me from any member or other persons, and that any information and comment furnished to the association by any person in response to the invitation shall be conclusively deemed to be privileged and not form the basis of any action for slander, libel, or defamation of character.

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

\* Dues are prorated according to month joining unless membership was held the previous year. I hereby submit the following information for your consideration:

PERSONAL INFORMATION:					
First Name		Middle Name			
Last Name		Suffix	<input type="checkbox"/> Jr, <input type="checkbox"/> III, <input type="checkbox"/> Sr, <input type="checkbox"/> Etc.		
Nickname (DBA):					
Home Address:					
City:		State:		Zip:	
Home Phone:		Cell Phone:			
Personal Fax:					
Business E-mail Address:				Date of Birth:	
Real Estate License # and Exp. Date					
Licensed/Certified Appraiser:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Appraisal License #		

**COMPANY INFORMATION:**Office Name: Office Address: 

Your Position  Principal  Partner  Corporate Officer :  Branch Manager  
 Licensed Salesperson  Associate Broker

**PREFERRED MAILING/CONTACT INFORMATION:**Preferred Phone:  Home  Office  Cell Preferred E-mail:  Primary E-mail Preferred Mailing:  Home  Office**APPLICANT INFORMATION:**Are you presently a member of any other Association of REALTORS®?  Yes  NoIf yes, name of Association Type of membership held: Have you previously held membership in any other Association of REALTORS®?  Yes  NoIf yes, name of Association Type of membership: 

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.) 

If you are now or have ever been a REALTOR®, indicate your NAR

membership (NRDS) # 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®?  Yes  NoIf 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  NoDo you hold, or have you ever held, a real estate license in any other state?  Yes  No

If so, where:	
Have you been found in violation of state real estate licensing regulations or other laws prohibiting unprofessional conduct rendered by the courts or other lawful authorities within the last three years? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, provide details:	
* Have you been convicted of a felony or other crime? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, provide details:	
* A. judgments against the applicant within the past three (3) years of violations of (1) civil rights laws, (2) real estate license laws, and (3) or other laws prohibiting unprofessional conduct against the applicant rendered by the courts or other lawful authorities. B. criminal convictions if (1) the crime was punishable by death or imprisonment in excess of one year under the law under which the applicant was convicted, and (2) no more than ten years have elapsed since the date of the conviction or the release of the applicant from the confinement imposed for that conviction, whichever is the later date.	

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 **Williamsburg Area Association of REALTORS®** are not deductible as charitable contributions. A portion of such payments may, however, be deductible as an ordinary and necessary business expense. No refunds shall be given for any reason.

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.

Dated: \_\_\_\_\_

Signature: \_\_\_\_\_

5000 New Point Rd, Ste 1101  
 Williamsburg, VA 23188  
 (757) 253-0028  
 (757) 253-1559 (Fax)



## 2017 WAAR REALTOR® Member DUES SCHEDULE

National, State and Local Association Dues	Dues Prorated Based on Month You Join WAAR											
	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct
Dues and Fees to Initiate REALTOR® Membership	2016	2016	2017	2017	2017	2017	2017	2017	2017	2017	2017	2017
National Association of REALTORS® (NAR) dues	\$140.00	\$130.00	\$120.00	\$110.00	\$100.00	\$90.00	\$80.00	\$70.00	\$60.00	\$50.00	\$40.00	\$30.00
NAR Public Awareness Campaign	\$70.00	\$70.00	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00
NAR dues subtotal	<b>\$210.00</b>	<b>\$200.00</b>	<b>\$155.00</b>	<b>\$145.00</b>	<b>\$135.00</b>	<b>\$125.00</b>	<b>\$115.00</b>	<b>\$105.00</b>	<b>\$95.00</b>	<b>\$85.00</b>	<b>\$75.00</b>	<b>\$65.00</b>
VA Assoc. of REALTORS® dues	\$150.00	\$150.00	\$120.00	\$120.00	\$120.00	\$90.00	\$90.00	\$90.00	\$60.00	\$60.00	\$60.00	\$30.00
VAR NEW Member 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
VAR dues subtotal	<b>\$250.00</b>	<b>\$250.00</b>	<b>\$220.00</b>	<b>\$220.00</b>	<b>\$220.00</b>	<b>\$190.00</b>	<b>\$190.00</b>	<b>\$190.00</b>	<b>\$160.00</b>	<b>\$160.00</b>	<b>\$160.00</b>	<b>\$130.00</b>
WAAR REALTOR® local dues	\$288.00	\$288.00	\$288.00	\$216.00	\$216.00	\$216.00	\$144.00	\$144.00	\$144.00	\$72.00	\$72.00	\$72.00
WAAR New Member App. Fee	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00
WAAR subtotal	<b>\$588.00</b>	<b>\$588.00</b>	<b>\$588.00</b>	<b>\$516.00</b>	<b>\$516.00</b>	<b>\$516.00</b>	<b>\$444.00</b>	<b>\$444.00</b>	<b>\$444.00</b>	<b>\$372.00</b>	<b>\$372.00</b>	<b>\$372.00</b>
<b>Total REALTOR® Dues &amp; Fees</b>	<b>\$1,048.00</b>	<b>\$1,038.00</b>	<b>\$963.00</b>	<b>\$881.00</b>	<b>\$871.00</b>	<b>\$831.00</b>	<b>\$749.00</b>	<b>\$739.00</b>	<b>\$699.00</b>	<b>\$617.00</b>	<b>\$607.00</b>	<b>\$567.00</b>

All dues and fees are non-refundable and payable to the Williamsburg Area Association of REALTORS®

Secondary Memberships pay WAAR local dues and any new firm application fees that may apply

RPAC (Suggested) Contribution for 2017 is \$35. This suggested amount is not included in any rate above and not required for membership in WAAR

Williamsburg Area Association of REALTORS ∞ 5000 New Point Rd, Suite 1101, Williamsburg, VA 23188 | O: 757-253-0028 | F: 757-253-1559

# New Member Orientation

## Course Dates

8:30 am - 4:00 pm

- December 8, 2016
- February 2, 2017
- April 6, 2017
- June 1, 2017
- August 3, 2017
- October 5, 2017
- December 7, 2017

## Agenda

### Introduction to WAAR, VAR & NAR

8:30 - 10:00

### Antitrust

10:00 - 11:00

### Legislative/Legal Update

*This class contains the mandatory flood insurance information.*

11:00 - 12:00

### REALTOR® Code of Ethics

*This class meets the NAR requirement for Quad Ethics*

1:00 - 4:00

***The New Member Orientation Program must be completed in its entirety within 120 days of application in order to earn the REALTOR® designation.***



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

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

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

Email: \_\_\_\_\_ Phone \_\_\_\_\_

Signature: \_\_\_\_\_

Signature indicates acceptance of rescheduling policy. Rescheduling may occur within your 120 day requirement but must be received in writing prior to your class date. After the 120 requirement period a \$35 rescheduling fee will apply.

No Shows will be required to pay a \$35 no show fee (during or after the 120 day requirement). No credit(s) will be extended for substitute class registrations.

Please return this registration form with your application for membership to the Williamsburg Area Association of REALTORS®.

**NOTE:** Opinions and information delivered in all WAAR courses should be confirmed as compliant with the student's company policy before including in business practices.