

## CONEJO SIMI MOORPARK ASSOCIATION OF REALTORS®

### APPLICATION PROCEDURE FOR NEW MEMBERS

1. Complete application, obtain broker's signature on application and attach a copy of your real estate license. **Email completed forms to [Laura@csmar.com](mailto:Laura@csmar.com) or [Sarah@csmar.com](mailto:Sarah@csmar.com) for processing.** Applications are typically processed within 24-48 business hours. Call 805-495-4681 with any questions or concerns.
2. If applicant is a member of another Board/Association, and has paid NAR/C.A.R. dues for the current year, he or she MUST OBTAIN a dues waiver or confirmation letter for the Board/Association to which the dues were paid and submit with application.
3. MLS PARTICIPANT BROKER, in addition to items in paragraphs 1 and 2, applicant must submit to the membership department, an MLS Certification of Non-Use for every licensee in his/her office(s) who will not have access to, nor the need to use, any of the CSMAR's MLS services including, but not limited to, marketing meeting, and on-line service.

### ORIENTATION

New members will be required to attend the **first** orientation available to them. Licensees will be permitted to have MLS privileges through their Participant Broker after submitting their application and paying applicable dues and fees. LATE ARRIVALS WILL BE CONSIDERED A MISSED ORIENTATION, and the Association reserves the right to reschedule member(s) for the next orientation, without all MLS privileges, including use of Supra Key, until orientation requirements have been met and applicable dues and fees are paid.

### SUPRA KEY

A Supra Key is used for opening key boxes, and is issued to new members(s) upon completion of application and all dues and fees received by the Association. New members are instructed in its use, and they are directed not to lend it, or allow it out of his/her possession. Please refer to the brochure for use in handling the Supra Key and the Key Box.

**IT IS YOUR RESPONSIBILITY TO READ AND UNDERSTAND THE SUPRA KEY CONTRACT YOU SIGN, AND TO BE AWARE OF YOUR LIABILITY THAT GOES WITH YOUR SUPRA KEY.**

Brokers are responsible for notifying CSMAR when licensees terminate Broker-Salesperson relationship, and are no longer associated with Broker's office. The license must be in the possession of the new broker and the completed transfer form returned to the Association office before the Supra Key can be reactivated to licensee. Only the Designated Responsible Broker may sign a transfer form.



# APPLICATION FOR REALTOR® AND/OR MLS MEMBERSHIP



CONEJO SIMI MOORPARK ASSOCIATION OF REALTORS®  
463 Pennsfield Place, Suite 100, - Thousand Oaks, CA 91360  
T: (805) 495-4681 • E: [info@csmaor.com](mailto:info@csmaor.com)

## TYPE OF APPLICATION

Date: \_\_\_\_\_

1. I apply for the following categories of membership (check all applicable boxes):

- Designated REALTOR®                       MLS Broker Participant                       MLS Appraiser Participant  
 REALTOR®     MLS Subscriber

## GENERAL INFORMATION

2. Name (as it appears on your license): \_\_\_\_\_

3. Nickname: \_\_\_\_\_

4. Firm Name: \_\_\_\_\_

5. Firm Address: \_\_\_\_\_  
(Street) (City) (State) (Zip Code)

6. Firm Telephone Number: \_\_\_\_\_ Firm Fax Number: \_\_\_\_\_

7. List all other DBAs: \_\_\_\_\_  
\_\_\_\_\_

8. Home Address: \_\_\_\_\_  
(Street) (City) (State) (Zip Code)

9. Cell Phone Number: \_\_\_\_\_ Home Telephone Number: \_\_\_\_\_

10. Which do you want as the primary mailing address?     Firm                       Home

11. E-Mail Address: \_\_\_\_\_ Birth Date (M/D/YY): \_\_\_\_\_  
(required)

12. Social Security# (Last four digits): \_\_\_\_\_ Driver's License #: \_\_\_\_\_

13. DRE License#: \_\_\_\_\_ OREA Appraisers License#: \_\_\_\_\_

Type:     Broker                       Corporate                       Salesperson                       Appraiser

Expiration Date: \_\_\_\_\_

14. Professional Designations:     GRI                       CRS                      Other(s) please specify: \_\_\_\_\_

15. List all Boards/Associations of REALTORS® and MLSs to which you CURRENTLY BELONG:

\_\_\_\_\_

List all Boards/Associations of REALTORS® and MLSs to which you PREVIOUSLY BELONGED:

\_\_\_\_\_



## GENERAL TERMS AND CONDITIONS OF MEMBERSHIP

1. **Bylaws, policies and rules.** I agree to abide by the bylaws, policies and rules of the Association, the bylaws, policies and rules of the California Association of REALTORS®, and the constitution, bylaws, policies and rules of the National Association of REALTORS®, all as may from time to time be amended.
2. **Use of the term REALTOR®.** I understand that the professional designation REALTOR® is a federally registered trademark of the National Association of REALTORS® ("NAR") and use of this designation is subject to NAR rules and regulation. I agree that I cannot use this professional designation until this application is approved, all my membership requirements are completed, and I am notified of membership approval in the designation. I further agree that should I cease to be a REALTOR®, I will discontinue use of the term REALTOR® in all certificates, signs, seals or any other medium.
3. **Orientation.** I understand that if the Association or the MLS requires orientation, I must attend such orientation prior to becoming a member of the Association or MLS.
4. **No refund.** I understand that my Association membership dues and MLS fees are non-refundable. In the event I fail to maintain eligibility for membership or for MLS Services for any reason, I understand I will not be entitled to a refund of my dues or fees.
5. **Authorization to release and use information; waiver.** I authorize the Association or its representatives to verify any information provided by me in this application by any method including contacting the California Bureau of Real Estate., my current or past responsible broker or designated REALTOR®, or any Association or MLS where I held, or continue to hold, any type of membership. I further authorize any Association or MLS where I held, continue to hold, any type of membership to release all my membership or disciplinary records to this Association, including information regarding (i) all final findings of Code of Ethics violations or other membership duties within the past three (3) years; (ii) pending ethics complaints (or hearings); (iii) unsatisfied discipline pending; (iv) pending arbitration requests (or hearings); and (v) unpaid arbitration awards or unpaid financial obligations. I understand that any information gathered under this authorization may be used in evaluating my application for membership and future disciplinary sanctions. I waive any legal claim or cause of action against the Association, its agents, employees or members including, but not limited to, slander, libel or defamation of character, that may arise from any action taken to verify, evaluate or process this application or other use of the information authorized and released hereunder.
6. By signing below, I expressly authorize the Association, including the local, state and national, or their subsidiaries or representatives to fax, e-mail, telephone, text message or send by U.S. mail to me, at the fax numbers, e-mail, telephones and addresses above, material advertising the availability of or quality of any property, goods or services offered, endorsed or promoted by the Association.
7. **Additional terms and conditions for MLS applicants only.** I understand and agree that by becoming and remaining a broker participant or subscriber to the MLS, I agree to abide by the CSMAR MLS rules and Data Integrity Standards as from time to time amended, including but not limited to the following:
  - A. I agree not to use the CSMAR MLS rules and Data Integrity Standards data for any purpose other than to market property or support market valuations or appraisals as specifically set forth in the rules.
  - B. I agree not to reproduce any portion of the active listings except as provided in the CSMAR MLS rules and Data Integrity Standards.
  - C. I agree not to download MLS data except as provided in the CSMAR MLS rules and Data Integrity Standards.
  - D. I agree not to allow anyone other than authorized participants, their subscribers and the clerical users as defined in the CSMAR MLS rules and Data Integrity Standards to access any computer receiving MLS information. I agree not to transmit the information to any participants, subscribers and clerical users not authorized to access the system by the rules. I agree not to use the MLS to create another product except as may be used by the participant who downloaded the data in compliance with the CSMAR MLS rules and Data Integrity Standards.





**CONEJO SIMI MOORPARK ASSOCIATION OF  
REALTORS®**

**463 Pennsfield Place, Suite 100**

**Thousand Oaks, CA 91360**

**Phone: (805) 495-4681 Email: info@csmaor.com**

**CSMAR CHARGE AUTHORIZATION FORM**

**Name of Cardholder:** \_\_\_\_\_

**Company:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

I hereby authorize **Conejo Simi Moorpark Association of REALTORS®**

to charge my Amex\_\_\_ Disc\_\_\_ MC\_\_\_ Visa\_\_\_

in the amount of \$ \_\_\_\_\_

Card Number \_\_\_\_\_

Exp. Date \_\_\_\_\_ CVC Code \_\_\_\_\_ Billing Zip Code \_\_\_\_\_

\_\_\_\_\_  
(Signature of Cardholder)

\_\_\_\_\_  
(Date)