

**Northwest Ohio REALTORS®  
ADDITION / CHANGE FORM**

Company Name \_\_\_\_\_ Company Phone \_\_\_\_\_

Office / Branch Address \_\_\_\_\_

***If this is for a license return, please include a copy of the letter sent to the state.***

**Applicant's Status**

- ☐ New Member (Primary or Secondary)
- ☐ Reinstatement *(Includes \$350 in Fees.)*
- ☐ Transfer *(Includes \$250 Transfer Fee.)*  
*(Licensee transfers from one NOR company to another.)*
- ☐ License Return *(Your company is returning a license to the Ohio Division of Real Estate.)*
- ☐ Multiple Listing Only  
*(Please indicate Board of Choice below.)*
- ☐ Listing Secretary *(Non Licensed office personnel.)*
- ☐ Agent Assistant *(Non Licensed assistant.)*

Please indicate your Primary Board of choice:

**Access Level Requested**

- ☐ AG – (Agent with listing load capabilities)
- ☐ AW – (Agent without listing load capabilities)
- ☐ HB – (Broker with listing load capabilities)
- ☐ OM – (Office Manager with listing load capabilities)
- ☐ LS – Listing Secretary – *(Includes \$125 Access Fee)*  
*NON LICENSEE office personnel needing MLS access.  
Listing Secretary access will be able to change any listing in the office or firm.*
- ☐ Agent Assistant – *(Includes \$50 Access Fee)*  
*(NON Licensee - no listing load capabilities.  
MLS access to agent's listings may be available. Contact MLS for more information.)*

Month <b>Licensed</b>	NOR New Member Fee	OR New Member Fee	OR Dues	NAR Dues	NOR Dues	MLS New Member Fee	MLS Fees	Total
January	\$ 350.00	\$ 50.00	\$ 220.00	\$ 195.00	\$ 252.00	\$ 250.00	\$ 259.50	\$ <b>1,576.50</b>
February	\$ 350.00	\$ 50.00	\$ 206.08	\$ 182.50	\$ 231.00	\$ 250.00	\$ 216.25	\$ <b>1,485.83</b>
March	\$ 350.00	\$ 50.00	\$ 192.17	\$ 170.00	\$ 210.00	\$ 250.00	\$ 173.00	\$ <b>1,395.17</b>
April	\$ 350.00	\$ 50.00	\$ 178.25	\$ 157.50	\$ 189.00	\$ 250.00	\$ 129.75	\$ <b>1,304.50</b>
May	\$ 350.00	\$ 50.00	\$ 164.33	\$ 145.00	\$ 168.00	\$ 250.00	\$ 86.50	\$ <b>1,213.83</b>
June	\$ 350.00	\$ 50.00	\$ 150.42	\$ 132.50	\$ 147.00	\$ 250.00	\$ 43.25	\$ <b>1,123.17</b>
July	\$ 350.00	\$ 50.00	\$ 136.50	\$ 120.00	\$ 126.00	\$ 250.00	\$ 519.00	\$ <b>1,551.50</b>
August	\$ 350.00	\$ 50.00	\$ 122.58	\$ 107.50	\$ 105.00	\$ 250.00	\$ 475.75	\$ <b>1,460.83</b>
September	\$ 350.00	\$ 50.00	\$ 108.67	\$ 95.00	\$ 84.00	\$ 250.00	\$ 432.50	\$ <b>1,370.17</b>
October	\$ 350.00	\$ 50.00	\$ 94.75	\$ 82.50	\$ 63.00	\$ 250.00	\$ 389.25	\$ <b>1,279.50</b>
November	\$ 350.00	\$ 50.00	\$ 80.83	\$ 70.00	\$ 42.00	\$ 250.00	\$ 346.00	\$ <b>1,188.83</b>
December	\$ 350.00	\$ 50.00	\$ 66.92	\$ 57.50	\$ 21.00	\$ 250.00	\$ 302.75	\$ <b>1,098.17</b>

**\*\*All new agents licensed 8/1/23 to 12/31/23 will be billed 2024 dues of \$667 on 1/3/24 due on 2/2/24\*\***

***If paying by check, please provide a separate check for your **MLS Fees**. Thank you.***

NAME \_\_\_\_\_ REAL ESTATE FILE # \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE for LISTINGS \_\_\_\_\_ (hm/cell/off) DATE LICENSED \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

TRANSFER FROM \_\_\_\_\_ to \_\_\_\_\_  
(Old Company) (New Company)

**\*\*\*I am aware of the fees outlined by NOR and acknowledge they are non-refundable and must be paid in full before MLS access is granted.\*\*\***

**Both signatures are required below or this form is incomplete and will not be accepted.**

\_\_\_\_\_  
(Agent Signature)

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

\_\_\_\_\_  
(Broker Signature)

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

For final information regarding Membership Fees, please contact Stephanie Cordle: [stephanie@nworealtors.com](mailto:stephanie@nworealtors.com) 419-535-3222



## MEMBER INFORMATION SHEET

**Please complete ALL of the information below.**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Choose Preferred Pronouns:    he/him                      she/her                      they/them                      .

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell phone number: \_\_\_\_\_ May we send you NOR related texts?    Yes ☐    No ☐

Send Written (Rare) Correspondence To (Select One):    Home ☐                      Work ☐

Phone number to appear with listings: \_\_\_\_\_

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

Date of birth: \_\_\_\_\_ Year Originally Licensed: \_\_\_\_\_

Primary specialty:

Appraiser	<input type="checkbox"/>	Residential	<input type="checkbox"/>
Property Management	<input type="checkbox"/>	Commercial	<input type="checkbox"/>

Are you interested in receiving any of the following specialty communications?

Commercial News	<input type="checkbox"/>
MLS News	<input type="checkbox"/>
Legislation & Licensing News	<input type="checkbox"/>
Property Management & Investment News	<input type="checkbox"/>

(You will still receive your Association & MLS invoices via email.)

*By taking the time to complete the above information in its entirety you are allowing us to better meet your needs and the needs of all of our members. Thank you!*



## APPLICATION FOR REALTOR® MEMBERSHIP



I hereby apply for REALTOR® Membership in **Northwest Ohio REALTORS®**.

**Application Fees and Dues:** I understand that I am responsible for my one time application fee as well as my pro-rated membership dues. The specific amounts will be determined by the Membership Administrator and payable directly to the Northwest Ohio REALTORS®. I understand that my dues will be returned to me in the event of non-election and that the application fee is nonrefundable.

**Qualification for Membership:** I will complete the new member orientation within 90 days of the Association confirming my membership. Failure to meet this requirement may result in having my membership terminated. If elected to membership, I agree to abide by the Code of Ethics of the NATIONAL ASSOCIATION OF REALTORS®, which includes the duty to arbitrate (or to mediate if required by the association) and the Constitution, Bylaws and Rules and Regulations of the above named Association, the State Association and the National Association. Further, if required, I agree to satisfactorily complete a reasonable and non-discriminatory written examination on such Code, Constitutions, Bylaws and Rules and Regulations. I also 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 any membership requirement(s), such as orientation, not be completed within the time frame established in the association's bylaws. I further 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 Association 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®.

I hereby submit the following information for consideration of my application. (If additional detail is needed, please include separate documentation.)

PERSONAL INFORMATION:					
First Name			Middle Name		
Last Name			Suffix <input type="checkbox"/> Jr, <input type="checkbox"/> III, <input type="checkbox"/> Sr, <input type="checkbox"/> Etc.		
Nickname (DBA):					
Home Address:					
City:		State:		Zip:	
Home Phone:			Cell Phone:		
Fax:					
Primary E-mail:			Secondary E-mail:		
Broker or Salesperson's License #					
State of Licensure:			Date of Licensure		
Appraisal License #					

COMPANY INFORMATION:			
Office Name:			
Office Address:			
Office Phone:		Fax:	
Company Type: <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> LLC (Limited Liability Company) <input type="checkbox"/> Other, specify			
Your position: <input type="checkbox"/> Principal <input type="checkbox"/> Partner <input type="checkbox"/> Corporate Officer <input type="checkbox"/> Majority Shareholder			
<input type="checkbox"/> Branch Office Manager <input type="checkbox"/> Non-principal Licensee <input type="checkbox"/> Other			
Names of other Partners/Officers of your firm:			

PREFERRED MAILING/CONTACT INFORMATION:	
Preferred Phone for Listings: <input type="checkbox"/> Home <input type="checkbox"/> Office <input type="checkbox"/> Cell	
Preferred E-mail: <input type="checkbox"/> Primary E-mail <input type="checkbox"/> Secondary E-mail	
Preferred Mailing: <input type="checkbox"/> Home <input type="checkbox"/> Office <input type="checkbox"/> Office Mail Alternate <input type="checkbox"/> Member Mail Alternate	
Mail Publications to: <input type="checkbox"/> Home <input type="checkbox"/> Office <input type="checkbox"/> Office Mail Alternate <input type="checkbox"/> Member Mail Alternate	
May we send periodic Association info to you via text message: <input type="checkbox"/> Yes <input type="checkbox"/> No	
What communications would you like to receive: <input type="checkbox"/> NOR Weekly Email <input type="checkbox"/> MLS Weekly Email	
<input type="checkbox"/> NOR Magazine <input type="checkbox"/> Local Market Updates <input type="checkbox"/> Legislative Information <input type="checkbox"/> NOR Events	
<input type="checkbox"/> Residential Trends/Information <input type="checkbox"/> Commercial Trends/Information	

APPLICANT INFORMATION:	
Are you currently a member of any other Association of REALTORS®? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, name of Association	
Type of membership held:	
Have you previously held membership in any other Association of REALTORS®? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, name of Association	
Type of membership held:	
Do you have any unsatisfied discipline pending for violation of the Code of Ethics ? <sup>1</sup> <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, provide details.	



If you are now or have been a REALTOR® member before, please provide the information below.					
Previous NAR membership (NRDS) #					
Last date (year) of completion of NAR's Code of Ethics training requirement:					
Have you ever been refused membership in any other Association of REALTORS®? <input type="checkbox"/> Yes <input type="checkbox"/> No					
If yes, state the basis for each such refusal and detail the circumstances related thereto:					
Is the office address provided above your principal place of business? <input type="checkbox"/> Yes <input type="checkbox"/> No					
If not, or if you have a branch office, please provide that address:		Address:			
		City:		State:	
Do you hold, or have you ever held, a real estate license in any other state? <input type="checkbox"/> Yes <input type="checkbox"/> No					
If so, where:					
Have you been found in violation of state real estate licensing regulations, civil rights laws or other laws prohibiting unprofessional conduct rendered by the courts or other lawful authorities within the last three (3) years? <input type="checkbox"/> Yes <input type="checkbox"/> No					
If yes, provide details:					
Within the last ten years, have you been: 1) convicted of a crime punishable by death or imprisonment in excess of one year or 2) been released from confinement imposed for that conviction? <input type="checkbox"/> Yes <input type="checkbox"/> No					
If yes, provide details:					
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? <input type="checkbox"/> Yes <input type="checkbox"/> No					
If yes, provide details.					
Are there pending ethics complaints against you? <input type="checkbox"/> Yes <input type="checkbox"/> No					
If yes, provide details.					
Do you have any unsatisfied discipline pending ? <input type="checkbox"/> Yes <input type="checkbox"/> No					
If yes, provide details.					

Are you a party to pending arbitration request? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, provide details.	
Do you have any unpaid arbitration awards or unpaid financial obligations to another association of REALTORS® or an Association MLS? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, provide details.	

*I Article IV, Section 2, of the NAR Bylaws prohibits Member Boards from knowingly granting REALTOR® or REALTOR-ASSOCIATE® membership to any applicant who has an unfulfilled sanction pending which was imposed by another association of REALTORS® for violation of the Code of Ethics. (Adopted 1/01)*

ADDITIONAL 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:	
Field of Business (Specialties)?	<input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Appraisal <input type="checkbox"/> Property Mgmt.
Languages Spoken?	

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 Association, I shall pay the fees and dues as from time to time established. **NOTE:** Payments to the Association 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: \_\_\_\_\_

## MULTIPLE LISTING SERVICE SUBSCRIPTION AGREEMENT (LICENSED SUBSCRIBER)

### Licensed Subscriber Information

Name: \_\_\_\_\_  
("Licensed Subscriber")

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

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

### Firm Information

Name: \_\_\_\_\_  
("Firm")

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

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Primary Board or Association (if not Northwest Ohio REALTORS®): \_\_\_\_\_  
(provide letter of good standing to NORIS)

Licensed Subscriber has elected to utilize the NORIS Multiple Listing Service ("MLS"). In consideration of Northwest Ohio REALTORS® ("NOR") and Northwest Ohio Real Estate Information Systems, Inc. ("NORIS") making the MLS available, and as a condition of utilizing the MLS, Licensed Subscriber, individually and on behalf of all persons employed by or affiliated with Licensed Subscriber who utilize the MLS (collectively called "Affiliated Persons"), agrees to the following:

1. Licensed Subscriber shall comply with the provisions of the NORIS Code of Regulations, NOR Bylaws, MLS Rules and Regulations, and any other obligations of utilization of the MLS, including but not limited to end user license agreements for any proprietary software systems utilized by the MLS and any license agreements to which Licensed Subscriber and NORIS are parties, all as amended from time to time (collectively called "MLS Documents"). Licensed Subscriber acknowledges that [i] access to and use of the MLS is contingent on compliance with the MLS Documents, including payment of fees; and [ii] Licensed Subscriber is responsible for ensuring compliance with the MLS Documents by all Affiliated Persons.
2. Licensed Subscriber shall be bound by the Code of Ethics of the National Association of REALTORS® 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 NOR and NORIS.
3. A violation of the Code of Ethics may result in the termination of Licensed Subscriber's MLS privileges. Failure to make payments when due, disclosure of Licensed Subscriber's MLS password in violation of the MLS Documents, and failure to comply with any applicable license agreement are some but not all of the violations of the MLS Documents that may also result in the termination of Licensed Subscriber's MLS privileges.
4. NORIS grants Licensed Subscriber a license to use the proprietary software system licensed to NORIS for accessing the MLS. This license is granted subject to the terms and conditions of the applicable end user license agreement agreed to by Licensed Subscriber and shall terminate upon the termination of Licensed Subscriber's access to the MLS for any reason.
5. Licensed Subscriber is responsible for all monetary obligations associated with the use of the MLS by Licensed Subscriber or any Affiliated Persons.
6. Licensed Subscriber indemnifies and saves harmless NOR and NORIS from any and all claims, damages, causes of action, judgments, and expenses (including reasonable attorneys' fees) incurred by NOR or NORIS in connection with or arising from [i] property listing content submitted by or on behalf of Licensed Subscriber; [ii] use of the MLS by Licensed Subscriber or any Affiliated Persons; and [iii] violation of any terms of the MLS Documents by Licensed Subscriber or any Affiliated Persons. If any action, suit or proceeding is brought against NOR or NORIS, by reason of any such claim, Licensed Subscriber, upon notice from NOR or NORIS, shall defend the claim at Licensed Subscriber's expense with counsel reasonably satisfactory to NOR and NORIS.
7. Licensed Subscriber acknowledges that NORIS and NOR do not verify the property listing content in the MLS compilation, are not responsible for its accuracy, and are not liable for its content.

### Licensed Subscriber:

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Effective Date of Agreement: \_\_\_\_\_

### Firm:

Firm Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

# **Benefits of REALTOR® Membership**

## **MARKETING OPPORTUNITIES TO PROMOTE YOURSELF AND YOUR COMPANY**

- The right to use the term REALTOR®
- Sales Awards recognize you for your outstanding sales
- Good Neighbor Award recognizes you for your service to the community
- Continuous news releases and articles promoting REALTORS® and the use of a real estate professional
- Monthly, quarterly, and annual housing reports and graphics to share with your clients
- Photofy App allows you to easily personalize and share the “That’s Who we R” social media campaign assets on your social media accounts

## **NETWORKING EVENTS AND EDUCATIONAL OPPORTUNITIES**

- Committees and Task Forces provide you opportunities to network, share ideas, establish programs, and set policies
- General Membership Meeting provides a professional economic update on the local market area
- Awards and Installation Event - honors the organization's annual REALTOR® of the Year, Affiliate of the Year, Good Neighbor Award Recipient(s), and Rookie of the Year, and starting again in 2023 Northwest Ohio REALTORS® that have reached 25, 40 or 50 year membership status
- Kick Off to Fair Housing Month Breakfast
- Major Investor Reception
- Monthly Wake Up YPN, YPN Golf Outing and other YPN Networking events
- Smile Big with Santa
- Habitat for Humanity Playhouse Build
- NOR Leadership Academy
- Area Realty Associations provide opportunities for further involvement in local communities

## **SERVICES & RESOURCES THAT HELP YOU SUCCEED**

- Centralized Showing System
- Standard Forms
- Mobile MLS App
- Low cost arbitration process that allows REALTORS® to settle financial disputes out of court
- Free process to ensure members are adhering to NAR’s Code of Ethics
- Mediation to help settle disputes before they go to a hearing
- Board Store sells a variety of real estate related products including signs, open house supplies and marketing materials
- NORRPAC - your REALTORS® political action committee
- Designations - opportunities to enhance your knowledge and education in specialized areas of the real estate industry
- High quality Education Classes on significant industry issues
- Low-cost training room rental
- Free Tech Helpline – 877.562.3160

## **WAYS TO GIVE BACK TO EACH OTHER AND THE COMMUNITY**

- Members Helping Members Fund – Supports members suffering extreme financial hardship due to a prolonged illness, catastrophic event or accident, or similar occurrence beyond the control of the party receiving the assistance.
- Realtors Relief Foundation – Provides housing-related assistance to victims of disasters.
- Semi-Annual Charity Collection Drives
- Habitat for Humanity Playhouse Build

## **SERVICES AND RESOURCES THAT KEEP YOU SAFE**

- Electronic Key Box System
- FORWARN Mobile Safety App
- Health Insurance – OHREHealthbenefits.com

## PRODUCT AND SERVICES DISCOUNTS

- 1-800-GOT-JUNK?
- Auto Rentals
- Booking Community
- Dell Technologies and Lenovo Computer Discounts
- Educational Tools
- Everlance Automated Mileage and Expense Tracking
- FedEx and UPS
- Fromyouflowers.com
- GE Appliances Store
- Marketing Resources
- Office Depot
- Ohio State Park Resorts
- Personal Insurance
- PODS
- Punchlist USA: Online Repair Estimates & Turnkey Home Services
- RentSpree: Automated Tenant Screening
- Risk Management Discounts
- Stanley Steemer
- Travel and Entertainment Discounts
- Wise Agent, CRM

## ADVOCACY

- Numerous efforts to expand Ohio's sales tax on service were stopped saving the average REALTOR® \$1,967 and the average Broker \$3,643
- Kept the Ohio's Small Business tax credit and a 10% reduction in REALTOR® personal income tax for SMARTER TAX REFORM. Combined, this created an annual savings of \$456 for the average REALTOR® and \$1,080 for the average Broker.
- Ensured real estate was deemed an essential service and REALTORS® could continue to practice during the COVID Pandemic
- Continued access to flood insurance
- Continued access to 30-year fixed mortgage
- Continued access to 1031 like-kind exchanges
- Protection of independent contractor status
- Protection of business income deduction
- Updated commercial broker lien law
- Fairer property valuation challenge process
- Advocated against lead safe rental housing, source of income protection, short term rental registry, rental property registry, foreclosure registry, drywall licensing
- Stopped real estate transfer taxes and conveyance fees
- Fought for home inspector licensing
- Passed legislation in Ohio Operating Budget to fund online real estate license transfer system.
- Led coalition to amend House Bill 430 with language to prohibit local governments from enacting rent control measures.
- Successfully passed the Ohio First-time Homebuyer Savings Act
- Passed legislation that made favorable changes to Ohio's property valuation appeal system to allow commercial and industrial tenants the ability to challenge property values.
- Removed language that would have limited private property rights and required property owners to obtain consent of certain tenants to sell their property.
- Halted legislation to implement state-wide eviction and foreclosure moratorium.
- Halted legislation that would add "source of income" as a protected class at a state level.



590 Longbow Drive  
Maumee, OH 43537  
419.794.7271

The Northwest Ohio Real Estate Information System (NORIS) proudly offers the following products to all participating members.



Participation in the Northwest Ohio Real Estate Information System (NORIS) Multiple Listing Service (MLS) is open to any REALTOR® member of Northwest Ohio REALTORS®. Principals, partners, corporate officers or brand office managers acting on behalf of a principal who are members of any other REALTORS® Board are also eligible to participate in the MLS.