

## Broker Membership Application

The Kerrville Board of REALTORS® is an “all REALTOR®” Board meaning all applicants holding an active real estate license will be REALTOR® members when joining the Kerrville Board of REALTORS®.

### Applying for Membership

Applicants for membership (primary or secondary) must complete an application form, pay the required dues and fees, attend a 2 1/2-hour new member orientation session, attend a 3-hour MLS training and be approved by the Board of Directors. Brokers-Owners who wish to participate in the MLS must complete a separate MLS application and pay the MLS application fee and applicable quarterly service fee.

### Dues & Fees

Applicants must pay the REALTOR® application fee and annual membership dues at time of application. Annual dues include amounts for the local, state, and national associations, and are prorated monthly according to when you join. If you are an active REALTOR® member of another Board, you will only pay the local portion of the dues.

REALTOR® Application Fee: \$150.00 (one-time fee based on continuous membership, not pro-rated)  
Annual Membership Dues: \$508.00\* (prorated monthly)

MLS Application Fee (brokers only) \$300.00\* (based on continuous membership)  
Quarterly MLS Fee KBOR members: \$105.00\*\* (prorated monthly @ \$35/mo)  
(Quarters are Jan 1-Mar 31; April 1-Jun 30; Jul 1-Sep 30; Oct 1-Dec 31)

### New Member Code of Ethics, Fair Housing, Orientation, and MLS Training

Each applicant must complete new member code of ethics training, fair housing training, new member orientation and MLS training **within 30 days of submitting an application** for membership.

For new members, code of ethics training must be taken on-line at <https://www.nar.realtor/about-nar/governing-documents/code-of-ethics/code-of-ethics-training-selection>. You will need your National REALTOR® Member 1<sup>st</sup> (M1) number. This number will be provided once your application is processed.

For new members, fair housing training must be taken on-line at [learning.realtor](http://learning.realtor). (same login credentials are used as the nar.realtor website), click Course Catalog and select Fair Haven 2.0 (this course is free to REALTOR members). Click Register to begin course - estimated time 2 hours.

Local orientation is held on the **first Thursday** each month, from **9:00-11:30 a.m. at the Kerrville Board of REALTORS® Education Center located at 328 Jefferson St., Kerrville**. You will receive an email a few days before requesting your confirmation of attendance.

MLS Training is held on the **first Thursday** of each month, from **1:30-4:30 p.m. at the Kerrville Board of REALTORS® Education Center located at 328 Jefferson St., Kerrville**. You will receive an email a few days before requesting your confirmation of attendance.

### MLS Participation

Brokers may subscribe to MLS services by completing an application and paying a one-time application fee with continuous service. Broker will then be assessed quarterly MLS fees for themselves and each licensee under their sponsorship. It is the broker's responsibility to collect the fees\*\* and submit a single payment. An MLS Waiver may be signed if sponsored agent(s) will not access the MLS system.

### SentriLock Service (OPTIONAL) - \$178.48/year (prorated depending on month leased)

Any MLS Participant or user may apply to participate in SentriLock. This is not a requirement from KBOR or the KBOR MLS. The billing year is August 1 through July 31. Lockboxes are provided to MLS agents with the understanding when they are done with a box on a listing it will be returned to the Board office for future assignment. SentriLock Guidelines will be provided at the New Member Orientation.

Kerrville Board of REALTORS®, 328 Jefferson St., Kerrville, TX 78028  
Ph. 830-896-1255 / Fax 830-896-1271 / Website: [www.kerrvillerealtors.com](http://www.kerrvillerealtors.com)  
Email: [office@kerrvillerealtors.com](mailto:office@kerrvillerealtors.com)

Save as a .pdf then email completed document to [application@kerrvillerealtors.com](mailto:application@kerrvillerealtors.com)  
KBOR Staff will contact you for your credit card information

Please  
Continue  
to Page 2

## 2025 REALTOR® Dues

Month in which your real estate license is sponsored by a member broker.  
(Dues & fees are calculated from your sponsorship date, not the date when you apply for membership.)

	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
Kerrville Board of REALTORS®	\$150.00	\$137.50	\$125.00	\$112.50	\$100.00	\$87.50	\$75.00	\$62.50	\$50.00	\$37.50	\$25.00	\$12.50
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
TR Issues Mobilization	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00
Legal Fund Assessment	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
National Association of REALTORS®	\$156.00	\$143.00	\$130.00	\$117.00	\$104.00	\$91.00	\$78.00	\$65.00	\$52.00	\$39.00	\$26.00	\$13.00
NAR Public Awareness Campaign	\$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>Subtotal before TREPAC</b>	<b>\$508.00</b>	<b>\$472.75</b>	<b>\$437.50</b>	<b>\$402.25</b>	<b>\$367.00</b>	<b>\$331.75</b>	<b>\$296.50</b>	<b>\$261.25</b>	<b>\$226.00</b>	<b>\$190.75</b>	<b>\$155.50</b>	<b>\$120.25</b>
Voluntary TREPAC Investment	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00
<b>Total annual dues:</b>	<b>\$543.00</b>	<b>\$507.75</b>	<b>\$472.50</b>	<b>\$437.25</b>	<b>\$402.00</b>	<b>\$366.75</b>	<b>\$331.50</b>	<b>\$296.25</b>	<b>\$261.00</b>	<b>\$225.75</b>	<b>\$190.50</b>	<b>\$155.25</b>
One-time new member fee: \$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00
<b>Total new member dues:</b>	<b>\$693.00</b>	<b>\$657.75</b>	<b>\$622.50</b>	<b>\$587.25</b>	<b>\$552.00</b>	<b>\$516.75</b>	<b>\$481.50</b>	<b>\$446.25</b>	<b>\$411.00</b>	<b>\$375.75</b>	<b>\$340.50</b>	<b>\$305.25</b>

\*One-time new member fee is based on continuous membership

### MLS Service Fees

When initially joining the Kerrville MLS the service fee for that quarter is collected with membership  
MLS service fees are billed quarterly to the sponsoring broker after joining.

If an agent joins in the 2<sup>nd</sup> or 3<sup>rd</sup> month of the quarter the MLS service fee is pro-rated \$35.00 per month remaining in quarter.  
(MLS service fees are not prorated by day in the month.)

January 1 – March 31 \$105  
April 1 – June 30 \$105

July 1 – September 30 \$105  
October 1 – December 31 \$105

Please  
Continue  
to Page 3

## ***Application Check-List***

- Application (completed including signature)
- ICE Form Completed
- If applicable, MLS Access Form (completed including signature of agent and broker)
- Attached/emailed a copy of TREC License (not TREC profile page with education)
- Email .jpg file of headshot photo of yourself and copy logo to [application@kerrvillerealtors.com](mailto:application@kerrvillerealtors.com)



**APPLICATION FOR BOARD MEMBERSHIP**

Applicant's Name:

I hereby apply for REALTOR® (primary, secondary, Designated) membership in the Kerrville Board of REALTORS® and enclose my payment in the amount of \$ 150.00 for a one time application fee and \$ \*\* for my 20 Dues, which I understand will be returned to me in the event I am not accepted to membership. I agree as a condition to membership to complete the indoctrination course of the Kerrville Board of REALTORS® and otherwise on my own initiative to thoroughly familiarize myself with the Code of Ethics of the NATIONAL ASSOCIATION OF REALTORS®, including the duty to arbitrate contractual and specific non-contractual disputes in accordance with Article 17 of the Code of Ethics and the *Code of Ethics and Arbitration Manual of the Board*, and the Constitution, Bylaws, and Rules and Regulations of the Kerrville Board of REALTORS®, the State Association and the National Association, and I further agree to complete satisfactorily a reasonable and nondiscriminatory written examination covering such Code, Constitutions, Bylaws, Rules and Regulations, and duty to arbitrate. I further 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, as from time to time amended. Finally, I consent and authorize the Board, through its Membership Committee or otherwise, 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 the Board by any Member or other 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.

**NOTE:** Applicant acknowledges that the board will maintain a membership file of information which may be shared with other boards/associations where applicant subsequently seeks membership. This file shall include: previous applications for membership; all final findings of Code of Ethics violations and violations of other membership duties within the past three (3) years; pending complaints alleging violations of the Code of Ethics or alleging violations of other membership duties; incomplete or pending disciplinary measures; pending arbitration requests; and information related to unpaid arbitration awards or unpaid financial obligations to the board or its MLS.

**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®.

**NOTE:** \*One time application fee is based on continuous membership. \*\*Amount shown is prorated according to month joining. Dues payments to the board are not tax deductible as charitable contributions. Portions of such payments may be tax deductible as ordinary and necessary business expenses.

Save as a .pdf then email completed document to [application@kerrvillerealtors.com](mailto:application@kerrvillerealtors.com)  
 KBOR Staff will contact you for your credit card information



## Section I.

Name as shown on real estate license:

Nickname:

Personal Broker license #:  Corporate # (if applicable):

Name of firm:

Is this office your principal place of business?  Yes  No

Position with firm:  Principal  Partner  Corporate officer  Branch office manager

Office street address:

City:  Zip Code:

Office mailing address:

(if different)

City:  Zip Code:

Office phone number w/area code:

Office fax number w/area code:

Office toll-free number:

Office website:

Home street address:

City:  Zip Code:

Home mailing address:

(if different)

City:  Zip Code:

Home phone number w/area code:

Home fax number w/area code:

Cell/mobile number w/area code:  Cell Provider:

Best business Email address:

Preferred mailing address:  Office  Home (street)  Home (mailing)

Preferred phone contact:  Office  Home  Cell

Are you presently a member of another Association of REALTORS® in Texas or other state?  Yes  No

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

Have you previously held membership in another Association of REALTORS® in Texas or other state?

Yes  No

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

If you are now or have ever been a REALTOR®, indicate your NAR Member 1<sup>st</sup> (M1) #:

And last date (year) of completion of NAR's Code of Ethics training requirement:



**Are you a principal, partner, corporate officer or branch office manager?**  Yes  No

List the names and titles of all other principals, partners, or corporate officers of your firm:

List the names and addresses of all branch offices or other real estate firms in which you are a principal, partner, or corporate officer:

Structure of firm:  Sole Proprietor  DBA  Partnership  Corporation

Business and Credit References:

Name(s) of bank(s):

Are you, or is any real estate firm in which you are a sole proprietor, general partner or corporate officer, involved in any pending bankruptcy or insolvency proceeding or have you or any real estate firm in which you are a sole proprietor, general partner or corporate officer been adjudged bankrupt in the past three (3) years?

Yes  No

If yes, specify the places(s) and date(s) of such action, and detail the circumstances relating thereto (attach a separate sheet if necessary):

**NOTE:** Applicant acknowledges if the applicant – or any real estate firm of which the applicant is a sole proprietor, general partner, or corporate officer – is involved in any pending bankruptcy or insolvency proceedings or has been adjudged bankrupt in the past three (3) years, the board may require, as a condition of membership, the applicant pay cash in advance for board and MLS fees for up to one (1) year from the date membership is approved or from the date the applicant is discharged from bankruptcy (whichever is later) or, in the event bankruptcy proceedings are initiated subsequent to obtaining membership in the board, the member may be placed on a “cash basis” from the date bankruptcy is initiated until one (1) year from the date the member has been discharged from bankruptcy.



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

If yes, please specify name of state and license number:

Has your real estate license, in this or any other state, been suspended or revoked?  Yes  No

If yes, specify the place(s) and date(s) of such action(s), and detail the circumstances relating thereto (attach a separate sheet if necessary):

Are there now any pending or unresolved complaints, or have there been within the past 3 years, against you or the firm with which you have been associated before any state real estate regulatory agency or any other agency of government?  Yes  No

If yes, specify the substance of each complaint in each state, the agency before which complaint was made, and the current status or resolution of the complaint (attach a separate sheet if necessary):

Have you ever been convicted of a felony?  Yes  No

If yes, give details, including state and court of conviction (attach a separate sheet if necessary):

Are you a member of an Institute, Society or Council affiliated with the National Association of REALTORS®?

Yes  No

If yes, please indicate the name of the affiliated institute, society, and/or council:

**Please attach a copy of your Real Estate License with your application.**



## Section II.

(Information supplied under section II will assist the board in establishing historical data regarding its members. Information furnished in section II will not be used in evaluating an applicant's qualifications for membership.)

Place of birth:

Date of birth:

Highest level of education completed:

Year first entered the real estate business:  at (city):

Have you been engaged continuously in the business since then:  Yes  No

If not, what years were you in the business:

How many years have you held a real estate license?

As a salesperson:  As a broker:

Other:  (specify what area):

First licensed in this state in,  and continuously licensed since

What professional designations, if any, do you hold?

In what other businesses have you been engaged?

Years:  to

Years:  to

Are you employed by or engaged in any other business or profession?  Yes  No

If yes, give position and location:

Resident here since:  Previous residence:

**All REALTOR® applicants are required to attend an orientation class within 30 days to complete the membership process.**

I agree, if accepted for membership in the Kerrville Board of Realtors®, I shall pay the fees and dues as from time to time established. I understand by providing my mailing address, email address, telephone number (landline or cell), and fax number above, I consent to receive communications sent from the Kerrville Board of REALTORS®, Texas REALTORS®, and the National Association of REALTORS® at those numbers and locations.

I hereby certify the foregoing information furnished by me is true and correct, and I agree failure to provide complete and accurate information as requested, or any misstatement of fact, may be grounds for revocation of my membership, if granted.

**Signature**

**Date**

Please  
Continue  
to Page 9



## Designated REALTOR® Certification Form

Name of Firm:

Is hereby naming:

License #:

As the Designated REALTOR® of this firm. This Designated REALTOR® shall be responsible for all duties and obligations of membership, including the obligation to arbitrate pursuant to Article 17 of the Code of Ethics and the payment of Board dues as established in Article X of the Bylaws. The "Designated" REALTOR® must be a sole proprietor, partner, corporate officer or branch manager acting on behalf of the firm's principal(s) and must meet all other qualifications for REALTOR® membership established in Article V, Section 2 of the Bylaws."

Name of Principal:

*(print name)*

**Signature:**

**Dated:**



Name of Office:

Name of Designated REALTOR®:  License #:

Please list below the name and license number of all individuals sponsored under this or any corporate license you hold. If any licensee is already a primary member of another Board, please indicate the name of that Board.

<u>NAME</u>	<u>LICENSE #</u>	<u>PRIMARY BOARD</u>
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Save as a .pdf then email completed document to [application@kerrvillerealtors.com](mailto:application@kerrvillerealtors.com)  
KBOR Staff will contact you for your credit card informationn



# In Case of Emergency

Please call the following person should an emergency happen to me while at a KBOR event or education class.

Your Name:

Name of Contact:  Relationship:

Phone # with area code:

This is their:  Cell  Work  Home

Save as a .pdf then email completed document to [application@kerrvillerealtors.com](mailto:application@kerrvillerealtors.com)  
KBOR Staff will contact you for your credit card information.

Please  
Continue  
to Page 12



**APPLICATION FOR MEMBERSHIP IN MULTIPLE LISTING SERVICE**

Participant (Broker) Name:

Name of Firm:

Office Street Address:

City:  Zip Code:

Office Mailing Address:

City:  Zip Code:

Email Address:

Website address:

Phone w/area code:  Fax w/area code:

Cell phone w/area code:  Toll-free #:

Cell Provider:

Board/Association where primary membership is held:

**\*\*Application Fee of \$300 and quarterly MLS Service Fee of \$105.00**  
**Save as a .pdf then email completed document to [application@kerrvillerealtors.com](mailto:application@kerrvillerealtors.com)**  
**KBOR Staff will contact you for your credit card information**

I understand the application fee is with continuous service. Should I cancel the service or the service is deactivated and I return after 30 days the application fee and all past due amounts must be paid before reactivation is implemented. MLS R&R Sect 6 & 7

I agree as a condition of participation in the MLS to abide by all relevant bylaws, rules and regulations and other obligations of participation, including payment of fees. I further agree to be bound by the Code of Ethics on the same terms and conditions as board/association members, as established in the *Code of Ethics and Arbitration Manual*, including the obligation to submit to ethics hearings and the duty to arbitrate contractual and specific non-contractual disputes with other REALTORS® in accordance with the established procedures of the board/association. I understand a violation of the Code of Ethics may result in suspension or termination of MLS rights and privileges and I may be assessed an administrative processing fee not to exceed \$500 which may be in addition to any discipline, including fines, may be imposed. I understand by providing the mailing address, fax number, and email address above, I am authorized and hereby consent for the company to receive fax, emails, or text messages sent by or on behalf of the Kerrville Board of REALTORS®.

**Signature of Participant (Broker):**

**Date**

Individual Broker License #:



# KERRVILLE BOARD OF REALTORS® MLS ACCESS FOR BROKERS

Your Name:

License #

Office Name:

**\*\*If you have or previously had access to the NAVICA MLS system in a different location, you must use a different user name and password for the Kerrville MLS.**

Select a Login/User name (case sensitive)\*\*:

You may use your real estate license number:  
If not, then select a user name that is at least 4 characters long.  
If you use zero or the letter "o" please note which one it is.

Select a password (case sensitive):

Your password must be at least 4 characters long; you can use letters and/or numbers, but if you use zero or the letter "o" please note which one it is.

The MLS system will show the office phone number for all agents. It can also display two other contact numbers. Which contact numbers would you like to have in the MLS System? Your name and primary phone number will be displayed at the bottom of your listings along with your e-mail and website address.

Primary phone # w/area code

Secondary phone # w/area code:

Home  Office  Cell/Mobile  Other

Home  Office  Cell/Mobile  Other

Cell Phone Provider:

Email:

Website:

Each agent in the office, along with any staff (paid employees) who will be inputting and maintaining MLS listings, must complete an MLS Access form. **An MLS Waiver may be signed if sponsored agent(s) will not access the MLS system.**

## Security Levels

The MLS System has 4 different security levels:

Agent w/Listing Approval – Able to view listings, but not able to input/maintain any listings

Agent – Able to view listings and input/maintain their own listings

Broker – Able to view listings and input/maintain any of the offices listings

Office Staff – must be unlicensed person, able to view, input and maintain all office listings

It is up to the broker to assign security levels for agents. Please indicate what security level you would like all agents to be assigned. If you want to assign different security levels to different agents, write their names and security levels below or on the back of this sheet.

Security level for all agents:

Signature:

Date:



**Include a .jpg file of a headshot photo of yourself and company logo along with application**

# KERRVILLE BOARD OF REALTORS® MLS ACCESS FOR AGENTS

Agent Name:  License #

Office Name:

Office Address:

**\*\*If you have or previously had access to the NAVICA MLS system in a different location, you must use a different user name and password for the Kerrville MLS.**

Select a Login/User name (case sensitive)\*\*:

You may use your real estate license number:  
If not, then select a user name that is at least 4 characters long.  
If you use zero or the letter "o" please note which one it is.

Select a password (case sensitive):

Your password must be at least 4 characters long; you can use letters and/or numbers, but if you use zero or the letter "o" please note which one it is.

The MLS system will show the office phone number for all agents. It can also display two other contact numbers for each agent. Which contact numbers would you like to have in the MLS System? Your name and primary phone number will be displayed at the bottom of your listings along with your e-mail and website address.

Primary phone # w/area code

Secondary phone # w/area code:

Home  Office  Cell/Mobile  Other

Home  Office  Cell/Mobile  Other

Cell Phone Provider:

Email:

Website:

**Signature of Agent**

**Date**

**Signature of Broker**

**Date**

MLS Service fee is \$135 per quarter (Jan 1–Mar 31, April 1–Jun 30, Jul 1–Sep 30, Oct 1–Dec 31)  
This fee will be pro-rated at \$45 per month should agent join during the quarter.

Future quarterly MLS billings will be made to the broker who will pay this service fee for the agent.

No refunds will be made should an agent cancel their KBOR MLS service during the quarter.

Save as a .pdf then email completed document to [application@kerrvillerealtors.com](mailto:application@kerrvillerealtors.com)  
KBOR Staff will contact you for your credit card information

Agent - Include a .jpg file of a headshot photo of yourself along with application



## KERRVILLE BOARD OF REALTORS® MLS ACCESS FOR STAFF

Staff Name:

Office Name:

Office Address:

**\*\*If you have or previously had access to the NAVICA MLS system in a different location, you must use a different user name and password for the Kerrville MLS.**

Select a Login/User name (case sensitive)\*\*:

You may use your real estate license number:  
If not, then select a user name that is at least 4 characters long.  
If you use zero or the letter "o" please note which one it is.

Select a password (case sensitive):

Your password must be at least 4 characters long; you can use letters and/or numbers, but if you use zero or the letter "o" please note which one it is.

I understand my access to the MLS is contingent upon my abiding by the rules, regulations and policies of the Kerrville MLS, and by my continued employment with an MLS participant or a REALTOR who is licensed with an MLS participant. I also submit I will not use my authorized access for any personal interest or gain outside of my employment hours.

Office phone #

w/area code

Cell Phone #

w/area code

Cell Phone Provider:

Email:

**Signature of Staff**

**Date**

**Signature of MLS Participant (i.e. Broker)**

**Date**

Active licensed agents are not permitted to have "Staff" level access and must join the KBOR MLS.

(Staff are not assessed a quarterly MLS fee)

Save as a .pdf then email completed document to [application@kerrvillerealtors.com](mailto:application@kerrvillerealtors.com)  
KBOR Staff will contact you for your credit card information