



CAPE COD & ISLANDS
ASSOCIATION OF REALTORS®, INC. &
MULTIPLE LISTING SERVICE, INC.

CCIAOR REALTOR® and CCIMLS Subscriber Application

This joint membership application is for licensed individuals affiliated with a Designated REALTOR® who wish to join The Cape Cod & Islands Association of REALTORS® (CCIAOR) **AND** the Cape Cod & Islands Multiple Listing Service (CCIMLS). You must be affiliated with a REALTOR® firm and your Designated REALTOR® must already be a Participant of CCIMLS to be eligible.

The following must be submitted with your application:

Copy of your Massachusetts salesperson, broker or appraiser license

Letter or email from your Designated REALTOR® or Office Manager confirming you have joined their office

If applying for secondary membership or transferring from another Association, include a letter of good standing from your primary / past board or have the letter emailed to: support@cciaor.com

Submit your application via email to support@cciaor.com or mail to:

Cape Cod & Islands Association of REALTORS
Attention: Membership
22 Mid-Tech Drive
West Yarmouth, MA 02673

Upon receipt of your application package:

- ◆ The Association office staff will review this information, and will (1) accept the application administratively if all information is complete and appropriate payments have been made, or will (2) notify you that membership will be delayed until the problem is resolved. In this instance, the application will not be processed, nor will services of the Association or MLS begin until your application is administratively approved.
- ◆ You will receive a welcome email when your application has been administratively accepted, along with membership identification information and access credentials to your Member Dashboard. This can take up to 4 business days, although we strive to process applications and begin services as quickly as possible.
- ◆ Upon administrative approval, your membership information will be added to a master database for immediate access to services provided by the Cape Cod and Islands Association of REALTORS® (CCIAOR), the Massachusetts Association of REALTORS® (MAR), and the National Association of REALTORS® (NAR). Additionally, your name and office affiliation will be announced to the membership as an applicant on file with provisional membership status.
- ◆ **Prior to accessing the Multiple Listing Service, you will need to complete an online orientation on the rules, regulations and services of the CCIMLS.** Additional information will be included in your welcome email. Once you have completed the orientation, you will have access to the MLS listing software and tools.
- ◆ **You will be afforded 180 days to attend New Member Orientation and new member Code of Ethics training.** In the event your provisional membership is terminated for failure to meet your new member requirements, no refunds will be provided. Additionally, submission of a new application and application fee will be required to reapply for provisional membership and current year dues, if not already remitted, will be due and payable. **Please Note** - New Member Orientation is only offered in-person from 12:00pm- 3:00pm on select weekdays. If this is a concern, please contact our Education Department by calling 508-957-4311 or emailing education@cciaor.com before submitting your application.



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FOR INTERNAL STAFF USE ONLY		Revised: 11/13/18
Application Rec'd:	Provisional Accepted:	Orientation Date:
NRDS #:	MLS User ID:	Assigned Password:

Applicant Information		
Name as it appears on license:		
Home Address:		
City:	State:	ZIP Code:
Office Name and Address:		
City:	State:	ZIP Code:
Mobile Phone:	Office Phone:	Other Phone:
Preferred Mailing Address: <input type="checkbox"/> Office <input type="checkbox"/> Home	Preferred Phone: <input type="checkbox"/> Mobile <input type="checkbox"/> Office <input type="checkbox"/> Other	
Email:	Website:	
Birthdate:		
Real Estate License #:	Real Estate License Expiration Date:	
License Type: <i>Please include a copy of your active license with this application</i> <input type="checkbox"/> Broker <input type="checkbox"/> Sales <input type="checkbox"/> Appraisal		
Do you hold, or have you ever held, a real estate license in any other state? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please specify:		
Has your real estate license, in this or any other state, been suspended or revoked? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please specify the place(s) and date(s) of such action, and detail the circumstances relating thereto:		
CCIAOR Membership Type: <input type="checkbox"/> Primary <input type="checkbox"/> Secondary (<i>must have REALTOR® membership with another Association</i>) If selecting Secondary Membership, enter your NRDS #: <i>If selecting secondary membership OR if transferring from another Association, you must include a letter of good standing from the Association where you currently hold membership with this application OR have the Association email the letter to: support@cciaor.com</i>		



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Have you EVER held REALTOR® membership in any other Association?

Yes No

If yes, please specify:

If yes, enter your NRDS #:

If transferring from another Association, you must include a letter of good standing from the Association where you currently hold membership with this application OR have the Association email the letter to: support@cciaor.com

Have there ever been any complaints/cases against you before any real estate association, state real estate regulatory agency or any other agency of government within the last three years?

Yes No

If yes, please specify the substance of each complaint in each state, the agency before which complaint was made, and the current status or resolution of such complaint:

Have you ever been convicted of a felony?

Yes No

If yes, please explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and state and court of conviction:

Are you 18 or older?

Yes No

Do you certify that you are a U.S. citizen, permanent resident, or a foreign national with authorization to work in the United States?

Yes No

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Payment Information

There is a \$250 application fee for joint REALTOR® and MLS Subscriber membership. REALTOR® dues and CCIMLS fees for new members are prorated monthly. Total payment should be the sum of the application fee (\$250), CCIAOR prorated dues (based on month joining), and CCIMLS prorated fees (based on month joining).

Application Fee \$250.00
CCIAOR Annual Dues \$ _____ (see CCIAOR Annual Dues Schedule below)
CCIMLS Quarterly \$ _____ (see CCIMLS Quarterly Fee Schedule below)
Total Payment Due \$ _____

CCIAOR Prorated Dues Schedule - 2018

See schedule below for **primary*** membership costs inclusive of local, state and national dues. Enter amount above based on the month you are applying. Amount paid will cover membership through the end of the calendar year.

November 2018 \$126.00
December 2018 \$85.00

Please Note - 2019 Annual Dues amount to \$576 and are due by January 1st, 2019. Once your membership has been processed you will receive an email with information about payment options for your 2019 Dues.

*If you are applying for **secondary** membership with CCIAOR, you only need to pay local dues. Please contact us (508-957-4300) and we will provide the prorated amount for your membership dues.

CCIMLS Quarterly Fee Schedule - 2018

Enter amount above based on the month you are applying. Amount paid will cover through the current quarter.

January	\$81.00
February	\$54.00
March	\$27.00
April	\$81.00
May	\$54.00
June	\$27.00
July	\$81.00
August	\$54.00
September	\$27.00
October	\$81.00
November	\$54.00
December	\$27.00

Payment Method

- Check Enclosed.** Payable to: Cape Cod & Islands Association of REALTORS®, Inc.
- Credit Card.** By checking this box, I authorize CCIAOR to charge my credit card the sum of the application fee (\$250), CCIAOR prorated dues (based on month joining) and CCIMLS prorated fees (based on month joining)

Cardholder Name:

Billing Address:

City:

State:

Zip Code:

Credit Card Number:

Expiration Date:

Security Code (CSV):

- YES, sign me up for MLS Auto Pay!** By checking this box, I hereby authorize the Cape Cod & Islands Multiple Listing Service, Inc. to make recurring charges for MLS fees to my Credit Card listed above, and, if necessary, to initiate adjustments for any transactions credited/debited in error. Charge amount will be \$81.00 and will recur on March 1st, June 1st, Sept 1st and Dec 1st annually. This authority will remain in effect until the Cape Cod & Islands Multiple Listing Service, Inc. is notified by me in writing at least two weeks (14 days) before the recurring credit card charge date to cancel it.



Membership Agreement

I hereby apply for REALTOR® Membership in the Cape Cod & Islands Association of REALTORS® and Subscription to the Cape Cod & Islands Multiple Listing Service . I understand that I must complete an online orientation on the MLS prior to receiving access to the MLS tools and services.

I am enclosing payment of an application fee plus my prorated annual dues and fees payable to the Cape Cod & Islands Association of REALTORS® & Cape Cod and Islands Multiple Listing Service. I understand that my dues will be returned to me in the event of non-election and that the application fee is nonrefundable. I agree that, if accepted for membership in the Board, I shall continue to pay the fees and dues owed by me and my firm, as from time to time amended. Note: A portion of the dues payments are tax deductible as ordinary and necessary business expenses, in an amount established and noticed each year.

*I agree to attend **New Member Orientation and New Member Code of Ethics training within 180 days of confirmation of my membership to the Cape Cod & Islands Association of REALTORS®.** I acknowledge that failure to meet this requirement may result in having my membership terminated and in the event of termination, no refunds will be provided. I also 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 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 member requirements not be completed within time frame established in the Association's Bylaws.*

I agree to, upon my own initiative, thoroughly familiarize myself with the Code of Ethics of the National Association of REALTORS® and with the governing documents of the Cape Cod & Islands Association of REALTORS® and Multiple Listing Service which are continually available on the Board's website: <http://cciaor.com/info/> I agree that my act of paying dues shall evidence my initial and continuing commitment to abide by the Code of Ethics, Bylaws, Rules, Regulations and Policies, all as from time to time amended. I understand that a violation of the Code of Ethics may result in termination of any MLS or REALTOR® privileges and that I may be assessed an administrative processing fee which may be in addition to any discipline, including fines, that may be imposed.

By signing below, I consent that the REALTOR® Associations (local, state, national) and their subsidiaries, if any may contact me at the specified address, telephone 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.

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.

Signature of applicant:

Date: