



MetroTex Association of REALTORS®
Application & Agreement for
DESIGNATED REALTOR® MEMBERSHIP
(For use by the principal or sponsoring broker only)



If you are interested in joining the Association as a **Designated REALTOR® (Broker)**, please note that **any** licensed real estate salesperson, sponsored by you or one of your broker associates would become eligible for Non-Designated REALTOR® membership. If any licensed real estate salesperson sponsored by or one of your broker associates chooses **NOT** to become a member of the Association, your membership dues will be increased to reflect the addition of each such non-member licensee. Should your sponsored agents choose not to join our Association they cannot receive services from our Association or training programs at member prices. If they do choose to join the Association, they would do so under your sponsorship and you would be responsible for any unpaid fees these individuals incur. **Please make sure you read and understand the implications of the Designated REALTOR® Dues Formula found on page 2 of this packet.**

If you are joining the Association as a **State Certified or Licensed Appraiser** you must join as a **Designated REALTOR®**, and the Designated REALTOR® Dues Formula (outlined in step 2) applies to any certified appraisers, licensed appraisers, and trainees who are associated with you.

1. **Please attach a copy of your ACTIVE Texas Real Estate Broker license or Texas State Certified Appraiser Certificate.**
2. **Application Fee of \$300.00 & Annual Membership Dues must be paid before processing.**
 (See table below for the amount of dues applicable).

PAYMENT OF DUES & FEES:

Once your completed application has been received, a member services staff person will contact you for payment and processing. The Association accepts corporate checks, credit cards, or bank debit cards.

* Please note MLS and Supra Key Service are additional fees.

Submission of Application does not immediately activate all services. DUES AND FEES ARE NOT REFUNDABLE AT ANY TIME. APPLICATIONS SUBMITTED WILL BE PROCESSED WITHIN TWO BUSINESS DAYS.

ANNUAL DUES

Annual dues will be collected after application is submitted to MetroTex staff.

If you activate your license:	Texas REALTORS			Technology Assessment	Texas REALTORS Issues Mobilization Political Assess	Texas REALTORS		Your 2021 Dues will be
	MTAR	REALTORS	NAR			Legal	NAR Assess	
January, 2021	\$117.00	\$117.00	\$150.00	\$10.00	\$30.00	\$5.00	\$35.00	\$464.00
February, 2021	\$107.25	\$107.25	\$137.50	\$10.00	\$30.00	\$5.00	\$35.00	\$432.00
March, 2021	\$97.50	\$97.50	\$125.00	\$10.00	\$30.00	\$5.00	\$35.00	\$400.00
April, 2021	\$87.75	\$87.75	\$112.50	\$10.00	\$30.00	\$5.00	\$35.00	\$368.00
May, 2021	\$78.00	\$78.00	\$100.00	\$10.00	\$30.00	\$5.00	\$35.00	\$336.00
June, 2021	\$68.25	\$68.25	\$87.50	\$10.00	\$30.00	\$5.00	\$35.00	\$304.00
July, 2021	\$58.50	\$58.50	\$75.00	\$10.00	\$30.00	\$5.00	\$35.00	\$272.00
August, 2021	\$48.75	\$48.75	\$62.50	\$10.00	\$30.00	\$5.00	\$35.00	\$240.00
September, 2021	\$39.00	\$39.00	\$50.00	\$10.00	\$30.00	\$5.00	\$35.00	\$208.00
October, 2021	\$29.25	\$29.25	\$37.50	\$10.00	\$30.00	\$5.00	\$35.00	\$176.00*
November, 2021	\$19.50	\$19.50	\$25.00	\$10.00	\$30.00	\$5.00	\$35.00	\$144.00*
December, 2021	\$9.75	\$9.75	\$12.50	\$10.00	\$30.00	\$5.00	\$35.00	\$112.00*

***In addition to the above fees, any member joining after September 30, 2021 will also be required to pay 2022 annual dues at the time their application is submitted.**

DESIGNATED REALTOR® DUES FORMULA

The annual dues for each Designated REALTOR® member shall be \$464.00 for the DR's individual license, plus an additional \$384.00 for each of the real estate salespersons, non-principal brokers, and licensed or TX. state certified appraisers who are:

- (1) employed by or affiliated as independent contractors, or who are directly or indirectly licensed with such Designated REALTOR® Member and,
- (2) are not REALTOR® Members or Institute Affiliate Members of any local board or association in the State of Texas.

ENFORCEMENT OF THE D.R. DUES FORMULA

Designated REALTORS® - DR's - have 30 days to report any new individuals licensed with their firm either directly or indirectly. (Indirectly means through another broker in the firm or a corporation in which the DR has an ownership interest or management position. Any licensee not reported to the MetroTex after the 30 day period will show up in the data we receive

quarterly from Texas REALTORS® and the Texas Real Estate Commission.

The Designated REALTOR® of these unreported individuals listed in the Texas REALTORS® /TREC report are then billed directly by the MetroTex for sponsorship dues based on the month in which the license became active with that sponsoring broker.

If the Designated REALTOR® does not pay the invoice within 30 days - or require the licensee to fulfill membership criteria – the DR will be subject to suspension and ultimately termination of membership. To avoid future liability concerning sponsorship dues, the DR should return the license(s) to TREC and maintain a copy in their files.

THE DUES FORMULA: History and Rationale

The delegates to the 1972 Convention of the National Association of REALTORS®, meeting in Honolulu, Hawaii, overwhelmingly approved a new dues formula for computing the dues of REALTOR® members. This formula called for assessment of REALTOR® dues computed on the basis of the size of the REALTOR®'s organization, i.e., on the number of individuals licensed with the REALTOR®.

This was selected as the most accurate and equitable method for assessing dues proportional to the membership benefits and services accruing to the REALTORS® and through the REALTORS® to all individuals licensed with him or her. Other possible methods of computing the dues that were considered included the sales volume of the firm, the number of offices, and other such measures. However, after extensive and careful deliberation, it was determined that the number of individuals licensed with the REALTORS® was the fairest measure of benefits accruing to the REALTOR® from his membership, and this was selected as the foundation for membership dues in NAR.

At the same time, two contingent provisions were adapted and approved as a part of the dues formula.

First, it was recognized that if some or all of the individuals licensed with the REALTOR® also held REALTOR® or REALTOR®-Associate membership, and paid dues for such membership, it would not be equitable to also charge the REALTOR® in respect to such persons; so a credit set off against the REALTORS® dues obligation was provided for each individual licensed with the REALTOR® who voluntarily held REALTOR® or

REALTOR®-Associate membership as a matter of personal option and election.

Secondly, in respect to any given firm comprised of more than one REALTOR® principal, only one of the principals designated by the firm would be charged on the basis of the size formula. Furthermore, it was specified that all other principals of the firm would be charged only a base amount of dues as determined and not charged any dues in respect to the number of individuals licensed with the firm. Thus, in the final analysis, the Designated REALTOR® pays dues (his own personal dues) for membership benefits and services received which are proportional to the number of such persons affiliated with the REALTOR® who benefit from his REALTOR® membership and its benefits and services, but do not personally hold membership and pay no dues.

It must be clearly understood that the Designated REALTOR® is not paying dues for individuals affiliated with him who elect not to be board members. They are not Board members and therefore have no dues payable to the Board. Any benefits or Board services that such licensees realize accrue to them solely through their relationship with the Designated REALTOR® and not provided to them directly by the Board. Rather, the REALTOR® pay his dues (his own and not the dues paid for others) as computed on the number of individuals licensed with him, but who are not members of the Board

-From NAR's "The Executive Officer," June 1981, written by William D. North, current Executive V.P. of the Association.

All Designated REALTORS® Applications are presented to the Board of Directors for approval:

Application must be submitted by 5:00PM on: To Be Presented to Board of Directors On:

January 21, 2021
February 18, 2021
March 18, 2021
April 15, 2021
May 20, 2021
June 17, 2021
July 15, 2021
August 19, 2021
September 16, 2021
October 21, 2021
November 8, 2021
December 10, 2021

January 28, 2021
February 25, 2021
March 25, 2021
April 22, 2021
May 27, 2021
June 24, 2021
July 22, 2021
August 26, 2021
September 23, 2021
October 28, 2021
November 18, 2021
December 16, 2021

The Applicant is not required to be present at the Board of Directors Meeting.

AN EXPLANATION OF YOUR 2021 REALTOR® DUES

2021 MetroTex Local Dues – The annual dues of each REALTOR® member as established annually in advance by the Board of Directors in accordance with Article X, Section 8(a) of the Association Bylaws. It funds all Association member benefits and services.

MetroTex Technology Assessment – This assessment funds the MetroTex Technology Reserve Fund, which was established in 2016. It allows for the designation of restricted reserves that can be used solely for new technology initiatives for the Association. It will allow for upgrades to current Association technology, the investment in new technology equipment, and/or for the installation of new technology systems for the benefit of the membership. This fund is reviewed annually by the MetroTex Budget & Finance Committee, and voted on annually by the MetroTex Board of Directors.

2021 TEXAS REALTORS® Dues – The annual dues of each REALTOR® member as established annually in advance by the Board of Directors in accordance with Article III, Section 1(A) of the Association Bylaws. It funds all Association member benefits and services.

TEXAS REALTORS® Legal Fund Assessment – The Legal Fund was created and approved annually by the TEXAS REALTORS® Board of Directors for the express purpose of:

- Helping Texas REALTORS® understand their legal rights and duties under law.
- Providing legal assistance for matters pending in court or governmental agencies.
- Defraying all or a portion of legal expenses for pending litigation in which a member is a party.
- Defraying legal expenses for cases in which the association intervenes or files briefs as a friend of the court.
- Monitoring and participating in the actions of governmental agencies.
- Reimbursing travel expenses of Texas REALTORS® who participate in form-development task forces.

TEXAS REALTORS® Issues Mobilization/Political Advocacy Assessment – The Issues Mobilization Program was created and approved by the TEXAS REALTORS® Board® of Directors to help local REALTOR® Associations who've identified local ordinances that could affect all Texas REALTORS® or property owners. If a local Association identifies such a proposal, it applies for assistance. Help may come in the form of political expertise, strategic guidance, marketing, and/or funding.

2021 NAR Dues – The annual dues of each REALTOR® member as established annually in advance by the Board of Directors in accordance with Article II, Section 1(A) of the Association Constitution and Bylaws. It funds all Association member benefits and services.

NAR Consumer Advertising Campaign – This funds the NAR Public Awareness Campaign that includes TV ads highlighting the value a REALTOR® brings to a transaction.

- The funds allow the campaign to support NAR's strategic objective of reaching and engaging consumers, increasing the association's reach and impact to the public by driving home the value of home ownership and importance of hiring a REALTOR®.
- Research shows that NAR's national advertising is accomplishing its goals of persuading consumers of the value of homeownership and real estate investment and assuring them of the value REALTORS® bring to the real estate transaction. In our most recent tracking study, 70 percent of consumers surveyed said the ads made them want to contact a REALTOR® for more information, and 82 percent said that the ads made them feel more positive about homeownership.
- The Consumer Advertising Campaign is also one of NAR's most popular membership services. According to the latest membership survey, 96 percent of all members like the ad program and 91 percent would like to see even more advertising than is currently run, a number unchanged through the past three years.
- The National Association of REALTORS® Board of Directors voted to maintain an assessment level of \$35.

MANDATORY NEW MEMBER ORIENTATION

All REALTOR® applicants will be required to complete the new member orientation **within 60 days** of their join date. **If you do not complete New Member Orientation within 60 days of your join date your membership will be inactivated.** The orientation class is broadcast live from the Association headquarters, and simulcast to all five service centers. You are encouraged to register at the location most convenient for you. The cost of the course is included in your application fee.

Why must I attend?: As a real estate professional, it is critical that you know about your professional trade organization and the many ways it can assist you in your business. Along with the many benefits, educational programs and resources that are available to members, the networking and business building that you can achieve by attending the orientation and other Association events more than pays for the cost of your annual membership. Statistics show that early engagement leads to a higher level of knowledge and understanding about the industry, its practices, and the critical rules and regulations that govern your activities as a real estate professional. This in turn leads to fewer TREC and MLS complaints, and a more conscientious effort to practice in a professional and ethical manner.

New Member Orientation is held the 1st & 3rd Friday of each month from 9:00 AM to 1:00 PM. You are responsible for reserving your seat for the orientation you wish to attend, and registration is required. To register for Orientation please follow the link below to our calendar & register through the GoToWebinar system within the New Member Orientation class.

[Metrotex Course Calendar](#)

In order to receive credit for attending orientation, you must be logged into the webinar for the entire duration of the class.

Please note if you have make a reservation and do not attend or cancel prior to your orientation date, you will be charged a No-Show fee of \$50.00.

MANDATORY MLS TRAINING INFORMATION

MLS services are contingent upon completion of the **Intro to Matrix MLS Course**. Please note this is in addition to your new member orientation. There are 2 options for completing this requirement. You are responsible for registering for the MLS training in one of the following two ways:

1. **The hands-on MLS training courses** are scheduled regularly throughout the month. After you have applied for membership you may register for the hands on training via MetroTex eSERVICES at www.mymetrotex.com. Or you can contact an MLS Coordinator at 214-540-2755 OR 817-796-5350 who can assist you in registering for a specific course.

To register on MetroTex eServices, go to www.mymetrotex.com and click on Account Access at the top left of the homepage. Log in to your eServices account and click on the **MetroTex Course Calendar and Registration** Link found under the **Education and Training** section. Look for the **MLS-Intro Matrix MLS** course and click on the title to register. Click on the **Proceed to Register** box and follow the instructions to register.

OR

2. **Take the MLS Training via a 1 hour on demand webinar:** [Get started here](#)
 - o Keep in mind that all MLS training courses are FREE to all MetroTex MLS subscribers. After you view this webinar, if you feel you need more training, simply use the instructions above to register for the hands on course.

Once you have completed one of the two training options above, contact the MLS Department at mls@dfwre.com or 214-540-2755 to receive your MLS password and login instructions.

Want to earn a FREE quarter of MLS fees?

Ask about the M.A.P.S. certification courses. By navigating your way through our 6 course curriculum, you will receive your MLS Academy for Professional Success (M.A.P.S.) certification and get a quarter year of MetroTex MLS fees for free! Course selection is designed to give students a comprehensive knowledge base of the various MLS applications available to them. All of these courses are free to MetroTex MLS subscribers and are all approved for TREC CE credit (TREC provider #0011). Click here for the [Maps flyer](#)



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1. Name of Applicant: _____
Mr./Mrs./Ms. (First) (Middle) (Last) (Nickname for MLS)
Exactly as is appears on your real estate license
2. Name of Real Estate Firm: _____
Office Address: _____
City: _____ State: _____ Zip: _____
Office Phone: (____) _____ Office Fax #: (____) _____ Web Page: _____
3. Type of Firm: ☐ Sole Proprietorship or Partnership ☐ Limited Liability Co. ☐ Corporation
*You **are required** to register your firm name with the Texas Real Estate Commission as either a DBA (for a sole proprietorship or partnership) or through an LLC or Corporate License. Please indicate below that you have complied with this TREC requirement:
☐ Firm is registered with TREC. If an LLC or Corporation, please provide the license number: _____
4. **Please complete all that apply and check ONE box to indicate the number that will be listed as your main contact number.**
☐ Home phone #: (____) _____ ☐ Voice Mail #: (____) _____
☐ Mobile Phone #: (____) _____
☐ Personal Fax #: (____) _____
(If you wish to receive MetroTex information via your personal fax number and not your office fax.)
5. Residence Address: _____
City: _____ State: _____ Zip: _____
6. Social Security Number: _____ E-mail Address*: _____
Required for Credit Report to verify creditworthiness Required for Keycard and Annual Dues Billing
Date of Birth: _____
7. Texas Real Estate License Number: _____ ExpirationDate: _____
8. Race/Ethnicity: ☐ African American ☐ Asian ☐ American Indian or Alaskan Native
☐ Hispanic or Latino ☐ Native Hawaiian or Pacific Islander ☐ White or Caucasian
*Answer to question 8 is optional. Failure to check a box has no adverse effect.
9. Primary Field of Real Estate: ☐ Residential ☐ Commercial ☐ Both
10. Will the MetroTex Association of REALTORS® be your primary Board/Association? ☐ Yes ☐ No
If No, list Primary Board/Association name: _____
11. Have you paid current year NAR and TAR dues to another Association? ☐ Yes ☐ No
If Yes, state name and location of Board/Association: _____
12. Please list all REALTOR® Associations/Boards which you hold membership in:

13. Addresses of all branch offices: _____

14. List names and real estate license numbers of all licensed persons with your firm:

15. Have there been any official sanctions against you or of your real estate license by a governmental agency or court of law within the last three years? ☐ Yes ☐ No
If yes, describe the nature of each sanction, the agency or court issuing such sanction, and current status or resolution of such complaint.

16. Do you have any unpaid financial obligation to any other Association/Board or Association/Board MLS? ☐ Yes ☐ No
17. Within the past three years, have you or any real estate firm in which you are the sole proprietor, general partner, corporate officer or branch office manager been involved in any pending or recent bankruptcy or insolvency proceedings or adjudged bankrupt? ☐ Yes ☐ No
If yes, describe the nature of such proceedings, including the case number, court, and date of such proceedings.

18. Are you an owner of 10% or more of the real estate firm? ☐ Yes ☐ No
If no, identify the principal owner or the person authorized to bind the real estate firm ("Authorized Representative")

I do hereby request and authorize any person or persons to furnish any information and to answer all questions asked concerning my credit worthiness or moral character in connection with this application. The foregoing facts and statements are true and correct to the best of my knowledge and belief:

I hereby apply for Designated REALTOR® Membership in the MetroTex Association of REALTORS®, Inc., ("MetroTex"). I certify that I hold a valid current Texas real estate license and that I am actively engaged in the real estate business. My office is located within the State of Texas (or a state contiguous to Texas). I agree as a condition of my membership to complete the indoctrination courses(s) as prescribed by MetroTex. On my own initiative I will thoroughly familiarize myself with the Code of Ethics of the National Association of REALTORS®, Bylaws and Rules and Regulations, from time to time in effect, of MetroTex, the Texas Association of REALTORS® and the National Association of REALTORS®; and will also familiarize myself with my mandatory duty to arbitrate business disputes with other REALTORS® in accordance with the Code of Ethics and Arbitration Manual of NAR. I agree that my act of paying dues shall evidence my initial and continuing commitment to abide by the aforementioned Code of Ethics, Constitutions, Bylaws, Rules and Regulations and duty to arbitrate, all as from time to time amended, revised, supplemented or altered. I acknowledge and confirm that the Bylaws of MetroTex provides that I am required to arbitrate and I do hereby irrevocably agree to arbitrate any dispute or controversy hereafter arising between me and one or more members of MetroTex in accordance with the rules and regulations governing such arbitration, from time to time in effect as adopted by MetroTex or its Board of Directors. I consent and authorize MetroTex 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 MetroTex by any member or person in response to any such invitation shall be conclusively deemed to be privileged and not form the basis of any action by me for slander, libel, or defamation of character. I agree that my membership in MetroTex and the MLS will authorize me unlimited access to the MLS database and to personal information of other members of MetroTex. Accordingly, I expressly promise to use such access and information only in pursuit of my real estate activities within the scope of my license and not to utilize such access or information for commercial ventures or endeavors that are not within the scope of my license.

I agree, if my membership is approved as a (Designated) REALTOR® of MetroTex, I will pay the prescribed dues and fees in accordance with the Bylaws of the Association, from time to time in effect. I agree to assume responsibility of reporting, in writing, all names of persons to MetroTex, within thirty (30) days, who become licensed with me as an employee or affiliated with me as an independent contractor. I understand that I am responsible for financial obligations incurred by

licensed persons with my firm for dues, fees, keybox lease access fees, MLS fees, and other expenses regularly billed by MetroTex to me for Association services. I understand that if I subsequently resign, it must be in writing.

I acknowledge that if accepted as a member and I subsequently resign or am expelled from membership in MetroTex with an unpaid financial obligation, an ethics complaint or arbitration request pending, the Board of Directors of MetroTex may condition renewal of membership upon payment of the financial obligation owed, my verification that I will submit to the pending ethics or arbitration proceeding and will abide by the decision of the Hearing Panel; or if I resign or am expelled from membership without having complied with an award in arbitration, the said Board of Directors may condition renewal of my membership upon my payment of the award, plus any costs that have previously been established as due and payable in relation thereto, provided that the award and such costs have not, in the interim, been otherwise satisfied.

I further acknowledge that my current and/or future office location(s) will be in compliance with applicable zoning ordinances affecting my office location(s).

I represent that the Authorized Representative is authorized to bind the real estate firm and that MetroTex may rely upon this representation until notified in writing to the contrary.

All REALTOR® member applicants are **required** to attend Orientation **within 60 days**. By signing below, I acknowledge that if I fail to attend orientation within 60 days of my join date my membership will be inactivated and my services discontinued until I complete the new member orientation course. In order to obtain active membership again, I agree to register and attend the next Orientation being offered.

(Applicant's Signature)

(Date)

(Authorized Representative's Signature)

(Date)