



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



**Application Checklist:**

- Review and understand the implications of the **Designated REALTOR® Dues Formula** (page 5).
  - ♦ **Designated REALTOR® (Brokers)**  
Any licensed real estate salesperson sponsored by you or one of your broker associates is eligible for Non-Designated REALTOR® membership. If they choose NOT to become an Association member, your membership dues will be increased to reflect the addition of each such non-member licensee. Agents who choose not to join the Association will not receive! Association services 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.
  - ♦ **State Certified or Licensed Appraisers**  
You must join as a Designated REALTOR®, and the Designated REALTOR® Dues Formula on! page 2 applies to any certified appraisers, licensed appraisers, and trainees who are associated! with you.
- Attach a copy of your **ACTIVE Texas Real Estate Broker License or Texas State Certified Appraiser Certificate**.
- Review the **2024 Annual Dues Table** (page 6) to determine the amount of applicable dues. Please! note: MLS and Supra Key Services are additional fees.
- Review the **2024 Board of Directors Approval Schedule** (page 6).
- Complete the **Application & Agreement for Designated REALTOR® Membership** (pages 2-4)
- Email your completed Application and Texas Real Estate Broker License or Texas State Certified! Appraiser Certificate to **membership@dfwre.com**
- Member Services will contact you for payment and processing of the **\$300.00 Application Fee** and! **Annual Membership Dues** (see **2024 Annual Dues Table** on page 6 for reference).
  - ♦ Payment can be made by credit card, bank debit card, or corporate check.
  - ♦ **DUES AND FEES ARE NOT REFUNDABLE AT ANY TIME.**



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**Your Information** \* Exactly as it appears on your real estate license. \*

Mr./Mrs./Ms.	First	Middle	Last	Nickname for MLS
Residence Address				
City		State		Zip
Date of Birth			Email Address (required for Keycard/Annual Dues Billing)	
Mobile Phone #			Personal Fax #	
Texas Real Estate License Number			Texas Real Estate License Expiration Date	
Primary Field of Real Estate <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Both				

**Firm Information**

<b>Firm Type</b> <input type="checkbox"/> Sole Proprietorship/Partnership <input type="checkbox"/> Limited Liability Co. <input type="checkbox"/> Corporation		
<i>* You <b>are required</b> 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.</i>		
<input type="checkbox"/> Firm is registered with TREC. If LLC or Corporation, provide license number:		
Firm Name		
Firm Address		
Firm City	Firm State	Firm Zip
Office Phone	Office Fax	Web Page

**Membership Information**

Will the MetroTex Association of REALTORS® be your primary Board/Association?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If No, list Primary Board/Association Name:	
Have you paid current year NAR and TAR dues to another Association?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, list name and location of Board/Association:	
Please list all REALTOR® Associations/Boards in which you hold membership.	



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Additional Information

Address of branch offices (add attachments for additional space)

Two horizontal lines for address input

List names and real estate license numbers of all licensed persons with your firm (add attachments for additional space)

Two horizontal lines for names and license numbers input

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.

Two horizontal lines for description of sanctions input

Do you have any unpaid financial obligations to any other Association/Board or Association/Board MLS? [ ] Yes [ ] No

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. (add attachments for more space)

Two horizontal lines for description of proceedings input

Are you the 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"):

Race/Ethnicity Demographic Information is optional. Failure to check a box has no adverse effect.

- Checkboxes for African American, Asian, American Indian or Alaskan Native, Hispanic or Latino, Native Hawaiian or Pacific Islander, White or Caucasian



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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 New Member 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

The annual dues for each Designated REALTOR® member shall be \$480.00 for the DR's individual license, plus an additional \$390.00 for each of the real estate salespersons, non-principal brokers, and licensed or TX state certified appraisers who:

1. are 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.



## DESIGNATED REALTOR® ADDITIONAL INFORMATION



### 2024 ANNUAL DUES TABLE

Dues Component	Join Date											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
MetroTex	\$117.00	\$107.25	\$97.50	\$87.75	\$78.00	\$68.25	\$58.50	\$48.75	\$39.00	\$29.25	\$19.50	\$9.75
Texas REALTORS®	\$117.00	\$107.25	\$97.50	\$87.75	\$78.00	\$68.25	\$58.50	\$48.75	\$39.00	\$29.25	\$19.50	\$9.75
NAR	\$156.00	\$143.00	\$130.00	\$117.00	\$104.00	\$91.00	\$78.00	\$65.00	\$52.00	\$39.00	\$26.00	\$13.00
Technology Assessment	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00
Building Maintenance Assessment	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00
Texas REALTORS® Issues Mobilization Political Assess.	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00
Texas REALTORS® Legal	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00
NAR Assessment +	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00
<b>Total 2024 Prorated Dues</b>	<b>\$480</b>	<b>\$447.50</b>	<b>\$415</b>	<b>\$382.50</b>	<b>\$350</b>	<b>\$317.50</b>	<b>\$285</b>	<b>\$252.50</b>	<b>\$193</b>	<b>\$187.50</b>	<b>\$155</b>	<b>\$122.50<sup>1</sup></b>

<sup>1</sup>Any member joining after November 30, 2024, will also be required to pay 2025 annual board dues at the time the application is processed.

### 2024 BOARD OF DIRECTORS APPROVAL SCHEDULE

All Designated REALTOR® Member applications are presented to the Board of Directors for approval. ***The Applicant is NOT required to be present at the Board of Directors Meeting.***

Application must be submitted by 5:00PM on:	To Be Presented to Board of Directors on:
January 18, 2024	January 25, 2024
February 15, 2024	February 22, 2024
March 21, 2024	March 28, 2024
April 18, 2024	April 25, 2024
May 16, 2024	May 23, 2024
June 20, 2024	June 27, 2024
July 18, 2024	July 25, 2024
August 15, 2024	August 22, 2024
September 19, 2024	September 26, 2024
October 17, 2024	October 24, 2024
November 14, 2024	November 21, 2024
December 12, 2024	December 19, 2024



## AN EXPLANATION OF YOUR 2024 REALTOR® DUES



### **2024 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.

### **2024 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.

### **2024 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 \$45.