

ST. JOHN BOARD OF REALTORS

SECONDARY BOARD MEMBER APPLICATION PROCESS

APPLYING FOR MEMBERSHIP:

1. The applicant then must submit the **PROOF OF LICENSING, NAR NRDS NUMBER, 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	Flex MLS (\$11 per month)	Total
Full Year Dues	131.00	132.00	\$ 263.00
¾ Year Dues Mar - Dec	98.25	99.00	\$197.25
½ Year Dues Jun - Dec	65.50	66.00	\$131.50
¼ Year Dues Oct - Dec	32.75	33.00	\$65.75

****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 NAR approved Indoctrination Course or show proof of having done so. 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.