



## HOW TO APPLY FOR MEMBERSHIP

### Instructions

Our membership application is attached. To expedite processing, **please submit all required documents at the same time**. We will contact the applicant to discuss fees and schedule an appointment, which can be conducted remotely for out-of-area applicants.

The broker of record is responsible for ensuring all documentation is completed in its entirety, signed and submitted; **incomplete applications will not be processed**. If a new company seeks membership or MLS access, the broker should notify staff if any company licensees require an MLS fee waiver.

### APPLICATION CHECKLIST

- \_\_\_\_ Completed/Signed Membership Application
- \_\_\_\_ SentriLock Usage Agreement
- \_\_\_\_ Request for Waiver of MLS Fees (for Broker/Agent Licensed ONLY)
- \_\_\_\_ Copy of Mississippi Real Estate Wall License (not pocket card)
- \_\_\_\_ Letter of Good Standing Requested (for secondary or transferring members)
- \_\_\_\_ Membership Invoice/Fees Paid

Please direct all questions to the Executive Officer, Amy Collins, at 662-281-1360 or by email to [amy@ncmsrealtors.com](mailto:amy@ncmsrealtors.com) or [office@ncmsrealtors.com](mailto:office@ncmsrealtors.com)

### For Office Use Only

- |  |  |
|--|--|
| <input type="checkbox"/> Meeting w member complete       | <input type="checkbox"/> Invoiced Member (attach copy of invoice)                            |
| <input type="checkbox"/> Entered into MLS                | <input type="checkbox"/> Emailed Credentials for MLS   |
| <input type="checkbox"/> Entered into Sentrilock         | <input type="checkbox"/> Emailed credentials for Sentrilock                                  |
| <input type="checkbox"/> New Member Orientation Complete | <input type="checkbox"/> Code of Ethics Complete <input type="checkbox"/> Fairhaven Complete |
| <input type="checkbox"/> NRDS# _____                     | <b>Office NRDS#</b> _____  |



**APPLICATION FOR MEMBERSHIP**

Welcome to the North Central Mississippi REALTORS®, Inc. By submitting your application and paying the required fees, you agree to abide by all membership requirements and will be granted temporary membership in our Association. Your membership will become permanent upon completing all required new member training, including orientation and NAR’s Code of Ethics class. REALTOR® designated members, including Appraisers, are full voting members in our Association.

I \_\_\_\_\_ hereby apply for REALTOR® Membership in the above-named Board and agree to pay \$ \_\_\_\_\_. All payments to NCMR are electronic and will be provided with the appropriate links to pay dues and fees by debit or credit card. If I am not elected, all dues/fees will be refunded except the application fee. If elected, I agree to abide by the Code of Ethics of the National Association of REALTORS®, and the Constitution, Bylaws, and Rules and Regulations of the NCMR, the Mississippi Association of REALTORS®, Inc., and the National Association of REALTORS®. If required, I also agree to complete a reasonable and non-discriminatory written examination on the Code, Constitution, Bylaws, and MLS Rules and Regulations.

I consent to NCMR, through its Association Executive Officer, Membership Committee, or otherwise, inviting and receiving information about me from any member or other person. I further agree that any information and comment provided to the Board in response to this invitation shall be deemed privileged and not subject to legal action for slander, libel, or defamation of character.

I understand that membership brings certain privileges and obligations that require compliance. Membership is provisional and may be revoked if I fail to complete the required orientation or Code of Ethics class within the time specified in the Bylaws.

**\*\*Note:\*\*** If accepted as a member and I subsequently resign from the Board or cause my membership to terminate with an ethics complaint pending, the Board of Directors may condition membership renewal on my certification to submit to the pending ethics proceeding and abide by the hearing panel’s decision. If I resign or cause membership termination, the duty to submit to arbitration remains in effect for disputes that arose while I was a REALTOR®. Additionally, if I resign with outstanding financial obligations to the NCMR (such as MLS fees), the Board of Directors may condition membership renewal on payment of the debt incurred during my membership, in accordance with NCMR Bylaws and MLS Rules and Regulations.

**Membership Type**

\_\_\_\_\_ **Primary REALTOR®** \_\_\_\_\_ **Primary Designated Broker**

\_\_\_\_\_ **Primary Appraiser** \_\_\_\_\_ **Secondary Membership**



**Brokerage/Company Information**

Broker/Owner Name \_\_\_\_\_ Managing Broker \_\_\_ Yes \_\_\_ No  
Managing Broker/Owner Name \_\_\_\_\_ Office Name \_\_\_\_\_  
Office Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Office Phone # \_\_\_\_\_ Office Fax # \_\_\_\_\_  
Toll Free # \_\_\_\_\_ New Company \_\_\_ Yes \_\_\_ No

**Applicant Information**

Title \_\_\_\_\_ Full Name \_\_\_\_\_  
Email \_\_\_\_\_ Team Email (if different) \_\_\_\_\_  
License Type \_\_\_\_\_ License State \_\_\_\_\_ License # \_\_\_\_\_ Year Licensed \_\_\_\_\_  
Mail Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Agent Cell Phone (will display on MLS Listings) \_\_\_\_\_ Preferred Mail to Home or Office  
Home Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Home Phone \_\_\_\_\_ DOB \_\_\_\_\_ Gender \_\_\_\_\_  
Languages Spoken \_\_\_\_\_  
NRDS# (FOR SECONDARY MEMBERS ONLY) \_\_\_\_\_  
Primary Local Board/Assn. \_\_\_\_\_ Primary State Assn. \_\_\_\_\_  
Secondary Board/Assn. \_\_\_\_\_ Secondary State Assn. \_\_\_\_\_  
Are you actively engaged in the Real Estate business? \_\_\_ Yes \_\_\_ No  
Do you hold yourself out to the public as actively engaged in Real Estate business? \_\_\_ Yes \_\_\_ No  
Highest Level of Education Completed \_\_\_\_\_

REALTOR® Educational Designations held: (circle all that apply)

- |      |     |             |      |     |     |     |
|------|-----|-------------|------|-----|-----|-----|
| ABR  | GRI | CCIM        | CPM  | CRB | CRS | MAI |
| LTG  | CRE | ALC         | CIPS | RLI | GAA | RAA |
| SIOR | RCE | OTHER _____ |      |     |     |     |



The 8 questions below are not criteria for membership, but are used to establish passwords, provide historical data, and complete our member information.

1. First entered the Real Estate business in: (year only) \_\_\_\_\_
2. Have you been engaged continuously in the business since then? \_\_\_\_\_ Yes \_\_\_\_\_ No
3. If not, how many years have you been engaged in Real Estate? \_\_\_\_\_
4. In what other businesses have you been? \_\_\_\_\_
5. Are you employed/engaged in another business? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, where? \_\_\_\_\_
6. If you are not a new licensee, how long have you been with your current real estate firm? \_\_\_\_\_
7. How long with previous firm, if applicable? \_\_\_\_\_
8. Are you currently/previously a member of another Assn.? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, where? \_\_\_\_\_

**Agreements**

*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 or dues as from time to time established.*

NOTE: Payments to NCMBR are not deductible as charitable contributions. Such payment may, however, be deductible as an ordinary and necessary business expense. No refunds. The NCMR does not sell member information to any parties and only Affiliate Members in good standing are entitled to receive a member roster at no cost from the Association.

**SIGNED** \_\_\_\_\_ **DATED** \_\_\_\_\_

ALL NEW LICENSEES ARE REQUIRED TO JOIN THE ASSOCIATION WITHIN 30 DAYS FROM AFFILIATION WITH A MEMBER BROKER. \*Waiver applications must be provided within 10 days.



## LOCKBOX SYSTEM AUTHORIZED USER AGREEMENT

IT IS HEREBY AGREED BETWEEN THE North Central Mississippi REALTORS® (MLS),

AND MLS PARTICIPANT (known as 'Authorized

User') \_\_\_\_\_ (Name of MLS Participating Broker and Company)

AND MLS PARTICIPANT'S LICENSEE ('Authorized User' or 'Agent')

\_\_\_\_\_ (Name of Agent)

1. NCMR uses the Smartkey Application and the Sentrilock website for the use and tracking of Sentrilock lock boxes.
2. The use of this system is a security measure for our members and their clients and information regarding member access is confidential, including but not limited to, the individual PIN # for access, one-day codes given under the application options, usernames and passwords for the lock box website.
3. Lock boxes are leased through NCMR or owned by the brokers when purchased outright. However, NCMR retains the right to rescind access at any time if a breach of this agreement occurs or if the lockbox vendor requires that access be terminated to the association.
4. **TERM OF AGREEMENT:** The term of this Agreement begins on the date of the execution of this Agreement and ends on the date the Authorized User terminates Membership with the MLS.
5. **DISCIPLINARY ACTION:** Participant and Agent agree to be subject to the disciplinary rules and procedures of the MLS Committee for violation of any provision of this Agreement or the MLS Rules and Regulations which govern use of the lock box system. Discipline may include discontinued access to the Sentikey App and its extended companion applications such as SentiConnect for clients.
6. **INDEMNIFICATION:** Participant and Agent agree to indemnify and hold the MLS and all of its respective officers, directors and employees harmless from any and all loss, cost, expense, claims or demands whatsoever by or against the MLS resulting from loss, use or misuse of the SentiLock System, including, but not limited to, any and all liabilities, including attorney's 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 Sentrilock System.
7. **REIMBURSEMENT:** Participant and Agent agree that, in the event that the MLS shall prevail in any legal action brought by or against the Participant/Agent to enforce the terms of this Agreement, the Participant/ Agent as appropriate may be assessed a reasonable amount of attorney's fees in addition to any other relief to which the Court rules the MLS may be entitled.
8. **GOVERNING LAW:** The validity of this Agreement and any of its terms and provisions, as well as the rights and duties of the parties hereunder, shall be governed by the laws of the state of Mississippi and venue shall be the county in which the Participant and/or Agent reside.
9. **PARTIAL INVALIDITY:** If any provision of this contract is held by any court to be invalid, void or unenforceable, the remaining provisions shall nevertheless continue in full force.



10. DISCLOSURE TO CLIENTS: The Listing Participant/Agent shall obtain specific written authorization from the seller before placing a lock box on the owner's property and before the listing is inputted to the MLS, reflecting that a lock box has been authorized by seller.

11. PARTICIPANT'S RESPONSIBILITIES:

- a. Participant warrants that Participant is both a licensed real estate broker and Participant of the NCMR.
- b. Participant warrants that Agent possesses a real estate license and is in fact associated with Participant in an active effort to sell real estate or is a licensed or certified real estate appraiser affiliated with the MLS Participant.
- c. Participant agrees to enforce the terms of the Agreement with respect to any Agent associated with him/her and understands that he/she is not relieved of any responsibility or obligation by the mere fact of such disassociation with Agent.
- d. Participant agrees to notify the MLS immediately, in writing, should the Participant or Agent terminate their relationship, or should the Agent's license be transferred.
- e. Participant agrees that he/she is jointly and severally liable, together with the Agent, for all duties, responsibilities and undertakings of the Agent under this Agreement and understands that failure to follow the provisions of the Sentrilock User Agreement may result in the loss of MLS lockbox privileges and, further, could cause the MLS to deactivate all accesses to the system issued to the Participant and the Participant's Agents.

12. ADDITIONAL CONDITIONS SET FORTH ON THE SECOND PAGE HEREOF ARE PART OF THIS AGREEMENT: This written contract expresses the entire agreement between Participants, Agents, and the MLS with respect to Sentrilock or the Sentikey App and subsequent applications added as part of the Sentrilock system. This Agreement supersedes all other agreements, either oral or in writing. No other agreement, statement or promise relating to the subject matter of the Agreement which is not contained herein shall be valid or binding. This Agreement is binding upon the heirs and personal representatives of the Participant or Agent.

DATED: \_\_\_\_\_ BY \_\_\_\_\_ Executive Officer MLS: NCMR

Subscriber (Agent) \_\_\_\_\_ Participant (Broker) \_\_\_\_\_



## **New Member Information- KEEP FOR YOUR RECORDS**

### **NCMR General Information**

- Founded: 1976
- Purpose: Represents local real estate interests, offers meetings, educational events, and community activities.
- Contact: 662-281-1360, [office@ncmsrealtors.com](mailto:office@ncmsrealtors.com) or [amy@ncmsrealtors.com](mailto:amy@ncmsrealtors.com)
- Website: [ncmsrealtors.com](http://ncmsrealtors.com)
- Hours: Monday - Friday, 8:30 am - 4:30 pm

### **Membership Requirements**

- Orientation: Complete NAR's New Member Orientation, Code of Ethics, and Fairhaven training within 30 days (online at [www.nar.realtor](http://www.nar.realtor)). Links will be sent out with your Membership welcome email.
- Secondary Members: Optional orientation; Code of Ethics through primary association if not completed within a year.

### **Membership Dues**

- Includes: NCMR, Mississippi Association of REALTORS® (MAR), and National Association of REALTORS® (NAR) dues.
- New Member Dues Prorated: Based on membership type; all dues are non-refundable.

### **Annual Dues Timeline**

- November 1: Invoices available online
- December 31: Payment deadline; \$50 late fee if unpaid
- February 1: Membership terminated if dues remain unpaid per NAR.

### **Dues Renewal & Payment**

- Automatic Renewal: Membership renews yearly unless office is informed by **Dec. 15th**
- First Invoice: Sent via QuickBooks Intuit via email.
- Future Invoices: Accessible in Navica under "Invoices." You may pay by credit card, apple pay or e-check. No personal checks accepted.



## **New Member Information- KEEP FOR YOUR RECORDS**

### **MLS Fees**

- Due Quarterly: January 1, April 1, July 1, October 1. MLS fees will be billed one month prior to their due date and can be paid in Navica under "Invoices"
- Late Fee: \$25 if unpaid by due date; access to the MLS suspended after 10 days.

### **MLS System (Navica)**

- Access: [www.navicamls.net](http://www.navicamls.net) or visit our website homepage at [ncmsrealtors.com](http://ncmsrealtors.com)
- Login: Temporary username and password will emailed; **reset within 48 hours.**
- Credentials and Login: Use the same Navica credentials for the SentiLock lockbox system.
- Service Area: Lafayette, Marshall, Yalobusha, Calhoun, Union, Pontotoc, and Panola counties. Any listings in these counties must be entered into the MLS. A copy of the MLS rules will be sent with your welcome email.
- Resources: NCMR documents, Bylaws, and MLS Rules also available in Navica under "Resources and Documents."

### **SentriLock Lockbox System**

- Login: Same as Navica; set a 4-digit confidential PIN. **This MUST not be shared with anyone**
- App: Download SentiKey for lockbox access. Ensure you have verified your account via the Sentrilock auto email
- Note: Lockboxes are broker-owned and do not cross board lines.

### **Mississippi Association of REALTORS® (MAR)**

- Website: [www.msrealtors.org](http://www.msrealtors.org)
- Resources: Continuing education information, state conventions, and events through the Mississippi Realtor Institute.
- Registration: Use 9-digit NRDS# for access. NCMR does not have access to your login credentials and cannot help you get logged in.

### **Mississippi Real Estate Commission (MREC)**

- Responsibilities: License law, issuance/revocation, and CE requirements.
- Website: [www.mrec.ms.gov](http://www.mrec.ms.gov)
- E&O Insurance: Due annually in June.

### **Committees**

- MLS: Oversees MLS usage (consult your broker for questions).
- Community Member & Outreach: Plans association and community events.
- Grievance: Initial review of ethics complaints and arbitration requests.





## NEW MEMBER ORIENTATION CHECKLIST

### Keep for your records

- Return completed application
- Sign lock box agreement (when applicable)
- Meet with Executive Officer
- Pay initial dues invoice
- Receive MLS Navica Login and reset within 48 hours
- Receive emails from Sentrilock and login
- Download Sentikey app
- Complete New Member Orientation within 30 days (for New REALTORS)
- Complete Realtor Code of Ethics within 30 days (for New REALTORS)
- Complete Fairhaven within 30 days (for New REALTORS)
- Send copy of New Member Orientation, Code of Ethics and Fairhaven certificates to NCMR office at [amy@ncmsrealtors.com](mailto:amy@ncmsrealtors.com) (for New REALTORS)