

ST. JOHN BOARD OF REALTORS

NEW MEMBER APPLICATION PROCESS

SPONSOR:

The applicant must have the Broker of a real estate firm sponsor the applicant for the Virgin Islands Real Estate Salesperson's examination, and/or a Temporary License. Some Brokers do not allow an applicant to conduct business in the name of their firm with a Temporary License. **For a real estate firm* application refer to "Applying for Membership."**

VIRGIN ISLANDS REAL ESTATE SALESPERSON'S EXAMINATION:

Upon successful completion/passing of the Virgin Islands Real Estate Salesperson's examination, the applicant will be notified of their success (or not) via U.S. Mail before they actually receive their paper license. The applicant may, after being notified that they passed the exam, go to the Department of Licensing and Consumer Affairs (DLCA) and pay for their license and obtain a receipt for it. This will be sufficient proof of being licensed for the St. John Board of REALTORS' purposes. Alternatively, the applicant may wait until he/she receives the actual license from DLCA.

APPLYING FOR MEMBERSHIP:

1. The applicant then must submit the **PROOF OF LICENSING, COMPLETE MEMBERSHIP APPLICATION, CHECK** and a **SIGNED MLS RULES AND REGULATIONS COMPLIANCE FORM** to the Executive Officer (Kasima Hodge), who will check the application for completeness and forward it to the Membership Committee Chair.
2. The Membership Committee will circulate the application, via email, to all member offices, requesting comments and/or objections.
3. The Membership Committee then will present the complete application to the Board of Directors of the St. John Board of REALTORS for approval.

DUES:

The applicant must include a check, with the application, for the amount of prorated dues.

Checks should be made payable to "St. John Board of REALTORS."

	St. John Board of Realtors	VITAR*	NAR	NAR Public Awareness	Flex MLS (\$11 per month)	Total
Full Year Dues	131.00	230.00*	120.00	35.00	132.00	\$ 640.00
¾ Year Dues Mar - Dec	98.25	172.50*	90.00	35.00	99.00	\$494.75
½ Year Dues Jun - Dec	65.50	115.00*	60.00	35.00	66.00	\$341.50
¼ Year Dues Oct - Dec	32.75	57.50*	30.00	35.00	33.00	\$188.25
*VITAR dues includes \$5.00 Realtor Assistance Fund established in 2007. **Real Estate Firm applications must include \$700.00 for annual Admin/Office Fees. (Applicants who have already paid VITAR and NAR dues for the year only pay STJBOR and Flex fees.)						

UPON APPROVAL OF MEMBERSHIP:

1. The applicant will be required to attend and pass an Indoctrination Course to be held by the Education Committee of the St. John Board of REALTORS. The Board of Directors may accept an applicant upon condition that the course be attended and passed, if the course is not offered in a timely manner.
2. An approved applicant will then be inducted into the St. John Board of REALTORS by reciting the REALTORS' Oath in the presence of the President and/or membership, in an appropriate venue, and will receive a lapel pin.
3. Once approved, a member will be entered into the Flex system. The Flex website address is www.flexmls.com. Member log-in is always stj.memberlastname and password is the new member's first name until THEY change it. To change passwords, please refer to the "preference functions" section of the Flex online manual.
4. New members must enter their *complete* contact information on the St. John FlexMLS system within 48 hours of being activated onto the system. (Go to the "Preferences" section on the left sidebar, then to "My Profile," and enter and save your contact info there.) New members who fail to enter their *complete* contact information within 48 hours of activation onto the system will be subject to an initial fine of \$25, plus \$10 for each additional day of noncompliance.
5. Within a few weeks of approval by the SJBOR, you will receive your NAR member (NRDS) number. Go to Realtor.org to register with NAR to receive regular communications.