

# 2011 NEW MEMBER APPLICATION PACKAGE





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## Welcome

Dear Member,

Welcome and thank you for your interest in becoming a member of the Southern Indiana REALTORS® Association, also known as SIRA.

The Southern Indiana REALTORS® Association is the 6th largest REALTOR® Association in the state of Indiana serving **Clark, Crawford, Floyd, Harrison, Orange, Scott, Washington**, and many other counties including Louisville and surrounding Kentucky counties. We pride ourselves on the efficiency of bringing new products and services to our members with speed that is unparalleled in the industry. In addition to focusing on same-day delivery, SIRA has been the trendsetter for products and services for over 80 years and offers services that are not available through other associations.

*~Bringing World Class Real Estate Services to Southern Indiana~*

♦MLS ♦Education ♦Technology ♦Legislative Advocate ♦Code of Ethics ♦Legal ♦Professional Standards ♦Forms  
♦Arbitration & Mediation ♦Industry Networking

The Southern Indiana REALTORS® Association exists to maintain and enforce the REALTOR® Code of Ethics, to provide our members with state-of-the-art programs, products, and services that are more affordable and accessible collectively than individually, to advocate a high standard of education and professionalism, to influence public policy and political affairs which promote and protect private property rights, and to enhance the public image of our REALTOR® members.

Whatever your need, SIRA is listening to provide service and support. To learn more, please visit us online at [www.SIRA.org](http://www.SIRA.org) or [www.SouthernIndianaHomes.com](http://www.SouthernIndianaHomes.com)

We look forward to serving you!  
- SIRA Staff

## New Member Checklist

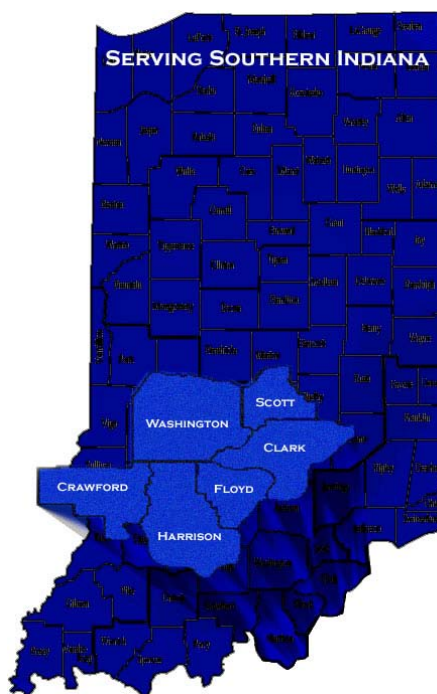
What do I need to complete before my membership begins?

### A. Requirements for the State of Indiana PLA

- Complete Licensing Course
- Pass Indiana Licensing Exam
- Choose a Broker to Sign for Your License
- Send Application/Fee to State of Indiana

### B. Requirements for SIRA

- Copy of State Application
- Completed Membership Application
- Completed Membership Affidavit
- Completed ActiveKey Usage Agreement
- Pay REALTOR® Dues to SIRA
- Attend New Member Orientation



\*Complete pages 6-13 of this document and return to: SIRA, c/o Janet Quatman – Membership Department  
REALTOR® Building Lewis & Clark Pkwy @ Lincoln Drive - Clarksville, Indiana 47129 -OR- email to [JanetQ@SIRA.org](mailto:JanetQ@SIRA.org)

## Membership

There are several levels of membership to choose from when becoming a member of the Southern Indiana REALTORS® Association.

### A. Designated REALTOR® Members

This membership level consists of **SIRA MLS Participant** Members. A SIRA MLS Participant is an Appraiser or Broker, responsible for the office/firm. This person is classified in SIRA MLS Policy as the **SIRA MLS Participant** or **Principal Broker**. All other Appraisers, Brokers, or Salespersons other than the Principal are not Participants of the SIRA MLS, but have access to and use of the SIRA MLS through the Principal with whom he/she is affiliated. These members are referred to as SIRA MLS Users. The Participant is responsible for each MLS user.

### B. REALTOR® Members

This membership level consists of SIRA Appraisers, Brokers, or Salespersons other than the Principal Broker, referred to as a **SIRA MLS User**. An Indiana licensed real estate agent or licensed and certified Appraiser who uses the SIRA MLS to list, show, sell, appraise, or in ANY way including the advertising of licensee or certification's name is obligated to pay the full user fee.

### C. MLS Only Members

A Salesperson with a current valid, active Indiana Real Estate Salesperson or Broker's License or an Indiana Appraisal License or Certification who can provide SIRA with verified primary membership in another Board/Association of REALTORS® may pay the **SIRA MLS Only** User Fees and receive SIRA MLS access without becoming a member of the Association, but by becoming a SIRA MLS Only Participant. Participatory rights granted under Board of Choice do not confer voting privileges or eligibility for office as a SIRA MLS committee member, officer, or director.

### D. Administrative Staff

*Licensed Assistants:* All Indiana licensed real estate office personnel, as well as **Administrative Assistants**, licensed, or unlicensed, **MUST** be a member of the SIRA MLS and maintain their own username and password to gain access into the system. Qualified licensees using the SIRA MLS System in ANY manner will be obligated to pay the full user fee. Licensed assistants in SIRA MLS have the same participatory rights as a SIRA MLS User. *\*If you are a Licensed Assistant, please complete REALTOR® Membership Application.*

*Unlicensed Assistants:* Office personnel, as well as unlicensed REALTOR® Administrative Assistants **MUST** also be a member of the SIRA MLS and maintain their own username and password to gain access into the system. No fees are assessed to unlicensed assistants. *\*If you are an unlicensed assistant, please complete ADMIN Application.*

\*The "Board of Choice" concept allows REALTORS® to choose the Board to which they want to belong on the basis of the Factors they decide are most important rather than being limited by office location or jurisdiction boundaries. A REALTOR® may designate one local Board or Association to be his/her "Primary Board". An individual is a primary member if the Association or Board pays State and National dues for that member. An individual is a secondary member if State and National dues are remitted through another Association or Board. The Designated Principal REALTOR®/Broker must be a member of the Association in order for Licensees Affiliated with the company to select the Association or Board as their Primary or Secondary Board.

## SIRA Fees

### How to determine the amount you owe:

- Identify the month the broker signs for your license (*Application for Licensure as a Real Estate Salesperson or Broker*).  
 Jan  Feb  Mar  Apr  May  Jun  Jul  Aug  Sept  Oct  Nov  Dec
- Determine whether you will need a SUPRA ActiveKey to access iBoxes.  
 I will need an ActiveKey  I will not need an ActiveKey
- Agent owes total amount listed under that month which is a proration of the total annual fees.
- REMINDER: If an agent joins near end of MLS or Association year, additional fees will be due.
- This form is used for new agents in which the office has a local association membership.
- Effective July 1, 2011, Agents rejoining within one (1) year, not paying the \$200 application fee to IAR will be required to pay the entire \$155 in IAR dues. There is no proration of IAR dues in this instance.

## SIRA Membership Fees

SIRA bills for Membership Dues twice a year. Association Dues are billed towards the end of December, payable January 1<sup>st</sup>. MLS Dues are billed the end of June and are payable July 1<sup>st</sup>.

### A. Yearly Dues and Fees

SIRA	\$166.00	MLS Fees – Jul 1/ Jun 30	<u>\$750.00</u>
IAR	\$160.00	<b>Association &amp; MLS Annual Total</b>	<b>\$1,211.00</b>
IAR Defense Fund	\$20.00		
NAR	\$80.00		
NAR Public Awareness	<u>\$35.00</u>		
<b>Association Dues (Jan 1/ Dec 31)</b>	<b>\$461.00</b>		

### B. Other Fees and Charges

MLS New Office Fee	\$1,000.00	SUPRA ActiveKey Deposit	\$200.00
Supra Lock Box Deposit	\$600.00	SUPRA ActiveKey Usage Fee	\$180.00/Year

*Information for electronic E-key available upon request*

### C. Prorated Dues Schedule

Membership Dues begin the date the Principal Broker signs the request or transfer form, not the date of application. A copy of the license request or transfer form, signed and dated by the Principal Broker MUST be on file at the REALTOR® Building at time of application for membership.

Applications are by appointment only. Please contact Janet Quatman in Membership **1-812-941-7472**

January 2011		February 2011		March 2011	
62.50	Application Fee (SIRA)	62.50	Application Fee (SIRA)	62.50	Application Fee (SIRA)
200.00	Application Fee (IAR)	200.00	Application Fee (IAR)	200.00	Application Fee (IAR)
166.00	SIRA Dues (Jan/Dec)	152.25	SIRA Dues (Feb/Dec)	138.50	SIRA Dues (Mar/Dec)
160.00	IAR Dues (Jan/Dec)	147.00	IAR Dues (Feb/Dec)	133.50	IAR Dues (Mar/Dec)
20.00	IAR Defense Fund (Yearly)	20.00	IAR Defense Fund (Yearly)	20.00	IAR Defense Fund (Yearly)
80.00	NAR Dues (Jan/Dec)	73.50	NAR Dues (Feb/Dec)	66.75	NAR Dues (Mar/Dec)
35.00	NAR Pub. Awareness (Yearly)	35.00	NAR Pub. Awareness (Year)	35.00	NAR Pub. Awareness (Year)
	<u>\$723.50 Association Dues</u>		<u>\$690.25 Association Dues</u>		<u>\$656.25 Association Dues</u>
62.50	Application Fee (MLS)	62.50	Application Fee (MLS)	62.50	Application Fee (MLS)
375.00	MLS Fee (Jan/Jun)	312.50	MLS Fee (Feb/Jun)	250.00	MLS Fee (Mar/Jun)
	<u>\$437.50 MLS Fees</u>		<u>\$375.00 MLS Fees</u>		<u>\$312.50 MLS Fees</u>
<b>1,161.00</b>	<b>Association &amp; MLS w/o Key</b>	<b>1,065.25</b>	<b>Association &amp; MLS w/o Key</b>	<b>968.75</b>	<b>Association &amp; MLS w/o Key</b>
200.00	ActiveKey Deposit	200.00	ActiveKey Deposit	200.00	ActiveKey Deposit
90.00	ActiveKey Usage Fee (Jan/Jun)	75.00	ActiveKey Usage Fee (Feb/Jun)	60.00	ActiveKey Usage Fee (Mar/Jun)
	<u>\$290.00 ActiveKey Fees</u>		<u>(\$275.00 ActiveKey Fees)</u>		<u>(\$260.00 ActiveKey Fees)</u>
<b>1,451.00</b>	<b>Association &amp; MLS w/ Key</b>	<b>1,340.25</b>	<b>Association &amp; MLS w/ Key</b>	<b>1,228.75</b>	<b>Association &amp; MLS w/ Key</b>

April 2011		May 2011		June 2011	
62.50	Application Fee (SIRA)	62.50	Application Fee (SIRA)	62.50	Application Fee (SIRA)
200.00	Application Fee (IAR)	200.00	Application Fee (IAR)	200.00	Application Fee (IAR)
124.50	SIRA Dues (Apr/Dec)	110.75	SIRA Dues (May/Dec)	97.00	SIRA Dues (Jun/Dec)
120.00	IAR Dues (Apr/Dec)	106.75	IAR Dues (May/Dec)	93.50	IAR Dues (Jun/Dec)
20.00	IAR Defense Fund (Yearly)	20.00	IAR Defense Fund (Yearly)	20.00	IAR Defense Fund (Yearly)
60.00	NAR Dues (Apr/Dec)	53.50	NAR Dues (May/Dec)	46.75	NAR Dues (Jun/Dec)
35.00	NAR Pub. Awareness (Year)	35.00	NAR Pub. Awareness (Year)	35.00	NAR Pub. Awareness (Year)
	<u>\$622.00 Association Dues</u>		<u>\$588.50 Association Dues</u>		<u>\$554.75 Association Dues</u>
62.50	Application Fee (MLS)	62.50	Application Fee (MLS)	62.50	Application Fee (MLS)
187.50	MLS Fee (Apr/Jun)	125.00	MLS Fee (May/Jun)	62.50	MLS Fee (Jun)
	<u>\$250.00 MLS Fees</u>		<u>\$187.50 MLS Fees</u>		<u>\$125.00 MLS Fees</u>
<b>872.00</b>	<b>Association &amp; MLS w/o Key</b>	<b>776.00</b>	<b>Association &amp; MLS w/o Key</b>	<b>679.75</b>	<b>Association &amp; MLS w/o Key</b>
200.00	ActiveKey Deposit	200.00	ActiveKey Deposit	200.00	ActiveKey Deposit
45.00	ActiveKey Usage Fee (Apr/Jun)	30.00	ActiveKey Usage Fee (May/Jun)	15.00	ActiveKey Usage Fee (Jun)
	<u>\$245.00 ActiveKey Fees</u>		<u>\$230.00 ActiveKey Fees</u>		<u>\$215.00 ActiveKey Fees</u>
<b>1,117.00</b>	<b>Association &amp; MLS w/ Key</b>	<b>1,006.00</b>	<b>Association &amp; MLS w/ Key</b>	<b>894.75</b>	<b>Association &amp; MLS w/ Key</b>
July 2011		August 2011		September 2011	
62.50	Application Fee (SIRA)	62.50	Application Fee (SIRA)	62.50	Application Fee (SIRA)
200.00	Application Fee (IAR)	200.00	Application Fee (IAR)	200.00	Application Fee (IAR)
83.00	SIRA Dues (Jul/Dec)	69.25	SIRA Dues (Aug/Dec)	55.50	SIRA Dues (Sept/Dec)
80.00	IAR Dues (Jul/Dec)	66.75	IAR Dues (Aug/Dec)	53.50	IAR Dues (Sept/Dec)
20.00	IAR Defense Fund (Yearly)	20.00	IAR Defense Fund (Yearly)	20.00	IAR Defense Fund (Yearly)
40.00	NAR Dues (Jul/Dec)	33.50	NAR Dues (Aug/Dec)	26.75	NAR Dues (Sept/Dec)
35.00	NAR Pub. Awareness (Year)	35.00	NAR Pub. Awareness (Year)	35.00	NAR Pub. Awareness (Year)
	<u>\$520.50 Association Dues</u>		<u>\$487.00 Association Dues</u>		<u>\$453.25 Association Dues</u>
62.50	Application Fee (MLS)	62.50	Application Fee (MLS)	62.50	Application Fee (MLS)
750.00	MLS Fee (Jul/Jun)	687.50	MLS Fee (Aug/Jun)	625.00	MLS Fee (Sept/Jun)
	<u>\$812.50 MLS Fees</u>		<u>\$750.00 MLS Fees</u>		<u>\$687.50 MLS Fees</u>
<b>1,333.00</b>	<b>Association &amp; MLS w/o Key</b>	<b>1,237.00</b>	<b>Association &amp; MLS w/o Key</b>	<b>1,140.75</b>	<b>Association &amp; MLS w/o Key</b>
200.00	ActiveKey Deposit	200.00	ActiveKey Deposit	200.00	ActiveKey Deposit
90.00	ActiveKey Usage Fee (Jul/Dec)	75.00	ActiveKey Usage Fee (Aug/Dec)	60.00	ActiveKey Usage Fee (Sept/Dec)
	<u>\$290.00 ActiveKey Fees</u>		<u>\$275.00 ActiveKey Fees</u>		<u>\$260.00 ActiveKey Fees</u>
<b>1,623.00</b>	<b>Association &amp; MLS w/ Key</b>	<b>1,512.00</b>	<b>Association &amp; MLS w/ Key</b>	<b>1,400.75</b>	<b>Association &amp; MLS w/ Key</b>
October 2011		November 2011		December 2011	
62.50	Application Fee (SIRA)	62.50	Application Fee (SIRA)	62.50	Application Fee (SIRA)
200.00	Application Fee (IAR)	200.00	Application Fee (IAR)	200.00	Application Fee (IAR)
41.50	SIRA Dues (Oct/Dec)	27.75	SIRA Dues (Nov/Dec)	14.00	SIRA Dues (Dec)
40.00	IAR Dues (Oct/Dec)	26.75	IAR Dues (Nov/Dec)	13.50	IAR Dues (Dec)
20.00	IAR Defense Fund (Yearly)	20.00	IAR Defense Fund (Yearly)	20.00	IAR Defense Fund (Yearly)
20.00	NAR Dues (Oct/Dec)	13.50	NAR Dues (Nov/Dec)	6.75	NAR Dues (Dec)
35.00	NAR Pub. Awareness (Year)	35.00	NAR Pub. Awareness (Year)	35.00	NAR Pub. Awareness (Year)
	<u>\$419.00 Association Dues</u>		<u>\$385.50 Association Dues</u>		<u>\$351.75 Association Dues</u>
62.50	Application Fee (MLS)	62.50	Application Fee (MLS)	62.50	Application Fee (MLS)
562.50	MLS Fee (Oct/Jun)	500.00	MLS Fee (May/Jun)	437.50	MLS Fee (Dec/Jun)
	<u>\$625.00 MLS Fees</u>		<u>\$562.50 MLS Fees</u>		<u>\$500.00 MLS Fees</u>
<b>1,044.00</b>	<b>Association &amp; MLS w/o Key</b>	<b>948.00</b>	<b>Association &amp; MLS w/o Key</b>	<b>851.75</b>	<b>Association &amp; MLS w/o Key</b>
200.00	ActiveKey Deposit	200.00	ActiveKey Deposit	200.00	ActiveKey Deposit
45.00	ActiveKey Usage Fee (Oct/Dec)	30.00	ActiveKey Usage Fee (Nov/Dec)	15.00	ActiveKey Usage Fee (Dec)
	<u>\$245.00 ActiveKey Fees</u>		<u>\$230.00 ActiveKey Fees</u>		<u>\$215.00 ActiveKey Fees</u>
<b>1,289.00</b>	<b>Association &amp; MLS w/ Key</b>	<b>1,178.00</b>	<b>Association &amp; MLS w/ Key</b>	<b>1,066.75</b>	<b>Association &amp; MLS w/ Key</b>

## SIRA MLS Only Fees

### How to determine the amount you owe:

- ☞ Identify the month the broker signs for your license (*Application for Licensure as a Real Estate Salesperson or Broker*).  
 Jan  Feb  Mar  Apr  May  Jun  Jul  Aug  Sept  Oct  Nov  Dec
- ☞ Determine whether you will need a SUPRA ActiveKey to access iBoxes.  
 I will need an ActiveKey  I will need to activate my GLAR ActiveKey  I will not need an ActiveKey
- ☞ Agent owes total amount listed under that month which is a proration of the total annual fees.
- ☞ REMINDER: If an agent joins near end of MLS year, additional fees will be due.
- ☞ This form is used for new agents in which the office does not have a local association membership.

### A. MLS Only Fees

Annual MLS Fees (Jul 1/Jun 30)	\$850.00	SUPRA iBox Deposit	\$600.00
New Office Fee	\$1,000.00	SUPRA ActiveKey Usage Fee	\$180.00/Year
SUPRA ActiveKey Deposit	\$200.00		

### B. Prorated MLS Only Fees Schedule

Membership fees begin the date the Principal Broker signs the request or transfer form, not the date of application. A copy of the license request or transfer form, signed and dated by the Principal Broker MUST be on file at the REALTOR® Building at time of application for membership.

Applications are by appointment only. Please contact Janet Quatman in Membership 1-812-941-SIRA (7472)

January 2011		February 2011		March 2011	
62.50	Application Fee (MLS)	62.50	Application Fee (MLS)	62.50	Application Fee (MLS)
425.00	MLS Fee (Jan/Jun)	355.00	MLS Fee (Feb/Jun)	284.00	MLS Fee (Mar/Jun)
<b>487.50</b>	<b>MLS Only w/o Key</b>	<b>417.50</b>	<b>MLS Only w/o Key</b>	<b>346.50</b>	<b>MLS Only w/o Key</b>
90.00	ActiveKey Usage Fee (Jan/Jun)	75.00	ActiveKey Usage Fee (Feb/Jun)	60.00	ActiveKey Usage Fee (Mar/Jun)
<b>577.50</b>	<b>MLS Only w/GLAR Key</b>	<b>492.50</b>	<b>MLS Only w/GLAR Key</b>	<b>406.50</b>	<b>MLS Only w/GLAR Key</b>
200.00	ActiveKey Deposit	200.00	ActiveKey Deposit	200.00	ActiveKey Deposit
<b>777.50</b>	<b>MLS Only w/ SIRA ActiveKey</b>	<b>692.50</b>	<b>MLS Only w/ SIRA ActiveKey</b>	<b>606.50</b>	<b>MLS Only w/ SIRA ActiveKey</b>
April 2011		May 2011		June 2011	
62.50	Application Fee (MLS)	62.50	Application Fee (MLS)	62.50	Application Fee (MLS)
212.50	MLS Fee (Apr/Jun)	142.00	MLS Fee (May/Jun)	71.00	MLS Fee (Jun)
<b>275.00</b>	<b>MLS Only w/o Key</b>	<b>204.50</b>	<b>MLS Only w/o Key</b>	<b>133.50</b>	<b>MLS Only w/o Key</b>
45.00	ActiveKey Usage Fee (Apr/Jun)	30.00	ActiveKey Usage Fee (May/Jun)	15.00	ActiveKey Usage Fee (Jun)
<b>320.00</b>	<b>MLS Only w/GLAR Key</b>	<b>234.50</b>	<b>MLS Only w/GLAR Key</b>	<b>148.50</b>	<b>MLS Only w/GLAR Key</b>
200.00	ActiveKey Deposit	200.00	ActiveKey Deposit	200.00	ActiveKey Deposit
<b>520.00</b>	<b>MLS Only w/SIRA ActiveKey</b>	<b>434.50</b>	<b>MLS Only w/ SIRA ActiveKey</b>	<b>348.50</b>	<b>MLS Only w/ SIRA ActiveKey</b>
July 2011		August 2011		September 2011	
62.50	Application Fee (MLS)	62.50	Application Fee (MLS)	62.50	Application Fee (MLS)
850.00	MLS Fee (Jul/Jun)	780.00	MLS Fee (Aug/Jun)	708.00	MLS Fee (Sept/Jun)
<b>912.50</b>	<b>MLS Only w/o Key</b>	<b>842.50</b>	<b>MLS Only w/o Key</b>	<b>770.50</b>	<b>MLS Only w/o Key</b>
90.00	ActiveKey Usage Fee (Jul/Dec)	75.00	ActiveKey Usage Fee (Aug/Dec)	60.00	ActiveKey Usage Fee (Sept/Dec)
<b>1,002.50</b>	<b>MLS Only w/GLAR Key</b>	<b>917.50</b>	<b>MLS Only w/GLAR Key</b>	<b>830.50</b>	<b>MLS Only w/GLAR Key</b>
200.00	ActiveKey Deposit	200.00	ActiveKey Deposit	200.00	ActiveKey Deposit
<b>1,202.50</b>	<b>MLS Only w/Key</b>	<b>1,117.50</b>	<b>MLS Only w/ SIRA ActiveKey</b>	<b>1,030.50</b>	<b>MLS Only w/ SIRA ActiveKey</b>
October 2011		November 2011		December 2011	
62.50	Application Fee (MLS)	62.50	Application Fee (MLS)	62.50	Application Fee (MLS)
637.50	MLS Fee (Oct/Jun)	567.00	MLS Fee (Nov/Jun)	496.00	MLS Fee (Dec/Jun)
<b>700.00</b>	<b>MLS Only w/o Key</b>	<b>629.50</b>	<b>MLS Only w/o Key</b>	<b>558.50</b>	<b>MLS Only w/o Key</b>
45.00	ActiveKey Usage Fee (Oct/Dec)	30.00	ActiveKey Usage Fee (Nov/Dec)	15.00	ActiveKey Usage Fee (Dec)
<b>745.00</b>	<b>MLS Only w/GLAR Key</b>	<b>659.50</b>	<b>MLS Only w/GLAR Key</b>	<b>573.50</b>	<b>MLS Only w/GLAR Key</b>
200.00	ActiveKey Deposit	200.00	ActiveKey Deposit	200.00	ActiveKey Deposit
<b>945.00</b>	<b>MLS Only w/ SIRA ActiveKey</b>	<b>859.50</b>	<b>MLS Only w/SIRA ActiveKey</b>	<b>773.50</b>	<b>MLS Only w/ SIRA ActiveKey</b>

## Payment Information

Payment of Application Fees and Association and/or MLS Dues must be made payable to SIRA upon issue of a New Member Invoice. There are no refunds of any fees or dues. Please provide the following payment information:

### A. Cash or Check

I will be paying by  Cash  Money Order  Certified Funds  Check # \_\_\_\_\_

### B. Credit Card Authorization

I will be paying by Credit Card. Please note: The SIRA Credit Card Authorization form is to be used by SIRA MEMBERS ONLY. SIRA does not accept Debit Cards.

AM Exp  Discover  
 MasterCard  Visa

Date: \_\_\_\_\_ Amount Due: \$ \_\_\_\_\_

Member Name (please print): \_\_\_\_\_

Card Holder Name (please print): \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Card Verification Value (3-Digit CVV): \_\_\_\_\_

I hereby agree and request the above be charged to my credit card and additionally understand that there are no refunds for any paid dues and/or application fees regardless of the term of my membership.

\_\_\_\_\_  
Member Signature Date

\_\_\_\_\_  
Printed or Typed Name

\_\_\_\_\_  
Card Holder Signature Date

\_\_\_\_\_  
Printed or Typed Name

#### FOR SIRA STAFF USE ONLY

Credit Card Payment for Invoice # \_\_\_\_\_

Dues  SUPRA Usage Fee  Continuing Education  Supplies  Fees/Fines  Other \_\_\_\_\_

Faxed to Finance Department  Original File  Authorized

Staff Initials: \_\_\_\_\_

## Membership Application

As a REALTOR® Member you also receive membership to the Indiana REALTORS® Association as well as the National Association of REALTORS®. Membership eligibility and participation in SIRA and SIRA MLS are not limited in any respect by race, creed, color, national origin, age, sex, physical disability, or sexual orientation. The information collected in this application is for demographic purposes, identification verification, and for background checks, as applicable. Please sign and complete this application in its entirety.

### Application Questionnaire

I hereby submit the following information for consideration:

#### A. License Information

Are you a new licensee?  Yes  No

Indiana License #: \_\_\_\_\_

Are you licensed in another state(s)?  Yes  No

State(s): \_\_\_\_\_

License #(s): \_\_\_\_\_

#### B. Membership Information

Have you ever been a member of SIRA?  Yes  No

If Yes, When: \_\_\_\_\_

Are you a member of another Board?  Yes  No

If Yes, Which Board: \_\_\_\_\_

SIRA will be my?  Primary Board  Secondary Board

Primary Board: \_\_\_\_\_

*\*Please attach letter of good standing from primary board.*

Membership Level:  Designated REALTOR®  REALTOR® Member  MLS Only Member  Licensed Assistant

### Application for REALTOR® Membership

I hereby submit the following information for consideration:

#### A. Personal Information

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address(es): \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ City/State of Birth: \_\_\_\_\_ Sex:  Female  Male

Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Race/National Origin: \_\_\_\_\_

Languages Spoken: \_\_\_\_\_

## B. Office Information

Office/Company Name: \_\_\_\_\_

Principal Broker Name: \_\_\_\_\_

Office Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Signed/Dated Broker Request for License Attached (*Application for Licensure*):  Yes  No Date Signed: \_\_\_\_/\_\_\_\_/\_\_\_\_

*I understand dues and fees are prorated based on the date my Principal Broker signs for my license with the State:* \_\_\_\_\_  
*Initials*

## C. SIRA References

List three (3) real estate licensees/SIRA Members whom you can use as references. If you do not know three (3) real estate licensees, please list three (3) personal or professional references.

Name/Company	Contact Number
_____	_____
_____	_____
_____	_____

## D. Credit References

List two (2) bank or credit references with whom you currently do business.

Name/Company	Contact Number
_____	_____
_____	_____

## E. Education

Have you obtained your High School Diploma:  Yes  No Years: \_\_\_\_\_

High School: \_\_\_\_\_ City/State: \_\_\_\_\_/\_\_\_\_\_

Have you obtained a higher degree:  Yes  No

Degree: \_\_\_\_\_ Year: \_\_\_\_\_ College/Univ.: \_\_\_\_\_

Degree: \_\_\_\_\_ Year: \_\_\_\_\_ College/Univ.: \_\_\_\_\_

## F. Employment Information

Will you be active in real estate:  Full Time  Part Time

If Part Time, what is your primary profession: \_\_\_\_\_

Current Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Position: \_\_\_\_\_ From/To: \_\_\_\_\_/\_\_\_\_\_

## G. Employment History

List most recent employment history first. Do not include current real estate company.

Employer/Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Position: \_\_\_\_\_ From/To: \_\_\_\_\_ / \_\_\_\_\_

Employer/Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Position: \_\_\_\_\_ From/To: \_\_\_\_\_ / \_\_\_\_\_

Employer/Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Position: \_\_\_\_\_ From/To: \_\_\_\_\_ / \_\_\_\_\_

I have never been employed

## H. Professional Information

Do you hold, or have you ever held a real estate license in another state?  Yes  No

If yes, specify which state(s): \_\_\_\_\_ License Number(s): \_\_\_\_\_

Have you held, or do you hold, membership in another Association/Board of REALTORS®?  Yes  No

If yes, specify which Board/Association(s): \_\_\_\_\_

What type of membership? \_\_\_\_\_ Years: \_\_\_\_\_ / \_\_\_\_\_

Has your membership in an Association/Board of REALTORS® ever been refused, suspended or terminated?  Yes  No

*\*If yes, attach additional page and explain in full.*

Has your license in this or any other state ever been suspended or revoked?  Yes  No

*\*If yes, attach additional page and explain in full.*

Are there now, or have there ever been within the past five (5) years, any complaints against you or the firm with which you have been associated before any state real estate regulatory agency or any government agency?  Yes  No

*\*If yes, attach additional page and explain in full, along with supporting documentation.*

Are there any complaints, charges, or actions against you, within the past five (5) years, by any civil rights agency, consumer protection agency, or any other agency, board, or commission?  Yes  No

*\*If yes, attach additional page and explain in full.*

Have you been convicted of a felony within the past five (5) years which would violate public trust?  Yes  No

*\*If yes, attach additional page and explain in full.*

Are there currently any civil or criminal suits pending against you?  Yes  No

*\*If yes, attach additional page and explain in full.*

Do you have financial issues which could jeopardize those doing business with you?  Yes  No

*\*If yes, attach additional page and explain in full.*

Data Access: I understand and agree that my access to the SIRA MLS Database presently compiled in the Rapattoni MLS System is for the sole purpose to enhance my ability to assist customers and clients in the sale or purchase of real estate. I understand that selling or providing information in ANY MANNER contained in the MLS System, including personal passwords to anyone outside my office is a violation of the SIRA MLS Policy, Rules and Regulations and the Code of Ethics and subject to fines and possible legal action with regard (but not limited to) Intellectual Property.

I hereby certify that the information given is true and correct. I agree that failure to provide complete and accurate information as requested, or any mis-statement of fact, shall be grounds for revocation of my membership status with no refund of any dues or fees paid. I also agree that my membership in SIRA will terminate at anytime I fail to pay the dues and fees as assessed or have an outstanding balance over forty-five (45) days.

\_\_\_\_\_  
Member Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed or Typed Name

## Membership Affidavit

THIS IS A LEGALLY BINDING CONTRACT. IF NOT UNDERSTOOD, SEEK LEGAL ADVICE.

### A. Statements of Membership

I hereby apply for REALTOR® membership and/or MLS Participation in the Southern Indiana REALTORS® Association. I agree as a condition of membership to complete the SIRA Orientation Course, and to thoroughly familiarize myself with the Code of Ethics of the National Association of REALTORS®, including the duty to arbitrate disputes in accordance with the Code of Ethics and Arbitration Manual of SIRA and the SIRA Bylaws, and Rules and Regulations.

I further agree to complete satisfactorily a reasonable and nondiscriminatory written examination covering items such as the Code of Ethics, Bylaws, Rules and Regulations, and Duty to Arbitrate, all as from time to time amended.

Finally, I consent and authorize SIRA through its membership process or otherwise 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 the association by a member or other person in response to any such invitation shall be conclusively deemed to be privileged and not for the basis of any such action by me for slander, libel, or defamation of character.

*\*Please read and initial each of the following statements.*

- \_\_\_\_\_ I understand that I must be a REALTOR® to receive access to the SIRA Multiple Listing Service (MLS).
- \_\_\_\_\_ I understand that the MLS fee paid upon application is a prorated amount included in my membership invoice through June 30th. MLS fees are billed in advance in June of each year for the time period beginning July 1<sup>st</sup> through June 30.
- \_\_\_\_\_ I understand that if I do not pay MLS fees by the deadline date/time each year my membership will terminate.
- \_\_\_\_\_ I am aware that successful completion of SIRA's New Membership Orientation Program is a requirement prior to membership.
- \_\_\_\_\_ I understand that selling or providing information in ANY MANNER contained in the MLS system, including system/personal passwords, as well as corresponding MLS data or participation information to anyone, is a violation of the SIRA MLS Policy, Rules & Regulations and the Code of Ethics and is subject to fines or expulsion from the service or both. (Exception: Providing a client or customer a printout of properties viewed.)
- \_\_\_\_\_ Official Notices are provided to members via the SIRA *PropertyWrites* Newsletter, which is sent electronically on a monthly basis.
- \_\_\_\_\_ I understand that if I do not pay REALTOR® dues (SIRA, IAR, NAR) and/or the MLS Fees by the deadline date and time, my membership will immediately TERMINATE in SIRA and/or the SIRA MLS and THERE IS NO CREDIT OR REFUND OF ANY FEES OR APPLICATION FEES PREVIOUSLY PAID.
- \_\_\_\_\_ I understand that if my Principal Broker releases my license and I do not sign with another SIRA MLS Broker, my membership terminates and there is no credit or refund of any fees or application fees previously paid. (Exception: Your SUPRA ActiveKey Deposit will be refunded upon return of ActiveKey to SIRA. Smartphone eKey fees must be terminated through SUPRA.)
- \_\_\_\_\_ I agree to notify SIRA within twenty-four (24) hours if I change real estate companies
- \_\_\_\_\_ I agree to notify SIRA within twenty-four (24) hours of any change of contact information: address, phone number, email, license status, or designation achievement.
- \_\_\_\_\_ I understand that SIRA membership meetings offering continuing education are held as a member benefit and service.
- \_\_\_\_\_ I understand that an active Indiana real estate license or Indiana appraisal license is a REQUIREMENT of membership.
- \_\_\_\_\_ I understand SIRA is a separate organization from the Indiana Real Estate Commission Professional Licensing Agency. It is my responsibility to maintain my license and notify the Indiana Real Estate Commission of any address changes, transfers, etc.

I hereby state that I have read each of the statements above and I fully understand each, their obligations and penalties. I further agree to conduct my business so as not to conflict with the above statements, Code of Ethics, or both. I hereby certify that the information given on this application is true and correct. Further, I agree that failure to provide complete accurate information as requested, or any misstatement of fact, shall be grounds for revocation of my membership status, if granted. I also agree that if accepted into the Southern Indiana REALTORS® Association, I shall pay dues and fees as from time to time established.

\_\_\_\_\_  
Member Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed or Typed Name

## ActiveKey Usage Agreements

Approved by members of the Southern Indiana REALTORS® Association, Inc.  
THIS IS A LEGALLY BINDING CONTRACT. IF NOT UNDERSTOOD, SEEK LEGAL ADVICE.

Name: \_\_\_\_\_ MLS ID# \_\_\_\_\_ Office: \_\_\_\_\_

<input type="checkbox"/> SIRA ActiveKey # _____	PIN: _____	<input type="checkbox"/> New Member	<input type="checkbox"/> Replace Defective Key # _____
<input type="checkbox"/> GLAR ActiveKey # _____	PIN: _____		
<input type="checkbox"/> RENTAL ActiveKey # _____	PIN: _____	<input type="checkbox"/> SIRA MEMBER	<input type="checkbox"/> NONMEMBER (Complete Identity Verification)
<input type="checkbox"/> LOANER ActiveKey # _____	PIN: _____	REASON: _____	

<input type="checkbox"/> Deposit Amount \$ _____ <i>\$200 New Member / \$250 Non-Member or Affiliate / \$300 Replacement</i>	<input type="checkbox"/> Paid Usage Fee \$ _____ For Period: _____ thru' _____
<input type="checkbox"/> Cash <input type="checkbox"/> CC <input type="checkbox"/> Check # _____	

**Identity Verification:**

Identity verification boxes **must** be checked for all NONMEMBER Rentals and Affiliates.

Copy of Driver's License  Proof of REALTOR® Membership  Copy of Indiana License  Business Card  Background Check

Please read and initial each of the following statements.

- \_\_\_\_\_ I understand that the ActiveKey/eKey shall be kept in a safe place, if not on my person, at all times. ActiveKey holders shall not allow their ActiveKey/eKey to be loaned, given, or used, by other persons at any time.
- \_\_\_\_\_ I understand that the Personal Identification Number (PIN) will be kept confidential between the ActiveKey holder and the SIRA MLS. At no time should the PIN be disclosed to another person for any reason, or written on the ActiveKey /stored with the ActiveKey. The PIN should never become ascertainable to another if the ActiveKey were to become lost or stolen.
- \_\_\_\_\_ I understand that the SIRA MLS shall be notified **IMMEDIATELY** upon loss or theft of an ActiveKey/eKey. All lost or stolen ActiveKeys must be deactivated immediately to ensure the security of the SIRA MLS SUPRA System, as well as the safety of listings and occupants. ActiveKey holders shall report stolen ActiveKeys to the local authorities prior to being issued a replacement.
- \_\_\_\_\_ I understand that ActiveKeys shall not be used to gain access to an iBox without following the Showing Instructions specified. Showings and/or appointments MUST be scheduled with the Listing Brokerage prior to entry with the expressed consent of the listing agent. ActiveKey holders may not access an iBox unless they hold an active license in the state of Indiana or meet the qualification requirements of the SIRA MLS.
- \_\_\_\_\_ I understand that an ActiveKey holder is held responsible for adhering to all security requirements at all times. Failure to do so will require ActiveKey holder to pay all damages in order to offset all applicable costs to re-establish the security of the SIRA MLS SUPRA System if it is determined the security has been compromised through the negligence or fault of the ActiveKey holder.
- \_\_\_\_\_ I understand that I have received a copy of the *SIRA MLS SUPRA Policy* and will adhere to all rules and regulations. Failure to abide by the policies is subject to significant fines outlined in *SIRA MLS Policy, Addendum A, Violation Notification Process/Fine Schedule*, suspension from SUPRA and SIRA MLS services, as well as being subject to a Code of Ethics hearing.
- \_\_\_\_\_ I understand if I am a NONMEMBER or Affiliate requesting an ActiveKey, I must complete this Agreement and provide proof of identity as requested.
- \_\_\_\_\_ ActiveKeys and accessories will not be assigned or picked up by anyone other than the ActiveKey holder. A refundable deposit will be taken at time of rental/membership, along with nonrefundable rental fees/usage fees.
- \_\_\_\_\_ ActiveKey and all accessories not returned to SIRA by the date specified will result in forfeiture of the deposit and the ActiveKey will be deactivated immediately. Upon termination of membership, ActiveKey and all accessories are to be returned to SIRA within five (5) business days from membership termination date. Failure to return ActiveKeys and accessories will result in forfeiture of all deposits and subsequent invoicing for replacement costs of non-returned equipment.

I hereby state that I have read each of the statements above and I fully understand each, their obligations and penalties. I further agree to conduct my business so as not to conflict with the above statements, Code of Ethics, or both.

\_\_\_\_\_  
ActiveKey Holder Signature

\_\_\_\_\_  
Date

ISSUER: Southern Indiana REALTORS® Association Staff Member

## MLS Usage Agreement

As a REALTOR® Member of the Southern Indiana REALTORS® Association you are entitled to access to our Multiple Listing Service. You will be given access to the Service at the time of New Member Training and Orientation. Access credentials will be assigned to each new REALTOR®. These credentials are to be kept confidential and are for the exclusive use of that member. Each Participant shall be entitled to the number of SIRA MLS accesses sufficient to provide the Participant and each person affiliated as a Licensee, including Licensed/Certified Appraisers, with one access of such compilation. The Participant shall pay for each access as set by SIRA MLS.

An unlicensed Administrative Assistant may receive SIRA MLS access provided the Participant has applied for such access with SIRA MLS by submitting a completed *Administrative Assistant Application*. The Participant shall be responsible for the Administrative Assistant(s) within his/her office and must immediately notify SIRA MLS if the Administrative Assistant should depart for any reason. Termination of the Administrative Assistant's SIRA MLS access will be immediate upon written notification from the Participant.

Participants shall acquire the right to use the SIRA MLS compilation in accordance with the rules and regulations set forth in the *SIRA MLS Policy Handbook*. Non-compliance will result in significant fines outlined in *SIRA MLS Policy, Addendum A, Violation Notification Process/Fine Schedule*, suspension from SUPRA and SIRA MLS services, as well as being subject to a Code of Ethics hearing.

## Training & Orientation

### New Member Orientation

The Southern Indiana REALTORS® Association offers new members a FREE 3 ½ hour training and orientation program, offering 2 Elective Continuing Education Hours. In orientation you can expect to become familiar with the services SIRA offers to their membership from continuing education opportunities, to our extensive Multiple Listing Service. During training, you will receive a jump drive providing you with instruction documents, SIRA Policy information, a copy of all SIRA Contracts and Forms, as well as some helpful information to assist you in getting started in the real estate industry. You will receive hands-on training with a live instructor. SIRA offers a fully equipped computer lab, so there will be no need for you to bring anything except your paperwork.

As the MLS and Education Administrator, I highly suggest you invest the time to become familiar with all of the service SIRA has to offer you. SIRA New Member Orientations are developed to be hands on and packed full of interesting facts. If you wish not to attend, you will be missing out on a great experience, not to mention 2 free continuing education credits! You can waive training in the rare instance if you have been a REALTOR® with our Association before and feel like you do not require training, then you may opt to waive our new member training class. You may also waive training if you have been a member of another REALTOR® Association that has used the Rapattoni Multiple Listing Service, but it is not advised as each Rapattoni MLS is uniquely created for the Association, Market Area, and Membership requirements.

I look forward to meeting you,

*Shawn R. Cornell Blevins*

Shawn R. Cornell Blevins  
MLS and Education Administrator  
Southern Indiana REALTORS® Association, Inc.  
Lewis and Clark Parkway @ Lincoln Drive  
Clarksville, Indiana 47129  
Phone: (812)941-SIRA  
DID: (812)206-9737  
Email: [Shawn@SIRA.org](mailto:Shawn@SIRA.org)  
Visit us online: [www.SIRA.org](http://www.SIRA.org)

## A. Training Schedule

New Member Orientation and MLS Training for REALTOR® Members every Monday from 1:00 p.m. to 4:30 p.m..

ADMIN Orientation and MLS Training for Administrative Assistants every Tuesday from 1:00 p.m. to 4:30 p.m..

I plan on attending on: \_\_\_\_/\_\_\_\_/\_\_\_\_, from 1:00 p.m. to 4:30 p.m..

Member Signature \_\_\_\_\_

Date \_\_\_\_\_

2011

JANUARY							FEBRUARY							MARCH							APRIL							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
						1			1	2	3	4	5			1	2	3	4	5							1	2
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9	10	11	12	13	14	15	13	14	15	16	17	18	19	13	14	15	16	17	18	19	10	11	12	13	14	15	16	
16	17	18	19	20	21	22	20	21	22	23	24	25	26	20	21	22	23	24	25	26	17	18	19	20	21	22	23	
23	24	25	26	27	28	29	27	28	27	28	29	30	31	24	25	26	27	28	29	30								

MAY							JUNE							JULY							AUGUST								
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8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13		
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29	30	31	26	27	28	29	30	24	25	26	27	28	29	30	28	29	30	31											

SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER												
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S						
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25	26	27	28	29	30	23	24	25	26	27	28	29	27	28	29	30	25	26	27	28	29	30	31										

## B. Training Waiver

By waiving training, I understand, that I am requesting to waive the required orientation and Multiple Listing Service training offered by SIRA. I also understand that I will not receive technical assistance from SIRA staff in regards to the MLS and other board services.

I Waive Training & Orientation

Member Signature \_\_\_\_\_

Date \_\_\_\_\_

### FOR STAFF USE ONLY

Agent ID: \_\_\_\_\_  
 Office ID: \_\_\_\_\_  
 License #: \_\_\_\_\_  
 NRDS#: \_\_\_\_\_  
 ActiveKey Serial#: \_\_\_\_\_  
 ActiveKey PIN: \_\_\_\_\_

Payment Information  
 Amount: \$ \_\_\_\_\_  
 Cash  
 Check # \_\_\_\_\_  
 Credit Card

- Rapattoni MLS Access
- Membership Database
- NRDS Database
- SUPRA Billing
- Rolodex Card
- Training/Waiver
- Newsletter Announcement
- Membership Folder