

## Application Process



830 Morro Bay Blvd, Morro Bay, CA 93442  
Phone: 805-772-4405 Fax: 805-772-1391  
[www.ScenicCoast.org](http://www.ScenicCoast.org)

Thank you for your interest in joining the Scenic Coast Association of REALTORS® (SCAR) Applications can be submitted in person at our office between 9:00 am to 5:00 pm and Monday to Thursday and 10:00 am - 5:00pm on Fridays. Appointments to process your application are recommended to avoid a wait time and generally take about 30 minutes. Please contact Emma at 805-772-4405 and/or [ScenicEmmaHope@gmail.com](mailto:ScenicEmmaHope@gmail.com) Applications may also be submitted by fax, us mail or email. Service generally starts around 24 hours after processing your application. Once your application has been processed we will contact you via email with you Member Login and Password information.

In order to expedite the processing of your membership application, please be sure to include the following with your completed application.

- \_\_\_\_\_ Completed REALTOR® Membership Application and or MLS Application with signature of your broker or authorized office manager\*
- \_\_\_\_\_ Copy of real estate license/pocket ID
- \_\_\_\_\_ Copy of Driver's license or state ID card
- \_\_\_\_\_ Membership fees are payable by Visa, MasterCard, Discover, American Express or personal Check

### **New REALTORS®**

We would also like to remind you to complete your online training course through Realtor.org. <http://www.realtor.org/mempolweb.nsf/pages/coetraining> If you have already completed these online courses, please disregard.

*We welcome you and look forward to working with you as a member of Scenic Coast.*

*\*\* Dues are non-refundable. If you have paid California and National Association of REALTORS® membership dues for the current year, these may be transferred to us if you are joining as a REALTOR®. You will still be required to pay local AOR dues and MLS fees upon joining.*

*Our mission is*

*"to empower members to attain the highest professional and ethical standards of practice by being the leading source for real estate information, education, materials and services."*



**CALIFORNIA ASSOCIATION OF REALTORS® APPLICATION FOR REALTOR®  
AND/OR MLS MEMBERSHIP  
SCENIC COAST ASSOCIATION OF REALTORS®**

I apply for the following categories of membership:  REALTOR® (Salesperson or Broker Associate)  Designated REALTOR® (Broker of Record)  
 MLS ONLY MEMBER  MLS ONLY BROKER

**APPLICATION INFORMATION**

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

Home Number: \_\_\_\_\_  
This will NOT appear in the MLS

Cell Number: \_\_\_\_\_  
This will appear in the MLS

E-Mail Address: \_\_\_\_\_  
This will appear in the MLS

Website Address: \_\_\_\_\_  
This will appear in the MLS

Home Address: \_\_\_\_\_  
Street City State Zip Code

Birth Date (M/D/Y): //

Preferred Publication:  Home  Office

MLS Password:

Sentrilock Keypad:

***(Must be 8 characters with at least 1 number)***

***(Must be 5 digits, cannot be ascending or starting with 0)***

National Association of REALTORS® ID (NRDS #): \_\_\_\_\_

Persons other than principals, partners, corporate officers or branch office managers of real estate or appraisal firms must remain employed by or affiliated with a Designated REALTOR® to be eligible for REALTOR® or REALTOR-ASSOCIATE® membership. Persons other than principals, partners, corporate officers or branch office managers of real estate or appraisal firms who hold a valid California real estate license must remain employed by or affiliated with a MLS Broker Participant or MLS Appraiser Participant of the MLS in order to join as a MLS Subscriber. If applicable, please complete below:

**DRE LICENSING INFORMATION**

CAL BRE License #: \_\_\_\_\_ Expiration

License Type:  Broker  Salesperson  Corporate

Have you ever been disciplined by the CAL BRE? Yes No If yes, provide all relevant details and dates (or attach copies of discipline).

**OFFICE INFORMATION**

Office Name: \_\_\_\_\_

Name of Designated Broker: \_\_\_\_\_

Office Address: \_\_\_\_\_  
Street City State Zip Code

Office Phone: \_\_\_\_\_ Office Fax: \_\_\_\_\_

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**ASSOCIATION & MLS INFORMATION**

List all Boards/Associations of REALTORS® and MLS to which you **CURRENTLY BELONG & PREVIOUSLY BELONGED:**

Have you ever been disciplined by any of the above Boards/Associations or MLS ?  No  Yes If yes, attach copies of the discipline.

**DESIGNATED REALTOR®( BROKER) APPLICANTS ONLY**

To be eligible for MLS membership, MLS Broker Participants **must** offer and/or accept compensation in the capacity of a real estate broker. I certify that I actively endeavor during the operation of my real estate business to list real property of the type listed on the MLS and/or to accept offers of cooperation and compensation made by listing brokers or agents in the MLS.

Yes, I certify.  No I cannot certify.

Designated REALTOR® and MLS Broker and Appraiser Participant applicants must provide the Board/Association a list of licensees employed by or affiliated with them and must also regularly update the Board/Association on any changes, additions, or deletions from the list. On a separate sheet or form, please list all licensees under your license, including their name, the type of license, and their DRE or OREA License #.

I am a (check the applicable boxes):  sole proprietor  general partner  corporate officer  branch office manager

If you checked any box in question above, you must answer the following:

a. Are you or your firm subject to any pending bankruptcy proceedings?

Yes  No

b. Have you or your firm been adjudged bankrupt within the last three (3) years?

Yes  No

If you answered yes to (a) or (b), you may be required to make cash payments for membership dues and MLS fees.

I certify that I have no record of official sanctions rendered by the courts or other lawful authorities for violations of:

(i) civil rights laws within the last three (3) years  Yes, I certify.  No I cannot certify.

(ii) real estate license laws within the last three (3) years  Yes, I certify.  No I cannot certify.

(iii) criminal convictions where (1) the crime was punishable by death or imprisonment in excess of one year under the law under which you were convicted and (2) no more than ten (10) years have elapsed since the date of the conviction or your release from the confinement imposed for that conviction, whichever is the later date.  Yes, I certify.  No, I cannot certify.

If you could not certify any of the above, please attach additional sheets with all relevant details about the violation(s), including the date(s), type of violation(s), and a copy of the discipline, if any.

**GENERAL TERMS AND CONDITIONS OF MEMBERSHIP**

**Bylaws, Policies and Rules**

I agree to abide by the bylaws, policies and rules of the Scenic Coast Association of Realtors®, the bylaws, policies and rules of the California Association of Realtors®, and the constitution, bylaws, policies and rules of the National Association of REALTORS®, all as may from time to time be amended.

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**Use of the term REALTOR® OR REALTOR-ASSOCIATE®**

I understand that the professional designations REALTOR® and REALTOR ASSOCIATE® are federally registered trademarks of the National Association of REALTORS®(“N.A.R.”) and use of these designations are subject to N.A.R. rules and regulation. I agree that I cannot use these professional designations until this application is approved, all my membership requirements are completed, and I am notified of membership approval in one of these designations. I further agree that should I cease to be a REALTOR® or REALTOR-ASSOCIATE®, I will discontinue use of the term REALTOR® or REALTOR-ASSOCIATE® in all certificates, signs, seals or any other medium.

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**Orientation**

Applicants for REALTOR® membership and provisional REALTOR® members (where applicable) shall complete an orientation program on the Code of Ethics, meeting the minimum criteria established by N.A.R. for new member ethics training. This requirement does not apply to applicants for REALTOR® membership or provisional members who have completed comparable orientation in another Association, provided that REALTOR® membership has been continuous, or that any break in membership is for one year or less. Failure to satisfy this requirement within Ninety (90) days of the date of application (or, alternatively, the date that provisional membership was granted), will result in denial of the membership application or termination of provisional membership.

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## **No Refund**

I understand that my Scenic Coast Association of Realtors® membership dues and MLS fees are non-refundable. In the event I fail to maintain eligibility for membership or for MLS Services for any reason, I understand I will not be entitled to a refund of my dues or fees.

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## **Authorization to release and use information; waiver**

I authorize the Scenic Coast Association of Realtors® or its representatives to verify any information provided by me in this application by any method including contacting the California Department of Real Estate., my current or past responsible broker or designated REALTOR®, or any Board/Association or MLS where I held, or continue to hold, any type of membership. I further authorize any Board/Association or MLS where I held, continue to hold, any type of membership to release all my membership or disciplinary records to this Scenic Coast Association of Realtors®, including information regarding (i) all final findings of Code of Ethics violations or other membership duties within the past three (3) years; (ii) pending ethics complaints (or hearings); (iii) unsatisfied discipline pending; (iv) pending arbitration requests (or hearings); and (v) unpaid arbitration awards or unpaid financial obligations. I understand that any information gathered under this authorization may be used in evaluating my application for membership and future disciplinary sanctions. I waive any legal claim or cause of action against the Scenic Coast Association of Realtors®, its agents, employees or members including, but not limited to, slander, libel or defamation of character, that may arise from any action taken to verify, evaluate or process this application or other use of the information authorized and released hereunder. By signing below, I expressly authorize the Scenic Coast Association of Realtors®, including the local, state and national, or their subsidiaries or representatives to fax, e-mail, telephone or send by U.S. mail to me, at the fax numbers, e-mail, telephones and addresses above, material advertising the availability of or quality of any property, goods or services offered, endorsed or promoted by the Scenic Coast Association of Realtors®.

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## **MLS Applicants**

I understand and agree that by becoming and remaining a broker participant or subscriber to the MLS, I agree to abide by the MLS rules, as from time to time amended, including but not limited to the following:

- A. I agree not to use the MLS data for any purpose other than to market property or support market valuations or appraisals as specifically set forth in the rules.
- B. I agree not to reproduce any portion of the active listings except as provided in the MLS rules.
- C. I agree not to download MLS data except as provided in the MLS rules.
- D. I agree not to allow anyone other than authorized participants, their subscribers and the clerical users as defined in the MLS rules to access any computer receiving MLS information. I agree not to transmit the information to any participants, subscribers and clerical users not authorized to access the system by the rules. I agree not to use the MLS to create another product except as may be used by the participant who downloaded the data in compliance with the MLS rules.
- E. I agree I will not give or sell my password to any person or make it available to any person. I further understand that the California Penal Code and the United States Code prohibits unauthorized access to computer data bases. I agree not to allow such unauthorized access by use of either any of my equipment or pass codes.
- F. I understand that clerical users may be authorized to have limited access to the MLS for clerical support only. I understand that clerical users are not allowed to use the information in any way other than to provide such information to me. Persons performing any activities that require a real estate license are not eligible for this clerical users classification. I further understand that any violation by a clerical user employed by me, under contract with me or used by me is my responsibility and can result in discipline and ultimate termination of MLS services.
- G. I will not lend or make available my lockbox key to any person, even if an authorized MLS user. I further understand that the Board can incur costs in securing the system if I fail to take adequate measures to protect my key and lockbox and that I may be held responsible for these costs. Failure to adhere to key and lockbox requirements could undermine the security of homeowners.
- H. I understand and agree that the above statements are in addition to the MLS rules, to which I have also agreed. Violation of any MLS rule may result in discipline, fine and ultimate termination of the service. In addition to that, my actions may cause damage to Board/Association which owns the MLS and the Board may pursue its legal remedies against me to recover such damages.

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## Arbitration Agreement

A condition of membership in the Scenic Coast Association of Realtors® as a REALTOR® or REALTOR-ASSOCIATE® and participant in the MLS is that you agree to binding arbitration of disputes.

As a REALTOR® (including Designated REALTOR®) or REALTOR-ASSOCIATE® member, you agree for yourself and the corporation or firm for which you act as a partner, officer, principal or branch office manager to binding arbitration of disputes with (i) other REALTOR® or REALTOR-ASSOCIATE® members of this Scenic Coast Association of Realtors®; (ii) with any member of the California or National Association of REALTORS®; and (iii) any client provided the client agrees to binding arbitration at the Scenic Coast Association of Realtors®. As a MLS Broker or Appraiser Participant or MLS Subscriber, you agree for yourself and the corporation or firm for which you act as a partner, officer, principal or branch office manager to binding arbitration of disputes with (i) other MLS participants and subscribers; or (ii) any other MLS Broker or Appraiser Participant or MLS Subscriber of another Scenic Coast Association of Realtors®

MLS which shares a common database with this Scenic Coast Association of Realtors® MLS through a Regional or Reciprocal Agreement. Any arbitration under this agreement shall be conducted using the Scenic Coast Association of Realtors® facilities and in accordance with the Scenic Coast Association of Realtors® rules and procedures for arbitration.

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## SIGNATURE

I certify that I have read and agree to the terms and conditions of this application and that all information given in this application is true and correct.

\_\_\_\_\_  
Applicant Signature

□□ / □□ / □□  
Date of Signature

\_\_\_\_\_  
Designated REALTOR® Signature

□□ / □□ / □□  
Date of Signature

## REALTOR® DUES AND FEES

Scenic Coast Association Dues	\$ _____
Scenic Coast Association Application Processing Fees	\$ _____
California Association (C.A.R.) Dues	\$ _____
California Association (C.A.R.) Processing Fees <i>New Applicants for REALTOR® membership and rejoining Members</i>	\$ _____
National Association (N.A.R.) Dues	\$ _____
<b>Total Amount Due</b>	\$ _____

## MLS DUES AND FEES

MLS Application Processing Fees	\$ _____
MLS Quarterly Dues (MAYBE PRORATED)	\$ _____
Sentrilock Quarterly Dues (MAYBE PRORATED)	\$ _____
Sentricard Purchase (ONE TIME FEE)	\$ _____
<b>Total Amount Due</b>	\$ _____

*I will give at least 72 hour notice to the Association Office of cancellation and/or change of MLS services prior to quarter bill end.*

\*Contributions or gifts to the Board/Association, the California Association of REALTORS®, the National Association of REALTORS®, IMPAC and CREPAC are not deductible as charitable contributions for federal income tax purposes. However, dues may be tax deductible as ordinary and necessary business expenses. REALTORS® and REALTOR-ASSOCIATES® may participate in Political Survival by including a voluntary donation on the same check as your dues payment. No contributor will be favored or disfavored by reasons of the amount of his/her contribution or his/her decision not to contribute. Failure to contribute will not affect an individual's membership status in C.A.R. or MLS.

## SENTRILOCK Keycard & Lockbox

### **Your Sentrilock card expires in seven (7) days. You can purchase a card reader and/or renew your card at Scenic Coast Association Office.**

The SentiCard® chip stores encrypted, secure data which cannot be modified or erased. The SentiCard® uses the same type of plastic most credit cards are made with, but instead of a fragile, magnetic strip on the back of the card, the SentiCard® uses a much more durable, gold-plated, smart card chip. This chip cannot be demagnetized. With proper care, your SentiCard® could last for years.

Technical Support request: <http://www.sentrilock.com/contactSupport/> Toll Free 1-877-736-8745.

#### **Eligibility for Lockboxes**

MLS participants and subscribers are eligible for lockbox privileges if they otherwise qualify under this section. Clerical users are not eligible for lockbox privileges. MLS participants and subscribers shall be eligible to hold a lockbox key provided:

1. a) The key holder signs a lease agreement with the MLS.
2. b) The participant to whom the key holder is licensed cosigns the lease agreement with the MLS.
3. c) The key holder continues to comply with all MLS rules relating to lockbox keys.
4. d) The Key holder and participant to whom the key holder is licensed remain eligible for MLS services.

#### **Key Use and Service**

Keys may not be used under any circumstances by anyone other than the key holder, including but not limited to, lending, borrowing or sharing keys and others. The MLS is not obligated to provide service on keys or lock boxes to individuals who are not the registered lessee or owner of the component.

#### **Lockbox Type Requirements**

Participants and Subscribers who utilize lockboxes or other access devices shall use the designated or authorized lockbox required by the MLS where the listing is submitted. More than one lockbox or access device may be used on a property as long as one of them is the lockbox designated or authorized by the MLS where the listing is submitted

#### **Accountability**

Key holders must account for keys at the time of any inventory conducted by the MLS or at any time requested by the Association. Key holders who cease to participate or subscribe to the MLS shall have key system access terminated. Failure to return a key(s) will subject the key holder and/or key holders participant to fines and penalties and to being responsible for all costs incurred by the MLS to secure the lock box key system as a result of the failure to return the key(s).

#### **Deemed Unaccountable**

Keys shall be deemed unaccounted for if a key holder refuses or is unable to demonstrate that the key is within the keyholder's physical control. Inclusion in MLS compilations cannot be required as a condition of placing lockboxes on listed property.

#### **Written Authority**

Participants and subscribers shall not place a lockbox on a property without written authority from the seller and occupant if other than the seller.

#### **Listing Broker's Permission**

No MLS participant or subscriber may enter a property with or without a lockbox without the listing broker's permission. Such permission may be granted by the listing broker specifying permission to use the lockbox through the MLS. Appraiser participants are expressly prohibited from using lockbox keys to enter a property without either the owner's or listing broker's permission.

#### **Unaccountable Keys**

Key holders and participants cosigning with a key holder shall immediately upon discovery report lost, stolen or otherwise unaccountable keys to the A.O.R.

#### **Rules Violations**

Key holders acknowledge that it is necessary to maintain security of the card to prevent its use by unauthorized persons and agrees: not to allow the key holders personal identification number (PIN) to be attached to the key, nor to disclose it to any third party.

#### **Disclaimer**

Key holder indemnifies against, and holds the association and its fees harmless from all actions, suits, costs, expenses, damages and liabilities, including attorney's fees, arising out of, connected with, or resulting from the use of the card, including without limitation, the delivery, possession, use or loss by anyone other than this Association or its MLS or costs incurred in the recovery of the key.

#### **Reimbursement**

Key holder agrees to reimburse this Association and its MLS for any and all expenses incurred in attempting to enforce any or all terms and conditions herein against the key holder as a result of the key holders failure to act in accordance with this agreement. In the event this Association or its MLS commences legal proceedings against the key holder to enforce or interpret any of the provisions of these rules, key holder agrees to pay all costs incurred together with reasonable attorney's fees as determined by the court, both at trial and on any appeal

#### **Warranty and Refunds**

This Association and its MLS do not offer any warranty regarding the use or operation of a key or any key box. There are no refunds for key or key box product from this Association or its MLS.

#### **Right to Limit Access**

The MLS reserves the right to refuse to issue a key or limit key access to lockboxes if, in its sole discretion, determines the security of the system would be compromised by issuing such keys or granting access to lockboxes.

#### **Temporary Keys**

If the MLS uses electronic lockbox programmers or keypads, a participant may purchase or lease additional programmers or keypads (the "Responsible Keyholder") to be issued on a temporary basis to other keyholders in the participant's firm in the event their programmer or keypad becomes non-functional outside normal business hours or under circumstances where a replacement programmer or keypad is not reasonably available from the MLS. Whenever the Responsible Keyholder issues a temporary key, the Responsible Keyholder shall advise the MLS in writing within 2 days after said issuance that the programmer or keypad has been issued, to whom, and the date and time of issuance. The Responsible Keyholder shall also advise the MLS in writing within 2 days after possession of the previously issued programmer or keypad has been reassumed.

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## Recurring Payment Authorization Form

Schedule your payment to be automatically charged to your Visa, MasterCard, American Express or Discover Card. Just complete and sign this form to get started!

### Recurring Payments Will Make Your Life Easier:

- It's convenient (saving you time and postage)
- Your payment is always on time (even if you're out of town), eliminating late charges

### Here's How Recurring Payments Work:

You authorize regularly scheduled charges to your checking/savings debit or credit card. You will be charged the amount owed for each billing period. A receipt for each payment will be emailed directly to you.

I give the Scenic Coast Association/MLS authorization to:

- Use card for Quarterly MLS fees only
- Use card for Quarterly MLS fees and credit card holders Annual Dues
- Call me for authorization before charging - you will receive notice from us at least 10 days prior to the payment being collected.
- Charge away, no need to contact me prior. A receipt will be emailed after transaction is complete.

### Please complete the information below:

I, \_\_\_\_\_ authorize the Scenic Coast Association/MLS to automatically charge the card listed  
(full name)

below as specified for any MLS Fees or AOR dues. Annual Association Dues are due before December 31<sup>st</sup> and Quarterly MLS Fees are late after March 31<sup>st</sup>, June 30<sup>th</sup>, September 30<sup>th</sup> and December 31<sup>st</sup>.

Credit Card Billing Address \_\_\_\_\_

Phone# \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Email \_\_\_\_\_ (transaction receipt will be sent directly to this email address)

- |                               |                                     |
|-------------------------------|-------------------------------------|
| <input type="checkbox"/> Visa | <input type="checkbox"/> MasterCard |
| <input type="checkbox"/> Amex | <input type="checkbox"/> Discover   |

Cardholder Name \_\_\_\_\_

Account Number \_\_\_\_\_

CVV \_\_\_\_\_

Exp. Date \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

I understand that this authorization will remain in effect until I cancel it in writing, and I agree to notify the Scenic Coast Association/MLS in writing of any changes in my account information or termination of this authorization at least 15 days prior to the next billing date. If the above noted payment dates fall on a weekend or holiday, I understand that the payments may be executed on the next business day. I acknowledge that the origination of transactions to my account must comply with the provisions of U.S. law. I certify that I am an authorized user of this credit card/bank account and will not dispute these scheduled transactions with my credit card company; so long as the transactions correspond to the terms indicated in this authorization form.