



Designated REALTOR® Membership Application

Designated REALTOR® applicants must be a licensed broker or licensed/certified appraiser who qualifies and fulfills requirements for Local, State, and National Association of REALTORS®.

To apply for membership:

1. Complete all forms enclosed in this packet
2. **Email your digital (professional) photograph** to meiarphoto@comcast.net
3. Forward forms and payment to:
MEIAR
3908 N Rosewood Ave
Muncie, IN 47304
4. Allow for 72 hours after application has been received by MEAIR for processing
5. Membership verification will be sent via email to the email address on this application

Note: Applications will NOT be processed without a photograph, valid email address, all forms completed in their entirety and payment.

If you have questions about the application process please contact the Mid-Eastern Indiana Association of REALTORS® at (765) 747-7197.





Designated REALTOR® Membership Application

To the Mid-Eastern Indiana Association of REALTORS®, I hereby apply for REALTOR® Membership in the above named Board and am enclosing my payment in the amount of \$ _____ for a one time application fee and \$ _____ * for my _____ (year) Dues payable to MEIAR. My _____ (year) dues will be returned to me in the event of non-election. Application fee is nonrefundable. I will attend orientation within 6 months of Association's confirmation of provisional membership. Failure to meet this requirement may result in having my membership terminated. In the event of my election, I agree to abide by the Code of Ethics of the National Association of REALTORS®, which includes the duty to arbitrate, and the Constitution, Bylaws and Rules and Regulations of the above named Board, the State Association and the 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 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 continued condition of membership.

NOTE: Applicant acknowledges that if accepted as a member and he/she subsequently resigns from the Board 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 to arbitration continues in effect even after membership lapses or is terminated, provided the dispute arose while applicant was a REALTOR®.

- Amount shown is prorated according to month joining. I hereby submit the following information for your consideration:

MEIAR will be my: Primary Association Secondary Association

First Name _____ Middle Name _____

Last Name _____ Suffix (Jr, III, Sr, etc) _____

Nickname (DBA) _____

Email Address: _____

Real Estate License #: _____

Licensed/certified appraiser: Yes No Appraisal License #: _____

Office Name: _____

Office Address: _____

Office Phone: (____) _____ Fax: (____) _____

Home Address Street _____

City _____ State _____ Zip _____





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Home Phone: (____) _____ Personal Fax: (____) _____

Cell Phone: (____) _____

Preferred Mailing: Home Office Street

Preferred Publication: Home Office Street

Alternate

Preferred Phone: Home Office Cell

Preferred Email: Primary Email Secondary Email _____

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

If yes, name of Association and type of membership held: _____

Have you previously held membership in any other Association of REALTORS®? Yes No

If yes, name of Association and type of membership held: _____

Have you been found in violation of the Code of Ethics or other membership duties in any Association of REALTORS® in the past three (3) years or are there any such complaints pending? Yes No (If yes, provide details as an attachment.)

If you are now or have ever been a REALTOR®, indicate your NAR membership (NRDS) #: _____ and last date (year) of completion of NAR's Code of Ethics training requirement: _____.

Company information: Sole Proprietor Partnership Corporation LLC(Limited Liability Company)

Other, specify _____

Your position: Principal Partner Corporate Officer Majority Shareholder
Branch Office Manager Nonprincipal Licensee

Names of other Partners/Officers/ of your firm:





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

If yes, state the basis for each such refusal and detail the circumstances related thereto: _____

Is the Office Address, as stated, your principal place of business? Yes No

If not, or if you have any branch offices, please indicate and give address: _____

Do you hold, or have you ever held, a real estate license in any other state? Yes No

If so, where: _____

Have you or your firm been found in violation of state real estate licensing regulations or other laws prohibiting unprofessional conduct rendered by the courts or other lawful authorities within the last three years? Yes No

If yes, provide details: _____

Have you or your firm been convicted of a felony or other crime? Yes No

If yes, provide details: _____

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. I further agree that, if accepted for membership in the Board, I shall pay the fees and dues as from time to time established. **NOTE:** Payments to the [Name] Board of REALTORS® are not deductible as charitable contributions. Such payments may, however, be deductible 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. 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.

Dated: _____

Signature: _____

Dated: _____

Principal Broker's Signature: _____





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Optional Information:

Date of Birth: _____
 How long with current real estate firm? _____
 Previous real estate firm (if applicable): _____
 Number of years engaged in the real estate business: _____

Information to be supplied by Local Association:

Join Date _____
 Status: Active, Provisional _____
 Primary Local Association NRDS ID _____
 Primary State Association NRDS ID _____
 Office ID _____
 (if broker)
 Office Contact DR _____
 Office Contact Manager _____
 Number of Non-Member Licensees _____

Membership Committee Approval:

Date: _____ Chairperson's Signature: _____

Board of Directors Approval:

Date: _____ MEIAR President Signature: _____





Membership Dues and Fees

MEIAR Members will receive membership to the Indiana Association of REALTORS® and the National Association of REALTORS® upon approval.

- Office Set Up Fee: \$ _____ (\$650.00 for all new offices paid with Brokers application)
- Computer Access Fee: \$ _____ (\$75.00 per applicant)
- Association Application Fee: \$ _____ (includes MEIAR, IAR, and NAR application fees- see below)
- Prorated Membership Dues: \$ _____ (includes MEIAR, IAR, & NAR dues for current year- see below)
- SentriLock Card Issuance Fee: \$ _____ (\$50.00 if Key Card is requested)
- Note: Must own Keycard for smartphone app activation.**
- SentriLock Key Card Fee: \$ _____ (\$16.00 if Key Card is requested)
- SentriLock Card Reader Fee: \$ _____ (\$24.00 required if you request a Key Card)

Total to be submitted with application: \$ _____

Office Set Up Fee: (\$650.00)

\$650.00 One-time office set up fee with continual membership.

MEIAR Computer Access Fee: (\$75.00)

\$75.00 One-time computer access fee with continual membership.

Association Application Fees: (\$275.00)

\$ 75.00 Mid-Eastern Indiana Association of REALTORS® Application Fee

\$ 200.00 Indiana Association of REALTORS® Application Fee

Prorated Membership Dues: (pays dues through December 31st of application year)

2019	State Dues	National Dues	NAR Assessment	Local Dues	Total
January	\$ 254.00	\$ 150.00	\$ 35.00	\$ 145.00	\$ 584.00
February	\$ 232.83	\$ 137.50	\$ 35.00	\$ 132.88	\$ 538.21
March	\$ 211.67	\$ 125.00	\$ 35.00	\$ 120.80	\$ 492.47
April	\$ 190.50	\$ 112.50	\$ 35.00	\$ 108.72	\$ 446.72
May	\$ 169.33	\$ 100.00	\$ 35.00	\$ 96.64	\$ 400.97
June	\$ 148.17	\$ 87.50	\$ 35.00	\$ 84.56	\$ 355.23
July	\$ 127.00	\$ 75.00	\$ 35.00	\$ 72.48	\$ 309.48
August	\$ 105.83	\$ 62.50	\$ 35.00	\$ 60.40	\$ 263.73
September	\$ 84.67	\$ 50.00	\$ 35.00	\$ 48.32	\$ 217.99
October	\$ 63.50	\$ 37.50	\$ 35.00	\$ 36.24	\$ 172.24
November	\$ 42.33	\$ 25.00	\$ 35.00	\$ 24.16	\$ 126.49
December	\$ 21.17	\$ 12.50	\$ 35.00	\$ 12.08	\$ 80.75





Membership Dues and Fees

SentriLock Issuance Fee:

\$ 50.00 (optional). The SentriLock Issuance Fee is non-refundable.

MEIAR Technology Fees are billed to each office on a monthly basis and the responsibility of each office to collect from participating members within their office.

MEIAR Technology Fees include: MEIAR MLS Access, ShowingAssist, SentriLock Services, MEIAR Mobile MLS Services.

Technology Fees must be paid by the 15th of the billing month to avoid interruption in services.

Basic Technology Fees are \$ 54.00 per month per subscriber





MEIAR / SentiLock Authorized User Agreement

This agreement is made and entered into by the Mid-Eastern Indiana Association of REALTORS® (MEIAR) and the Participant and Subscriber identified in this agreement.

1. **Purposes:** the parties have entered into this agreement because (a) MEIAR will provide access to its lockbox system; (b) if Subscriber agrees to the terms in this Agreement; and (c) if Participant makes certain commitments on Subscriber's behalf.
2. **Definition and Usage:**
 - a) MEIAR; Mid-Eastern Indiana Association of REALTORS®
 - b) MLS Policies; MLS's Rules and Regulations, including the lockbox system rules, as amended from time to time in MLS's discretion.
 - c) Participant; Principal Broker, Broker Owner of a Real Estate Company, Licensed / Certified Appraiser who is also the owner of their appraisal company and a REALTOR® member in good standing with MEIAR or an Affiliate Member of MEIAR with a legitimate need to access property to assist in the selling or closing of said property.
 - d) Subscriber; Sales Associate, Associate Broker, Licensed / Certified Appraiser or Appraiser Trainee associated with a Participant and in good standing with MEIAR.
 - e) Key Card; A pocket sized card with embedded circuits and photograph of subscriber designed to authenticate and control access to lockboxes.
 - f) Lockboxes; A container affixed to a listed property as a device to gain access to the property being marketed by a Participant/Subscriber in the MEIAR MLS.
3. **Eligibility Requirements:** MEIAR Realtor® members and approved Affiliate members who are Participants or Subscribers are eligible to participate in the MEIAR lockbox system.
4. Subscriber agrees that a lockbox is a container affixed to the property as a device to gain access to the property being marketed by a Participant/Subscriber in the MEIAR MLS. Participants in MEIAR or their subscribers are authorized under certain condition to open these lockboxes under terms specified by the listing broker/agent. Participants and their Subscribers, functioning as agents of potential purchasers. Must contact the listing broker/agent/office or use ShowingAssist to arrange appointments to show listed property even if the property has a lockbox affixed to it, unless the listing broker has given specific permission (through information published in the MEIAR MLS Service or ShowingAssist Service) to show the property without first contacting the listing broker. Subscriber is responsible for NOT accessing a MEIAR lockbox without proper confirmed appointments.
5. **Fees:** Subscriber agrees to pay an Issuance fee for the SentiLock Key Card (\$50.00) and the MEIAR Technology fee for use of the MEIAR MLS system and SentiLock Key Card System. The MEIAR Technology fee is the responsibility of the Participants Office to collect for all Participants/Subscribers and forward to MEIAR by the 28th of each month.





MEIAR / SentiLock Authorized User Agreement

6. **Request for Equipment:** Participant/Subscriber requests the following equipment from MEIAR for the SentiLock System.

_____ One SentiLock Key Card - \$16.00 programming fee

_____ SentiLock Card Reader(s) – \$24.00 each

_____ Lockboxes - \$92.50 each. Lockboxes are sold separately and are charged in addition to all other fees. The cost to purchase lockboxes may change from time to time and is the sole responsibility of the Participant/Subscriber.

7. **Equipment and System:** Participant and Subscriber acknowledge that the SentiLock system, lockboxes, Key Cards, and anything associated with the lockbox service is the sole property of SentiLock and MEIAR (unless purchased outright), and Participant and Subscriber shall return all such property as required by SentiLock or MEIAR. Participant shall return all lockboxes, Key Cards, Card Readers, and other equipment associated with the lockbox system immediately upon termination of the membership, MEIAR MLS participation, termination of lockbox services due to the Participant’s failure to pay all fees associated with the service and/or reimbursements for lost equipment as required, or affiliation with an eligible participant. Failure to return said equipment shall result in the Participant being charged all costs associated with replacement of the equipment. If such costs and unpaid fees are not paid within 30 days of the billing date, MEIAR shall have the right to file suit against the Participant / Subscriber for the full amount due plus statutory interest, court costs, attorney’s fees and other costs of litigation.

8. **Submission to Disciplinary Review/Action:** If a Participant / Subscriber breaches this agreement or the MLS Policies, the MLS Committee or the Board of Directors of the Mid-Eastern Indiana Association of REALTORS® may (a) deactivate all equipment leased or purchased by Participant / Subscriber (b) take legal action against Participant / Subscriber to recover all damages incurred by SentiLock or MEIAR resulting from such default and/or improper use of the Lockbox System; (c) demand the return of all equipment; and/or (d) pursue any other remedy at law or in equity. A maximum fine of \$500.00 will be assessed against the Participant / Subscriber. Any claim or dispute howsoever arising out of the MEIAR / SentiLock Authorized User Agreement shall be resolved solely by arbitration. In the even there is any disagreement on the selection of the arbitrator, a presiding judge in Delaware County, Indiana shall choose the arbitrator. The prevailing party shall be entitled to recover any fees of the arbitrator, reasonable attorney’s fees, costs and expenses of the arbitration.

9. **Term of Agreement:** The term of this agreement begins on the date of the execution of this Agreement and ends on the date of any of the following events: (a) Termination of Participant / Subscriber for any reason; (b) Termination of Participant / Subscriber’s association with MEIAR or his/her local Association of REALTORS® for any reason; (c) Failure of the Participant / Subscriber to perform in accordance with any and/or all terms and condition herein set forth in this agreement; (d) Participant / Subscriber acknowledges that by signing this Agreement, he/she is granted access to a SentiLock Key Card, Card Reader, applicable software and lockboxes under the terms of this Agreement.





MEIAR / SentiLock Authorized User Agreement

10. Participants Obligations:

- a) Guaranty and liability for Subscriber conduct. Participant is guarantor of Subscriber's performance under this agreement. Participant is jointly and severally liable to MEIAR for all damages and costs MEIAR sustains as a result of Subscriber's misuse of the SentiLock system, up to and including the last date Subscriber has access to the lockbox system by virtue of the Key Card issued under this agreement, even if Subscriber is no longer affiliated with Participant at the time of the wrongful conduct.
- b) Participant warranties. Participant warrants that (1) Participant is a licensed real estate broker, licensed or certified appraiser or licensed inspector or licensed pest inspector, or approved affiliate and a member of MEIAR; and (2) Subscriber possesses a real estate license and is associated with the Participant as a licensee actively seeking to sell real estate or Subscriber is a licensed or certified appraiser affiliated with Participant.
- c) Subscriber transfers. Participant shall notify MEIAR in writing within 24 hours after Subscriber's transfer of license. If the Subscriber has transferred to a firm which is not participating in MEIAR, or if the Subscriber's license is inactivated or sent back to the state, Participant agrees to make its best efforts to obtain the transferred Subscriber's SentiLock Equipment. Participant acknowledges that they shall be liable for replacement cost of all equipment not returned to MEIAR within 72 hours of Subscriber transfer. If Participant cannot obtain return of the SentiLock equipment, it shall supply MEIAR with copies or written correspondence attempting to obtain the SentiLock equipment return.
- d) Cosign agreement with Subscriber. Participant shall cosign any lockbox agreement executed by a Subscriber affiliated with the Participant.

11. **Key Card Update:** The Participant / Subscriber acknowledge that they Key Card must be updated on a daily basis by placing the Key Card in an approved Card Reader or RAD device.

12. **Security:** Participant and Subscriber acknowledge the importance of maintaining security of the lockbox system as a whole. Consequently, Participant / Subscriber shall:

- a) Keep the Key Card in Participant / Subscriber's possession and in a safe place at all times.
- b) Not to allow his/her personal identification number (PIN) to be kept with, attached to, or written on the Key Card, nor disclosed to anyone.
- c) Not to duplicate or attempt to duplicate the Key Card nor allow anyone else to do so.
- d) Not to assign, transfer, or pledge the rights of the SentiLock System, or any components including but not limited to Key Card, Reader, RAD, or Lockboxes.
- e) To notify MEIAR immediately of the loss or theft of a Key Card.
- f) To follow the guidelines outlined in this agreement.
- g) To follow any additional security measures sets out in the MLS policies.
- h) To understand and recognize the responsibility to ensure the security of properties accessed through the use of the lockbox system.
- i) To notify SentiLock when a lockbox fails to release from a property. SentiLock is the only authorized entity to order a lockbox removed from a property because of equipment failure.





MEIAR / SentiLock Authorized User Agreement

13. **Indemnification:** Participant and Subscriber agree to indemnify and hold MEIAR and their respective officers, directors and employees harmless from any and all loss, cost, expense, claims or demand whatsoever by or against MEIAR resulting from loss, use or misuse of the SentiLock, including but not limited to, any and all liabilities including attorneys fees incurred by them as a result of damage or injuries to property or persons arising out of entry by any person into any premises by use of the SentiLock.
14. **Lockboxes Not a Security System:** Participant and Subscriber acknowledge that the SentiLock lockboxes, Key Card, and other components of the lockbox system are not a security system; they are a marketing convenience and control system. Participant and Subscriber hold MEIAR harmless against any claims that the lockbox system failed, for whatever reason, to prevent or grant admission to any property.
15. **Placement of Lockboxes:** Lockboxes must not be placed on any property without the written authority of the seller. This authority may be established in the listing agreement or in a separate document created specifically for this purpose.
16. **Issuance of Lockboxes:** Lockboxes initially will be issued (leased) to Participants who are actively engaged in the Risco Lockbox system through MEIAR. SentiLock lockboxes will be exchanged on a one for one basis the day of training. The Participant shall be responsible for these leased lockboxes, and required to return leased SentiLock lockboxes at the request of MEIAR or SentiLock. Additional lockboxes may be purchased at a price determined and set by the MLS Committee or Board of Directors. Purchased lockboxes will be the property of the Participant / Subscriber.
17. **Replacement Key Card:** MEIAR shall issue a replacement Key Card to the Participant or Subscriber provided the Participant or Subscriber has (1) complied with this agreement and the MEIAR policies with respect to lockboxes; and (2) paid the fee established by MEIAR to replace a Key Card that is lost, stolen or damaged.
18. **Right to Modify Rules, Fees, and Fines:** MEIAR shall retain the right to modify the MEIAR / SentiLock Authorized User Agreement, rules, user fees and fines associated with the MEIAR lockbox services, from time to time as deemed necessary by the Board of Directors or MLS Committee of MEIAR.
19. **Termination:**
 - a) Participants and Subscribers may terminate the use of the service by returning their SentiLock lockbox system, lock boxes, Key Card(s), and anything associated with the lockbox service to MEIAR. Non-renewal of MEIAR membership requires immediate return of SentiLock lockbox system, lockboxes, Key Card(s), and anything associated with the lockbox service to MEIAR.
 - b) MEIAR may refuse to lease lockbox keys, may terminate existing key lease agreements, and may refuse to activate or reactivate any key held by an individual convicted of a felony or misdemeanor if the crime, in the determination of the Board of Directors or MLS Committee, relates to the real estate business or puts clients, customers, or other real estate professionals at risk.
 - c) MEIAR may suspend the right of Participant or Subscriber to use lockbox keys following their arrest and prior to their conviction for any felony or misdemeanor which, in the determination of the Board of Directors or MLS Committee, relates to the real estate business or which puts clients, customers, or other real estate professionals at risk.
 - d) MEIAR may suspend the right of Participant or Subscriber to use lockbox keys following their arrest and prior to their conviction for any felony or misdemeanor which, in the determination of the Board of Directors or MLS Committee, relates to the real estate business or which puts clients, customers, or other real estate professionals at risk.





MEIAR / SentiLock Authorized User Agreement

20. Lockbox Fees and Penalties:

- a) A user fee may be assessed, per REALTOR® member or approved Affiliate member, for the lockbox service and is set by the MEIAR Board of Directors.
- b) Key Cards may NOT be used by anyone other than the individual to whom the Key Card has been assigned. Allowing anyone other than the assigned Key Card holder to use the Key Card may result in a \$500.00 fine.
- c) Any individual who shows a property containing a SentiLock Lockbox must contact the listing broker/agent/office or use ShowingAssist to arrange appointments to show listed property even if the property has a lockbox affixed to it, unless the listing broker has given specific permission (through information published in the MEIAR MLS Service or ShowingAssist Service) to show the property without first contacting the listing broker. Subscriber is responsible for NOT accessing a MEIAR lockbox without proper confirmed appointments. Failure to adhere to this requirement may result in a \$100.00 fine.
- d) Defective Key Card will be replaced by MEIAR at no cost provided that the defective Key Card is returned to the Association office and verified to be defective. Failure to appropriately protect the SentiLock Lockbox or Key Card will result in an assessment equal to the total cost of repairing or replacing the SentiLock Lockbox or Key Card.
- e) Failure to appropriately protect the SentiLock Lockbox will result in an assessment equal to the total cost of repairing or replacing the SentiLock Lockbox.
- f) Failure to retrieve a SentiLock Lockbox within five (5) days from a no longer active listing may result in a \$100.00 fine.
- g) A new member will be charged an issuance fee of \$50.00 and equipment charges previously listed upon signing this agreement.
- h) If the Participant / Subscriber fails to pay MEIAR by the specified date on any invoice for services MEIAR shall deactivate and terminate all of the Participant / Subscriber's services until the Participant / Subscriber has paid the total amounts due, including all service and reinstatement fees.
- i) One Day Codes may NOT be assigned to members of the public. Subscriber/Participant may NOT give a one day code that was assigned to Subscriber/Participant to the public. Failure to adhere to this requirement will result in a \$500.00 fine.
- j) Subscriber/Participant must accompany all members of the public during all showings and/or property accesses.

Subscriber (Agent):

Printed Name: _____

Key #: _____

Signature: _____

Date: _____

Participant (Principal Broker):

Printed Name: _____

Office: _____



Date: _____