



## **HARRISONBURG-ROCKINGHAM ASSOCIATION OF REALTORS®**

**2050 Pro Pointe Lane, Harrisonburg, VA 22801**

**Phone: (540)433-8855 Fax: (540)433-2881**

Eric Hash, Association Executive

[eric@hrar.com](mailto:eric@hrar.com)

Jennifer Bettiga, Office Manager

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### **Primary Membership Application Packet:**

1. HRAR Membership Dues
2. HRAR REALTOR® Membership Application Form
3. HRAR REALTOR® MLS Registration Form
4. SentiLock Access Agreement

#### **\*\*Please Attach the Following with Application\*\***

1. A copy of the agent's license from DPOR
2. All Checks need to be made payable to **HRAR**:
  - a. HRAR Membership Dues: Per Dues Schedule  
(Check Payable to **HRAR** by the Agent)
  - b. MLS Fees: New MLS User Fee & MLS Quarterly Fee  
(Check Payable to **HRAR** by the Firm)
  - c. SentiLock Fees: Issuance Fee & Access Fee  
(Check Payable to **HRAR** by the Agent)

#### **\*\*New Member Required Meetings\*\***

1. New Member Orientation
2. MLS Training



## HARRISONBURG-ROCKINGHAM ASSOCIATION OF REALTORS® MEMBERSHIP DUES

### **ADDITIONAL FEES:**

\$250.00 Application Fee: Branch Office

### **NEW REALTOR® MEMBERS:**

\$150.00 Application Fee

\$125.00 Orientation Fee

\$191.00 VAR New Member Fee

**\$466.00 TOTAL OF ONE-TIME FEES**

ANNUAL DUES	NAR DUES	VAR DUES	HRAR DUES	DUES TOTAL	ONE-TIME FEES	*TOTAL*
<b>January</b>	<b>201.00</b>	<b>191.00</b>	<b>235.00</b>	\$627.00	<b>466.00</b>	\$1093.00
<b>February</b>	<b>188.00</b>	<b>191.00</b>	<b>235.00</b>	\$614.00	<b>466.00</b>	\$1080.00
<b>March</b>	<b>175.00</b>	<b>191.00</b>	<b>235.00</b>	\$601.00	<b>466.00</b>	\$1067.00
<b>April</b>	<b>162.00</b>	<b>143.25</b>	<b>176.25</b>	\$481.50	<b>466.00</b>	\$947.50
<b>May</b>	<b>149.00</b>	<b>143.25</b>	<b>176.25</b>	\$468.50	<b>466.00</b>	\$934.50
<b>June</b>	<b>136.00</b>	<b>143.25</b>	<b>176.25</b>	\$455.50	<b>466.00</b>	\$921.50
<b>July</b>	<b>123.00</b>	<b>95.50</b>	<b>117.50</b>	\$336.00	<b>466.00</b>	\$802.00
<b>August</b>	<b>110.00</b>	<b>95.50</b>	<b>117.50</b>	\$323.00	<b>466.00</b>	\$789.00
<b>September</b>	<b>97.00</b>	<b>95.50</b>	<b>117.50</b>	\$310.00	<b>466.00</b>	\$776.00
<b>October</b>	<b>84.00</b>	<b>47.75</b>	<b>58.75</b>	\$190.50	<b>466.00</b>	\$656.50
<b>November</b>	<b>71.00</b>	<b>47.75</b>	<b>58.75</b>	\$177.50	<b>466.00</b>	\$643.50
<b>December</b>	<b>58.00</b>	<b>47.75</b>	<b>58.75</b>	\$164.50	<b>466.00</b>	\$630.50

**Reactivation Fee:** 1) If inactive up to 1 year: \$50.00  
2) If inactive 1+ years: All one-time fees must be paid

**Transfer Processing Fee:** \$30.00

### **MLS FEES**

**New Firm Fee - \$350.00**

**New MLS User Fee - \$165.00**

**MLS Quarterly Fee - \$95.00**

\*per licensee payable from the Broker/Firm on the first day of each quarter.

**\*Team\* Set-Up Fee - \$150.00**

\*Teams must be licensed through DPOR before being set up in the Paragon MLS system.  
A copy of their Virginia Real Estate License is required for each individual requesting service.

### **SENTRILOCK FEES**

#### **SENTRILOCK ACCESS:**

	Jan 1-Dec 31	Apr 1-Dec 31	Jul 1-Dec 31	Oct 1-Dec 31
Issuance Fee:	\$50.00	\$50.00	\$50.00	\$50.00
Access Fee:	<u>\$135.00</u>	<u>\$101.25</u>	<u>\$67.50</u>	<u>\$33.75</u>
	\$185.00	\$151.25	\$117.50	\$83.75

#### **LOCKBOXES:**

Lockbox Fee: New Bluetooth Lockboxes: \$110.00  
**(Lockboxes are leased to Principal Brokers only)**



## HRAR REALTOR® Membership Application Form

Name: \_\_\_\_\_ Name: \_\_\_\_\_  
(As Appears On License) (As It Should Appear In the MLS)

Firm Name: \_\_\_\_\_ Branch Office: \_\_\_\_\_

Desired PIN for Lockbox Access: \_\_\_\_\_  
(Must be 4 digits – Cannot begin with 0 or be consecutive numbers)

R.E. License #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ Type: Broker \_\_\_ Sales \_\_\_

Appraisal License #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Preferred Mailing Address: Office Address \_\_\_\_\_ Home Address \_\_\_\_\_ (Check One)

Home Mailing Address: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Website: \_\_\_\_\_

Mobile #: \_\_\_\_\_ Home #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Preferred Phone # in MLS Listings: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Please indicate your primary REALTOR® Association if other than HRAR: \_\_\_\_\_  
(If HRAR is NOT your primary Association, please provide a letter of good standing from your primary Association)

Do you currently have any pending REALTOR® Code of Ethics violations filed against you? Yes \_\_\_ No \_\_\_

Have you been in violation of the REALTOR® Code of Ethics in the last three years? Yes \_\_\_ No \_\_\_

Have you ever been convicted of a felony? (If yes, please explain) \_\_\_\_\_ Yes \_\_\_ No \_\_\_

### **If you are applying for HRAR REALTOR® Membership please read and sign below.**

I hereby apply for membership in the Harrisonburg – Rockingham Association of REALTORS®. In the event my application is approved, I agree as a condition of membership to complete the orientation courses within 6 months of my approval. I further agree that I will pay dues when due and will abide by the Code of Ethics, Bylaws, Association Policies and duty to arbitrate, all as from time to time amended. Finally, I consent and authorize HRAR 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 HRAR 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.

**REALTOR® Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Harrisonburg-Rockingham Association of REALTORS®  
2050 Pro Pointe Lane, Harrisonburg, VA 22801

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FOR OFFICE USE ONLY: NRDS ID



# HRAR REALTOR® MLS Registration Form

Each REALTOR® in the firm who will utilize the MLS must submit this registration form signed by the Principal or authorized Managing Broker and pay the appropriate fees before using any HRAR Information Services.

**REALTOR® Name:** \_\_\_\_\_

**Firm Name:** \_\_\_\_\_

### Section I: Please have your Principal or Authorized Managing Broker complete the following.

I, \_\_\_\_\_, the Principal or authorized Managing Broker of the above named firm/branch office, hereby register the REALTOR® listed above as an authorized user of HRAR Information Services under my membership. I understand the following:

1. My firm is responsible for all HRAR MLS fees and fines incurred by this user/subscriber.
2. I am responsible for ensuring that this subscriber complies with the HRAR MLS Rules and Regulations and policies.
3. I understand that non-registered licensees may not use the HRAR MLS in any way, including listing a property under my name or another REALTORS'® name in the MLS or data base for any other purpose. MLS Only Subscribers shall not enter listings into the MLS when the property is marketed with another licensee within the same firm who is not a subscriber of the HRAR MLS, i.e. a licensee's name appears on the listing agreement, signage or other MLS as to give the appearance that the licensee is the listing agent.
4. I understand that access by registered support staff to the MLS data base is solely for clerical and administrative functions for the participant or Subscriber under whom the clerical user is registered.
5. I am responsible for all subscribers and clerical users under my membership and for the security of their passcodes and shall not give or allow use of or make available their passcode to any unauthorized person.
6. If any non-registered person uses the HRAR MLS in any way through my membership, my firm is responsible for fees applied retroactively from the date of first use by the person (or from the beginning of the year of first use if the exact date of first use cannot be established.) My firm is also subject to penalties including, but not limited to, a fine of \$500.00 for unauthorized usage and other fines or damages as determined by the HRAR Board of Directors.
7. The HRAR Board of Directors reserves the right to deny or revoke HRAR Multiple Listing Services to any person.

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

\_\_\_\_\_  
Date

### Section II: Requires Applicant Signature

I agree as a condition of participation in the MLS to abide by all relevant bylaws, rules and other obligations of participation including payment of fees. I confirm that I currently, and will on a continual and ongoing basis in the operation of my real estate business activities, actively endeavor to list real property of the type filed with the MLS and/or accept offers or cooperation and compensation made by other Participants through the MLS. I agree that I must continue to engage in such activities during my participation in the MLS. I acknowledge that failure to abide by these conditions of participation on an ongoing basis may result in potential suspension or termination of MLS participatory rights after a hearing in accordance with the MLS's established procedures.

\_\_\_\_\_  
Agents Signature

\_\_\_\_\_  
Date



# HRAR SentiLock Access Agreement Form

It is hereby agreed among: (Issuer) The Harrisonburg-Rockingham Association of REALTORS®, Inc.

And Broker/Participant: \_\_\_\_\_ of \_\_\_\_\_  
(Name of Broker) (Company Name)

And the Broker/Participant Licensee: (Access Holder) \_\_\_\_\_  
(Name of Agent)

1. **Access Annual Fee:** An Annual User Fee of \$135.00 or as determined annually by the HRAR Board of Directors, will be due and payable on January 1<sup>st</sup> of each year.
2. **Terms of Agreement:** The term of this Agreement begins on the date of the execution of this Agreement and ends on the date access is terminated.
3. **Disclosure to Clients:** Prior to placing a lockbox on the owner’s property, the holder agrees to obtain written permission to place a lockbox on the property containing a key to that property. This lock box may only be opened by the issuer MLS Participants and their authorized Agents.
4. **Disciplinary Action:** Holder agrees to be subject to the disciplinary rules and procedures of the HRAR Professional Standards Committee for violation of any provision of this Agreement. Discipline may include forfeiture of a Sentrilock Access.
5. **Indemnification:** Broker and holder agree to indemnify and hold the issuer and all of its respective officers, directors and employees harmless from any and all loss, cost, expense, claims or demands whatsoever by or against the issuer resulting from loss, use or misuse of the SentiLock System, including, but not limited to, any and all liabilities, including attorney’s fees, incurred by them as a result of damage or injuries to property or persons arising out of entry by any person into any premises by use of the SentiLock System.
6. **Reimbursement:** Broker and holder agree that, in the event that the issuer shall prevail in any legal action brought by or against the Broker or holder to enforce the terms of the agreement, Broker or holder as appropriate, any be assessed a reasonable amount of attorney’s fees in addition to any other relief to which the Court rules the issuer may be entitled.
7. **Partial Invalidity:** If any provision of this contract is held by any Court to be invalid, void or unenforceable, the remaining provisions shall nevertheless continue in full force.
8. **Broker Responsibilities:** The Broker warrants that he/she is both a licensed real estate broker and is a member of the HRAR MLS. The Broker warrants that the Agent possesses a real estate license and is in fact associated with the Broker in an active effort to sell real estate or is a licensed or certified real estate appraiser affiliated with the Broker. The Broker agrees to notify the HRAR MLS immediately should the Agent terminate their relationship or should the Agent’s license be transferred. The Broker agrees that he/she is jointly liable with the holder for all duties responsibilities and undertakings of holder under this Agreement and understands that failure to follow the provisions of the SentiLock Access agreement may result in Access terminations.

This written contract expresses the entire agreement between the Broker, Holder, and Issuer with respect to SentiLock Access. This agreement is binding upon the personal representatives of the Holder. If you have read and fully understand the Access Agreement, please indicate by signing below.

\_\_\_\_\_  
**Brokers Signature**

\_\_\_\_\_  
**Access Holder’s Signature**

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