



## Cost to Become a Full REALTOR Member

A Full REALTOR Member pays the local, state and national dues through Grand County and considers Grand County to be their Primary Board.

### Individual

- New Member Application Fee \$750
    - \$250 to Board (onetime fee as long as you remain an active member)
    - \$500 to MLS (onetime fee as long as you remain an active member)
  
  - Local Board Dues \$ 350 annual (prorated monthly)
  - CAR Dues \$ 175 annual (prorated monthly)
  - NAR Dues \$ 150 annual (prorated monthly)
  - NAR Special Assessment Fee 2011 \$ 35 annual
  - RPAC Donation \$ 25 (optional)
  - Sentrilock Application Fee \$250 (optional)
- Total amount to join as of January 1: \$1,735

### Office

- New Member Application Fee \$1500
  - \$500 to Board (onetime fee as long as you remain an active member)
  - \$1000 to MLS (onetime fee as long as you remain an active member)

Please include a letter in good standing from your most recent Board.

For prorated local, state and national dues, please call the Board office at 970-887-9588.

You may also want to apply for a Sentrilock Card. The application and user agreement are attached.

- New agent setup fee \$250 and \$15 per month
- New office setup fee for one agent \$350 and \$15 per month

### Payment

Checks should be made payable to GCBOR

OR

You will receive an email with a link to pay the application and any other fees online with a check or credit card.



I, the undersigned, hereby apply for membership as:

- Designated REALTOR (sole prop, partner, or corporate officer of a real estate or appraisal firm)
- REALTOR (Licensed real estate agent or certified appraiser)
- Secondary-REALTOR (primary membership with another Board/Association)

In the Grand County Board of REALTORS as indicated above. In the event my application is approved, I agree as a condition of membership to complete indoctrination course of the Grand County 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 obligation to arbitrate any future business disputes in accordance with the Board arbitration procedures. I also agree to abide by the Constitution, Bylaws, and Rules and Regulations of the Grand County Board of REALTORS, the Colorado Association of REALTORS, and the National Associations of REALTORS, and if required, I further agree to satisfactorily complete a reasonable and nondiscriminatory written examination covering such Code, Constitutions, Bylaws, Rules and Regulations. I consent and authorize the Board through its Membership Committee or otherwise, to invite and receive information and comment furnished to the Board by any 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.

An applicant for REALTOR Membership who is a sole proprietor, partner, corporate officer, or branch office manager of a real estate firm shall supply evidence satisfactory to the Membership Committee that he is actively engaged in the real estate profession, and maintains a current, valid real estate broker's or salesperson's license or is licensed or certified by an appropriate state regulatory agency to engage in the appraisal of real property, has a place of business within the state or a state contiguous thereto (unless a secondary member), has no record of recent or pending bankruptcy, and has no record of official sanctions involving unprofessional conduct.

The Board/Association will also consider the following in determining an applicant's qualifications for REALTOR membership:

1. All final findings of Code of Ethics violations and violations of other membership duties in any other association within the past three (3) years
2. Pending ethics complaints (or hearings)
3. Unsatisfied discipline pending
4. Pending arbitration requests (or hearings)
5. Unpaid arbitration awards or unpaid financial obligations to any other association or association MLS

NOTE: Applicant acknowledges that: 1) failure to complete the indoctrination course within 6 months of making application shall result in forfeiture of all dues and fees; and 2) if accepted as a Member and he/she subsequently resigns or is expelled from Membership in the Association with an ethics complaint or arbitration request pending, the Board of Directors may condition renewal of Membership upon the applicant's verification the he/she will submit to the pending ethics or arbitration proceeding and will abide by the decision of the Hearing Panel; or if applicant resigns or is expelled from Membership without having complied with an award in arbitration, the Board of Directors may condition renewal of Membership upon his/her 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.

# Primary Realtor Application

Applicant Name: \_\_\_\_\_ (As shown license or certification)

Real Estate License or Appraiser Certificate Number: \_\_\_\_\_

NRDS # \_\_\_\_\_ (if applicable)

Is this license or appraiser certification in good standing with the State of Colorado? \_\_\_\_\_

## Company Information

Name: \_\_\_\_\_ NRDS # \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Billing email address: \_\_\_\_\_

## Personal Information (displayed with listings)

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Birthday: \_\_\_\_\_ (not displayed with listings)

In what phase of real estate do you specialize? (check one)

Residential    Commercial    Property Mgmt    Appraisal    Inspection    Other \_\_\_\_\_

Primary Board or Association: \_\_\_\_\_

Board Phone Number: \_\_\_\_\_

I understand and agree that as Designated REALTOR with the real estate or appraiser office name herein, I am fully responsible for all dues and fees for services that I request and receive prior to completing the Board membership application process. I also understand and agree that if accepted for membership, I will pay all dues and fees as are from time to time established, and that the total amount of dues for which I will be personally and individually liable and reasonable, as Designated REALTOR of the firm or office named herein, shall be in such amount as established annually by the Board of Directors for myself, plus an amount times the number of real estate licensees or certified appraisers employed by or otherwise affiliated with my firm or office who are not themselves REALTOR members of the Board.

Applicants for REALTOR Membership shall be granted provisional membership immediately upon submission of a completed application form and remittance of applicable association dues and any application fee. Provisional members shall be considered REALTORS and shall be subject to all the same privileges and obligations of membership. Provisional membership is granted subject to subsequent review of the application by the Board of Directors. If the Board of Directors determines that the individual does not meet all of the qualifications for membership as established in the association's bylaws, or, if the individual does not satisfy all of the requirements of membership (for example, completion of an 8-Hour Ethics and Professional Practice class) within a time frame to be established by the Board of Directors, 6 months from the date of receipt of their application, membership may, at the discretion of the Board of Directors, be terminated.

FOR ALL APPLICANTS: 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 agree that, if accepted for Membership in the Board, I shall pay the fees and dues as from time to time are established.

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

Payments to Grand County Board of REALTORS are not deductible as charitable contributions for Federal income tax purposes; however, they may be deductible under other provisions of the Internal Revenue code.

**MLS PARTICIPATION AGREEMENT**  
(If applicable)

For MLS access by REALTOR (principals) or a firm comprised of REALTOR (principals) who are not members of the board/association.

I agree as a condition of participation in the MLS to abide by all relevant Bylaws, Rules 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 member including the obligation to submit to ethics hearings and the duty to arbitrate contractual disputes with other REALTORS in accordance with the established procedures of the board/association. I understand that violation of the Code of Ethics may result in termination of my MLS privileges and that I may be assessed an administrative processing fee which may be in addition to any discipline, including fines, that may be imposed. I confirm that I currently, and will on a continual and ongoing basis in the operation of my real estate business activities, actively endeavor to list real property of the type filed with the MLS and/or accept offers of cooperation and compensation made by other Participants through the MLS. I agree that I must continue to engage in such activities during my participation in the MLS. I acknowledge that failure to abide by these conditions of participation on an ongoing basis may result in potential suspension or termination of MLS participatory rights after a hearing in accordance with the MLS's established procedures.

*\*Note: A 30 day written notice is required to terminate your MLS subscription. A new application fee will be charged to reactivate the subscription once terminated.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Designated REALTOR® only:** I am assuming full responsibility for all dues, fees, services, and equipment that may have been or will be requested and received by this office. I will pay all dues and fees that are previously or currently owed, and from time to time established, and that the total amount of dues for which I will be personally and individually liable and responsible for as Designated REALTOR® of the office named herein. I shall be responsible for all dues established by the Board of Directors for myself, plus all dues or assessments for each of the real estate licensees affiliated with my office who are not themselves REALTOR® members of the Association.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**SMARTCARD USER AGREEMENT  
GRAND COUNTY BOARD OF REALTORS®**

Brokerage Firm: \_\_\_\_\_  
SmartCard User: \_\_\_\_\_  
Contract Date: \_\_\_\_\_

Grand County Board of Realtors (GCBOR) has entered into an Agreement dated March 1, 2007 with SENTRILOCK, LLC, an Ohio limited liability company (the "SentryLock System Agreement") through which GCBOR shall make available the SentryLock lockbox system, which is a recording lockbox system consisting of SmartCards and lockboxes. GCBOR and the Managing Broker and SmartCard User named above agree as follows:

**A. ELIGIBILITY AND RULES**

Every MLS Participant (Managing Broker) and SmartCard User (Broker Associate or MLS Only Member) who is legally eligible for MLS access shall be eligible to purchase a Card Utility Reader and use a SmartCard upon payment of the requisite fees and execution of this contract. All use of SmartCards and the SentryLock system is subject to the provisions of the SentryLock System Agreement, a copy of which is on file with GCBOR, and each User agrees to abide by all SmartCard rules that are adopted by GCBOR and provided to the User.

**B. RESPONSIBILITY**

**1. SMARTCARD RECEIPT:** User acknowledges receipt of a SentryLock SmartCard.

**2. TITLE TO SMARTCARD:** The SmartCard shall be the sole property of SentryLock and shall be returned as required by SentryLock or GCBOR.

**3. CARD EXCHANGE BY SENTRILOCK OR MLS:** SentryLock may at its discretion require GCBOR to replace the SmartCards with SmartCards compatible with the system. The SentryLock System Agreement provides that SentryLock will exchange SmartCards at no cost to the User unless the exchange is necessary due to User negligence or use that is prohibited by this Agreement.

**4. CURRENT UPDATE:** The SmartCard system requires periodic updates, and the User code will expire at intervals determined by GCBOR or SentryLock. User agrees to take such steps as are prescribed by GCBOR to update the SmartCard by placing the SmartCard in the Card Utility Reader or to use any other authorized method to update the User's SmartCard.

**5. TERM OF AGREEMENT:** The term of this agreement begins on the date shown at the top of this page and ends on the date the Authorized SmartCard User terminates Membership with the MLS. This agreement may be terminated sooner by the User or the Managing Broker by giving not less than 30 days written notice to GCBOR. This agreement may be terminated by GCBOR upon 30 days notice to the Managing Broker and User of a breach of this agreement, unless such breach is cured to the satisfaction of GCBOR.

**6. RETURN OF SMARTCARD:** User agrees to return the SmartCard to GCBOR within the earlier of (1) 48 hours of receipt of a request to do so by GCBOR or SentryLock or (2) within five working days after occurrence of any of the following events:

- a. Termination of a Managing Broker as a Participant in the MLS.
- b. Termination of User's association with the Managing Broker for any reason.
- c. Termination of this agreement.

**7. SECURITY OF SMARTCARDS:** Managing Broker and User acknowledge that it is necessary to maintain security of the SmartCard to prevent its use by unauthorized persons. Consequently, User agrees:

- a. To keep the SmartCard in User's possession or in a secure place at all times.
- b. To not allow his/her personal identification number (PIN) to be attached to the SmartCard or disclose to any third party the User's PIN.

- c. TO NOT LOAN THE SMARTCARD TO ANY PERSON FOR ANY PURPOSE WHATSOEVER OR TO PERMIT THE SMARTCARD TO BE USED FOR ANY PURPOSE BY ANY OTHER PERSON.
- d. To not duplicate, reverse engineer, decompile, or modify the SmartCard or allow any other person to do so.
- e. To not assign, transfer or pledge User's rights to the SmartCard.
- f. To notify the MLS within three days of the loss or theft of a SmartCard. The User shall sign and deliver a statement to the MLS with MLS may charge User for the replacement of lost or stolen SmartCards.
- g. To follow all additional security procedures required by GCBOR.

**8. REPLACEMENT SMARTCARDS:** Replacement SmartCards will be issued to Users who:

- a. have complied with this Agreement and the policies and procedures of the MLS with respect to the SentiLock System.
- b. pay any fee and deposit required by GCBOR. (See Exhibit C for a schedule of replacement costs)

**9. DEFAULT:** Any breach of this agreement by Managing Broker or User shall be addressed using procedures of Section 9 of the GCBOR MLS Rules (Enforcement of Rules or Disputes). (See addendum B for fines and penalties associated with the SentiLock system)

**10. INDEMNIFICATION AND RELEASE:** GCBOR makes no representations or warranties about the security or operation of the lockbox system; any such claims must be made directly to SentiLock, with a copy to be provided to GCBOR. Each User agrees to release, indemnify, defend, and hold harmless, including but not limited to the payment of any cost of defense, GCBOR, its agents, officers, directors, and employees, from and against any and all actions, claims, demands, lawsuits, losses, liabilities, damages, expenses (including but not limited to attorney fees), and other harm, of whatever kind or character, suffered or incurred directly or indirectly in connection with or as a result of (a) action by third parties, including but not limited to action by owners of property upon which a SentiLock lock box is located for property damages, personal injuries, or other losses suffered by the third parties from burglaries, premises liability, or other torts on the property upon which the SentiLock lock box is located, and/or (b) any breach by the SmartCard holder of the provisions of this contract or the SentiLock System Agreement.

**11. REIMBURSEMENT:** Managing Broker and User agree that, in the event that the MLS shall prevail in any legal action brought by or against the Managing Broker or User to enforce the terms of this Agreement, the Managing Broker and User will be assessed a reasonable attorney fees in addition to any other relief to which the GCBOR may be entitled.

**12. GOVERNING LAW:** This agreement shall be governed by the laws of Colorado, and any judicial proceedings to enforce or interpret this agreement shall be brought in a court in Grand County, Colorado.

**13. PARTIAL INVALIDITY:** If any provision of this contract is held by any court to be invalid, void or unenforceable, the remaining provisions shall continue in full force.

**14. SELLER AUTHORIZATION:** User shall obtain written authorization from the seller before placing a lockbox on the seller's property and before the listing is inputted to the MLS.

**15. MANAGING BROKER'S WARRANTIES AND RESPONSIBILITIES:**

- a. Managing Broker warrants that Managing Broker and User are active licensed Colorado real estate brokers and that User is either an employed broker or certified real estate appraiser affiliated with Managing Broker.
- b. Managing Broker agrees to enforce the terms of the Agreement with respect to User and understands that the Managing Broker will not be relieved of any responsibility by the mere fact of disassociation with User.

- c. Managing Broker agrees to notify the GCBOR within three business days if User is no longer an employed broker or an affiliated real estate appraiser.
- d. Managing Broker agrees to use its best efforts to cause User to return SmartCard to GCBOR when required to do so by this agreement. Managing Broker will continue to be charged a service fee for a disassociated User until the end of the current billing period when the card is returned. If an User does not return the SmartCard, Participant agrees to furnish the MLS with copies of written correspondence of all attempts made to obtain said SmartCard.
- e. Managing Broker is jointly and severally liable with the User for payment of all fees required by this agreement and all obligations of User provided in this agreement. Failure by the Managing Broker to perform its obligations as to one employer User may result in termination of all SmartCard agreements with Managing Broker.

**C. INVENTORY:** GCBOR shall maintain current records and perform annual audits of all SmartCards and SentiLock lockboxes and shall provide Managing Broker, during each January, with an inventory of all SmartCards and SentiLock lockboxes registered to Managing Broker. Managing Broker shall verify the lockbox inventory by January 30th of each year via the SentiLock database "audit log report" procedure found in Exhibit "A" of SentiLock Agreement. If lockboxes are unaccounted for at the time of inventory, the Managing Broker shall be responsible for the cost of replacement of the lockbox.

**D. LOST, STOLEN OR DAMAGED LOCK BOXES AND SMARTCARDS:** Any lost, stolen or damaged lockbox shall be reported and/or returned to GCBOR immediately. A replacement lockbox shall be issued to the Managing Broker upon payment of the current replacement cost plus shipping and handling. (See Exhibit C for a schedule of replacement cost)

SmartCard holders shall not tamper with or attempt to modify the SmartCards, and acknowledge that any tampering or attempted modification of the SmartCards or data contained therein will result in permanent Card deactivation, and that SentiLock cannot repair Cards that have been so deactivated.

**E. SECURITY:** The SmartCard holder shall keep the SmartCard in a safe place, shall not in any manner attach the holder's access number to the card and shall not divulge the SmartCard access number to anyone. Written notification shall be submitted by the SmartCard holder to GCBOR upon resignation from the association. GCBOR has the right to disable the SmartCard upon termination from GCBOR for breach of this agreement and/or MLS Rules and Regulations.

**F. OWNERSHIP:** The SentiLock lockboxes shall at all times remain the sole and exclusive property of GCBOR. All SmartCards shall remain the property of SentiLock, and shall be returned to SentiLock or exchanged as may be required under the terms of the SentiLock System Agreement.

The SentiLock system (a) is subject to the proprietary rights of SentiLock or its licensor and is a trade secret and confidential information of SentiLock or any third party from whom SentiLock licensed any portion of the system, and (b) is a work in which SentiLock or its licensor has rights, including, but not limited to, patent, copyright, and trademark rights.

**G. SMARTCARD USERS CHANGING MANAGING BROKERS:** Lockboxes will remain with the Managing Broker and will not be transferred from one office to another regardless of listing status.

**H. ADDITIONAL LOCKBOXES:** In order for Managing Broker to request and receive additional lockboxes, Managing Broker must verify current lockbox inventory with GCBOR using the procedures outlined in Exhibit "A" herein.

**I. CONSENT:** This written contract expresses the entire agreement between Managing Broker, User and the GCBOR with respect to SentiLock SmartCards and lockboxes. This Agreement supersedes any and 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 Managing Broker and User.

GRAND COUNTY BOARD OF REALTORS®

By: \_\_\_\_\_

Executive Officer

Date:

By: \_\_\_\_\_

Managing Broker

Date:

By: \_\_\_\_\_

SmartCard User's Signature

Date:

#### **Exhibit "A"**

### **Annual Lockbox Inventory Procedures and Request for Additional Lockboxes**

1. Using SentiLock software, perform an "audit log report" of all existing boxes both assigned and unassigned. That is, active onsite or inactive in your possession. In order to include the inactive boxes in the report, broker must insert SmartCard in unassigned boxes and upload into the system with no location prior to running "audit log report".
2. Managing Broker should view report, validate through a fiscal inspection and/or internal log. Any lockbox with 60 days or more of inactivity and which is still active in the MLS should be verified.
3. Managing Broker can call SentiLock to obtain the last recorded location of any given lockbox.
4. Managing Broker shall submit the inventory report to GCBOR for verification in order to request additional lockboxes and to satisfy annual inventory provision.

Note: It is imperative that all Managing Brokers and SmartCard Users enter and maintain MLS information for each and every active lockbox. This will, in the end, make the audit process run smoother and ensure accurate results.



## Exhibit "B"

### Lock Box Fines and Penalties

1. Any Managing Broker or agent found to be sharing or lending their SmartCard with anyone else will be fined \$300 for the first offense, along with a letter of reprimand to be placed permanently in their file. A second offense will be \$500.00 and the member will need to appear before the MLS committee for a hearing regarding possible termination of lock box privileges. A third offense would result in the automatic termination of lock box privileges. Due process will be given to all participants and agents issued a fine regarding the sharing of SmartCards in the form of a hearing before the MLS committee and appeals directed to the Board of directors of GCBOR. No warning will be issued for this offense. The rules are very clear on this matter and any sharing or loaning of the SmartCard seriously compromises the integrity of our system.

2. Lock boxes that are active but not assigned to a listing: Lock boxes that are actively being used on a property must have an MLS number assigned to them. Without this assignment we are unable to track the location of the lock box. Each lock box member will be given one warning before they are fined. This warning is one time for any offense for that member's entire lock box participation.

A fine of \$100.00 will be issued for any lock box that is actively being used on a property but does not have an MLS number assigned to it. The first three fines will be \$100.00 for each fine. With the third lock box fine the member will be notified that if they are fined again the fine will go up to \$300.00 and that each subsequent fine will increase by \$100.00 per fine. After five fines the MLS committee will recommend either temporary suspension from the lock box system, mandatory ethics training or both. These fine increases are based on one calendar year.

## Exhibit "C"

### Replacement Costs

1. SmartCards: \$25
2. Office Readers: \$75
3. Home Readers: \$ 25
4. Lock box replacement cost \$85 for lost stolen or damaged lock boxes not covered under extended warranty.
5. New office setup fee for one agent \$350 and \$15 per month\*
6. New agent setup fee \$250 and \$15 per month\*

\*Setup fees are in place to defer the cost of additional equipment cost for new offices and agents that join the system after the initial financed purchase

**Designated REALTOR® only:** I am assuming full responsibility for all dues, fees, services, and equipment that may have been or will be requested and received by this office. I will pay all dues and fees that are previously or currently owed, and from time to time established, and that the total amount of dues for which I will be personally and individually liable and responsible for as Designated REALTOR® of the office named herein. I shall be responsible for all dues established by the Board of Directors for myself, plus all dues or assessments for each of the real estate licensees affiliated with my office who are not themselves REALTOR® members of the Association.

Signature \_\_\_\_\_ Date \_\_\_\_\_