



Membership: (561) 585-4544 | Fax: (561) 585-4348

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3200 Military Trail, Suite 102, Boca Raton, FL 33431

www.rapb.com Email: memberinfo@rapb.com

Broker of Record/Designated REALTOR® Member

You are a REALTOR® and you serve as your firm's Broker of Record. You are also a sole proprietor, partner, corporate officer or branch office manager acting on behalf of the firm's principal.

How to Apply for Membership

1. Bring, fax or email (memberinfo@rapb.com) the following documents to RAPB:
 - a. RAPB application for Broker of Record/Designated REALTOR® Membership.
 - b. A print-out from the DBPR (Florida Department of Business and Professional Regulations) that shows your license as "current, active". The DBPR website is: www.myfloridalicense.com.
 - c. A copy of your real estate broker's license
 - d. A copy of the corporate or branch office license
 - e. Payment for membership to RAPB which includes a one-time Broker/DR application fee and RAPB dues. For "primary" membership, it also includes your pro-rated National Association of REALTORS® (NAR) and Florida REALTORS® (FR) dues. Click on [Membership Information and Fees](#). You may also call the Membership Department for assistance.
2. If you are new to RAPB and/or you need to fulfill your NAR ethics requirement we invite you to attend New Member Orientation and Ethics class. [Click here for the dates.](#)
3. Contact Regional MLS, Inc. (RMLS) at prof.services@rmlsfl.com or 561-627-4548 to subscribe to their service. The RMLS website is www.rmlsfl.com.

General Responsibilities of the Broker of Record/Designated REALTOR®

Each firm (or office in the case of firms with multiple office locations) shall designate in writing one REALTOR® member or Appraiser member who shall be responsible for all duties and responsibilities of membership including the obligation to arbitrate (pursuant to Article 17 of the Code of Ethics) and the payment of Association dues (Article X on the NAR bylaws).

The Broker of Record/Designated REALTOR® is responsible to RAPB for the following:

- Notification of all new licensees affiliated with the office
- Notification of all licensees terminated from the office
- Notification of all contact information changes
- Variable Broker Dues for all affiliated licensees who do not become members (pursuant to RAPB bylaws article X, section 2, dues). See below for additional details on Variable Broker Dues.
- Affiliated licensees compliance with the REALTORS® Code of Ethics
- Affiliated licensees compliance with all NAR required activities such as Code of Ethics training.

Variable Broker Dues

The Broker of Record/Designated REALTORS® dues increase under the following circumstances:

- A licensee affiliated with the firm chooses not to become a member of RAPB
- An existing licensee with the firm chooses not to renew their membership

In either case, the Broker of Record/ Designated REALTORS® dues will be increased by an amount (determined by NAR) annually for each individual pursuant to bullet one and two above. This increase in the Broker of Record/Designated REALTOR® dues does not give the individual licensee involved any rights or privileges of membership and the licensee would simply be listed as a Non-Member Salesperson with the Broker of Record/Designated REALTOR®.

Failure by the Broker of Record/Designated REALTOR® to pay the Variable Broker Dues will result in membership termination and termination of all services including RMLS.

Mandatory Code of Ethics Training

NAR requires all REALTORS® to complete Code of Ethics training each four-year cycle (quadrennial). *The current quadrennial is January 1, 2009 through December 31, 2012.* REALTOR® members who have completed training as a requirement of membership in another association and REALTOR® members who have completed the New Member Orientation + Ethics during any four-year cycle shall not be required to complete additional training until a new four-year cycle commences.

The Broker of Record/Designated REALTOR'S® responsibility is to have each of their affiliated agents satisfy the Code of Ethics requirement before the end of each quadrennial cycle. The Broker of Record/Designated REALTOR® must report completion of the requirement to RAPB. The mandatory Code of Ethics requirement can be satisfied in the following ways:

- Attend a Code of Ethics course at RAPB (schedule found on www.rapb.com)
- Satisfy the requirement by taking the NAR online course available at www.realtor.org
- New agents satisfy the requirement (one quadrennial only) by attending RAPB New Member Orientation + Ethics or taking the NAR Ethics course online

Regional Multiple Listing Service (RMLS)

RMLS is a corporation that provides multiple listing services to members of three REALTOR® Associations (RAPB, Jupiter-Tequesta, Hobe Sound Association of REALTORS® and the REALTORS® Association of St. Lucie) and other non-member participants who meet the RMLS established criteria for membership.

Only Brokers of Record/Designated REALTORS® can be participants in the RMLS. Licensees affiliated with the participating Broker of Record/Designated REALTOR® may become subscribers to RMLS and have access to the RMLS services through the participating Broker of Record/Designated REALTOR®.

Salesperson licensees cannot have direct access to RMLS services.

Broker of Record/Designated REALTOR® and affiliated licensees must submit an application, payment and a copy of the applicant's real estate license to RMLS. Once the applicant has received login information from RMLS, the applicant may lease a SUPRA key and purchase lockboxes from either the RMLS office or RAPB's Boca Raton office (not available in West Palm Beach).

RMLS conducts its own education and training programs offered sometimes at RAPB locations. RAPB has no responsibility for those training programs, scheduling or content.

Clarification of RAPB and RMLS

RAPB and RMLS are two separate entities. Licensees must communicate with and join each entity individually. There is no overlap of dues and fees between the two. Any information changes must be made with RAPB first and then with RMLS. Making changes with one entity does not make the changes with the other. Bring any problems or concern that licensees have with RMLS directly to the attention of RMLS staff. RAPB does not have any direct management or policy control over RMLS.

Application for Broker of Record/Designated REALTOR® Membership

I hereby apply for REALTOR® Membership in the Realtors® Association of the Palm Beaches (RAPB). My dues and application fee will be returned to me in the event of non-election. In the event of my election, I agree to abide by the Code of Ethics of the National Association of REALTORS® (NAR), which includes the duty to arbitrate, and the Constitution, Bylaws and Rules and Regulations of the above named Association, the State Association, and National Association, and if required, I further agree to satisfactorily complete a reasonable and non-discriminatory written examination on such Code, Constitutions, Bylaws and Rules and Regulations. 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 requirements, such as orientation, not be completed within the timeframe established in the Association's Bylaws. I understand that I will be required to complete periodic Code of Ethics training as specified in the Association's Bylaws as a condition of membership.

NOTE: Applicant acknowledges that if accepted as a member and he/she subsequently resigns from the Association or otherwise causes membership to terminate with an ethics complaint pending, the Board of Directors may condition renewal of membership upon applicant's certification that he/she will submit to the pending ethics proceeding and will abide by the decision of the hearing panel. If applicant resigns or otherwise causes membership to terminate, the duty to submit arbitration continues in effect even after membership lapses or is terminated, provided the dispute arose while applicant was a REALTOR®.

I hereby certify that the 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. I further agree that, if accepted for membership in the Realtors® Association of the Palm Beaches (RAPB), I shall pay the fees and dues as from time to time established. NOTE: Payments to the Realtors® Association of the Palm Beaches (RAPB) are not deductible as charitable contributions. Such payments may be as an ordinary and necessary business expense. No refunds.

By signing below I consent that the REALTOR® associations (local, state, national) and their subsidiaries, if any (e.g., MLS, Foundation) may contact me at the specified address, telephone numbers, fax numbers, email address or other means of communication available. The 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.

Dues are prorated according to the month joining. I hereby submit the following information for your consideration.

{ } I hereby apply for Broker of Record/Designated REALTOR® Membership and understand that, if I am applying for membership for the first time or if I am rejoining as a REALTOR® after being away for a period of over 4 years, I must complete the NAR - required Code of Ethics training and New Member Orientation within 60 days of membership, or I will forfeit my application fee.

Orientation/Ethics Needed? ___ yes ___ no Orientation Date Chosen: _____ [click here for dates](#)

*denotes required information

Applicant

Name (as shown on professional license)* _____

Nickname (if used) _____ Real Estate License #: SL or BK* _____

Email address: (required)* _____

Office Name* _____

Office Address* _____ City* _____

Office Phone* _____ Office Fax* _____

Home Address* _____ City* _____

State* _____ Zip* _____ Cell Phone #* _____ Can we text you? (circle one) Y or N

Home Phone: _____ Personal Fax: _____

Bio

The "Bio" information is being collected for reasons of understanding our members and has no basis on membership approval.

Date of birth: _____ Please circle one: M or F Place of birth: _____

Co. Info

Company information* { } Sole Proprietor { } Partnership { } Corporation { } LLC

Your Position* { } Principal { } Partner { } Corporate Officer { } Branch Office Manager

Names of other Partner/Officers of your firm* Please provide on an attachment { } Attachment

Firm license number* _____

Business Info

Is this Office Address, as stated, your principal place of business? { } Yes { } No If no, or if you have any branch offices, please indicate and give address* _____

Have you or your firm ever been found in violation of state real estate licensing regulations within the last three years?

{ } Yes { } No If yes, please provide details in an attachment.* { } Attachment

Have you or your firm been convicted, adjudged or otherwise recorded as guilty by a final judgment of any court of competent jurisdiction of a felony or other crime? { } Yes { } No If yes, please provide details on an attachment.* { } Attachment

Personal Info

Are you presently a member of any other Association of REALTORS®?* { } Yes { } No

If yes, what is the name of the Association and what type of membership was held?* _____

Have you ever held membership in any other Association of REALTORS®?* { } Yes { } No

If yes, what was the name of the Association and what type of membership was held? _____

Have you ever been refused membership in any other Association of REALTORS®? { } Yes { } No

If yes, state the basis for refusal and provide details on an attachment.* { } Attachment

Have you ever been found in violation of the Code of Ethics or other membership duties in any Association of REALTORS® in the past three years or are there any such complaints pending?* { } Yes { } No

If yes, provide details in an attachment.* { } Attachment

If you are now or have ever been a REALTOR®, indicate your NAR Membership (NRDS) #* _____

When is the last date (year) you completed NAR's mandatory the Code of Ethics training requirement?* _____

Date: _____ Signature: _____

Applicant's Name: _____

Payment

I am paying by: Check Check#: _____ MasterCard Visa AMEX Discover

Credit Card #: _____ Verification code (req. for cc) _____

Expiration Date: _____ Authorization Amount: \$ _____

Name on Card: _____

Address on card, if different than applicant's: _____

Cardholder Signature: _____

RAPB USE

NRDS #: _____ Walk in Fax Email

Letter of Good Standing Needed? Yes No Received? Yes No

Code of Ethics Needed? Yes No If yes, Orientation Date: _____

Payment Received in: Boca West Palm Beach