

Become a REALTOR® Member of the NCCBOR

By joining as a REALTOR® member, you can take advantage of the many benefits (pages 9-11) offered by the New Castle County Board of REALTORS® (NCCBOR), the Delaware Association of REALTORS® (DAR) and the NATIONAL ASSOCIATION OF REALTORS® (NAR). Primary membership with NCCBOR requires that your real estate license be affiliated with a member Broker. Primary member applicants **must** attend a mandatory new member orientation class within *two (2)* offerings of application date.

You can become a Provisional REALTOR® member today, by completing these steps:

1. Complete the REALTOR® Application – pages 2 and 3–**ALL QUESTIONS MUST BE ANSWERED**
2. Pay your application fee of \$175.00 and membership fees – pages 4 and 5
(a credit card form is provided on page 4)
3. Attend a mandatory New Member Orientation Class within two class offerings of application – page 6 and 7(schedule)
4. If you require a keycard for access to properties please contact Ramona Leshner at 302-762-4800 x 110 to make an appointment. (KEYCARDS ARE ISSUED BY APPOINTMENT ONLY) – pages 8 and 9

Instructions to Register for Orientation Class – page 6
Benefits of being a REALTOR® member – pages 10-12

Applications must include correct payment and copy of wall license for processing

APPLICANTS FOR REALTOR® MEMBERSHIP: In the event my application for REALTOR® membership is approved, I agree as a condition of membership to complete the Orientation Class of the New Castle County Board of REALTORS®, and on my own initiative to thoroughly familiarize myself with the Code of Ethics of the National Association of REALTORS®, including the duty to arbitrate business disputes in accordance with the Code of Ethics and Arbitration Manual of the Board and the Constitution, Bylaws, and Rules and Regulations of the New Castle County Board of REALTORS®, the Delaware Association of REALTORS®, and the National Association of REALTORS®. If required, I agree to satisfactorily complete 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, all business disputes as from time to time amended. Finally, I consent and authorize the Board, through its Member Policy 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 a 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.

I acknowledge that if I am accepted as a Member and subsequently resign or am expelled from membership in the New Castle County Board of REALTORS® with an ethics complaint or arbitration request pending, the Board of Directors may condition renewal of my membership upon verification that I will submit to the pending ethics or arbitration proceeding and will abide by the decision of the Hearing Panel; or, if I resign or am expelled from membership without having complied with an award in arbitration, the Board of Directors may condition renewal of membership upon 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.

I understand that in order to obtain Primary or Secondary REALTOR® membership I must submit a completed membership application along with the \$175 application fee, applicable prorated dues (which must be included with the application), attend an Orientation Class (not required for Secondary REALTOR® membership) and be approved by the NCCBOR Board of Directors.

You must register for an Orientation Class being held within two offerings of application. To register, visit <https://ims.nccbor.com/documents/Instruc%20to%20Reg%20for%20Orien.pdf>

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 also agree that, if accepted for membership in the Board, I shall pay the dues and fees as from time to time established.

I consent and authorize the Board, through its Member Policy 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 a 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.

If I am approved for membership in the New Castle County Board of REALTORS®, I agree to abide by their governing Bylaws and Rules and Regulations. To obtain a copy of the governing documents, please visit www.nccbor.com.

I understand that I am required to attend an Orientation Class within two offerings of application date. I also understand if I do not satisfy all of the requirements of membership (for example, completion of a mandatory orientation program) within two offerings from application date, my membership will be terminated, dues shall be returned to me less a prorated amount to cover the number of days that I received association services and any application fee. I also understand that if my provisional membership is terminated for not meeting requirements of membership and I elect to take membership at a future date, I must reapply.

Signature of applicant

Date

Enclosed is my payment in the amount of \$175.00 (application fee), and payment of my dues at the prorated rate.

Please forward me information about:

- Volunteer opportunities Instructor opportunities

Please give us additional information about yourself:

- Do you speak a foreign language? If so, which one(s) _____
- Do you have any special skills? _____



The Voice for Real Estate® in New Castle County

E: //Work/Ramona/Membership/Current Applications and Dues/Realtor Application-revised 9-26-11





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T 302.762.4800 • F 302.762.4840
www.nccbor.com

CREDIT CARD CHARGE FORM

NAME: _____ FIRM: _____

Name on Credit Card if Different from Above: _____

Quantity	Description of Charge	Amount
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
TOTAL AMOUNT CHARGED		\$ _____

Circle one: VISA MASTERCARD AMEX DISCOVER

Card #: _____ - _____ - _____ - _____ Expiration Date: _____

CID# _____ Zip Code: _____

Phone #'s: Home: _____ Business: _____

Signature: _____ Date: _____

FAX TO: 302-762-4840 with application

2014 NCCBOR REALTOR® DUES AND SERVICE FEES

APPLICATION FEES (a one-time fee as long as membership does not lapse for more than 14 months):

REALTOR® (Primary/Secondary).....	\$ 175.00
Reinstatement Fee (reinstating membership within 14 months from date of termination).....	\$ 75.00
RPAC Contribution (optional)	\$ 35.00

MEMBERSHIP DUES/TYPES

The components of REALTOR® membership dues are as follows:

New Castle County Board of REALTORS® (NCCBOR)	\$215.00
Delaware Association of REALTORS® (DAR)	\$130.00
National Association of REALTORS® (NAR)	\$155.00 (Includes \$35 mandatory Consumer Advertising Campaign)
Total	\$500.00

Designated REALTOR® (\$500.00/self + \$465/each non-member licensee)

REALTOR® Primary Member..... \$500.00

REALTOR® Secondary Member..... \$215.00

DUES ARE PRORATED FROM THE BEGINNING OF THE MONTH IN WHICH THE LICENSEE AFFILIATES WITH THE PRINCIPAL COMPANY. (SEE BELOW)

REALTOR® Primary Dues

Jan 2014 (01/01/2014-01/31/2014)	\$ 500.00
Feb 2014 (02/01/2014-02/28/2014)	\$ 461.25
Mar 2014 (03/01/2014-03/31/2014)	\$ 422.50
Apr 2014 (04/01/2014-04/30/2014)	\$ 383.75
May 2014 (05/01/2014-05/31/2014)	\$ 345.00
Jun 2014 (06/01/2014-06/30/2014)	\$ 306.25
Jul 2014 (07/01/2014-07/31/2014)	\$ 267.50
Aug 2014 (08/01/2014-08/31/2014)	\$ 228.75
Sep 2014 (09/01/2014-09/30/2014)	\$ 190.00
Oct 2014 (10/01/2014-10/31/2014)	\$ 151.25
Nov 2014 (11/01/2014-11/30/2014)	\$ 112.50
Dec 2014 (12/01/2014-12/31/2014)	\$ 73.79

REALTOR® Secondary Dues

Jan 2014 (01/01/2014-01/31/2014)	\$ 215.00
Feb 2014 (02/01/2014-02/28/2014)	\$ 197.08
Mar 2014 (03/01/2014-03/31/2014)	\$ 179.16
Apr 2014 (04/01/2014-04/30/2014)	\$ 161.24
May 2014 (05/01/2014-05/31/2014)	\$ 143.32
Jun 2014 (06/01/2014-06/30/2014)	\$ 125.40
Jul 2014 (07/01/2014-07/31/2014)	\$ 107.48
Aug 2014 (08/01/2014-08/31/2014)	\$ 89.56
Sep 2014 (09/01/2014-09/30/2014)	\$ 71.64
Oct 2014 (10/01/2014-10/31/2014)	\$ 53.72
Nov 2014 (11/01/2014-11/30/2014)	\$ 35.80
Dec 2014 (12/01/2014-12/31/2014)	\$ 17.92

***Note: Once the membership application fee and dues are paid, the member will hold a Provisional Member status with all Membership privileges, until the member attends orientation and the Board of Directors review for approval at which time membership is changed to REALTOR® Status.**

DUES ARE NOT REFUNDABLE AFTER THE LAST DAY OF JANUARY.

Instructions to Register for New Member Orientation

After your application **and** payment have been processed by NCCBOR, you will receive a welcome communication that includes your login and password for on-line access to www.nccbor.com. You should then login and register for your mandatory new member orientation class. Once you login, complete the following steps:

1. Under “Quick Links”, select “Register for Classes by Month”
2. Select the “New Member Orientation” class you wish to register for (**You must attend an Orientation Class within two class offerings of submitting the application**)
3. To register for the class choose either the calendar view or the list view
4. Select “Proceed to Registration”
5. Select “Add to Cart”
6. Select “Register Now”

You will receive an e-mail confirmation of your registration.

2014 MANDATORY ORIENTATION CLASS SCHEDULE Required for Primary REALTOR® membership only

You must attend an Orientation Class within two class offerings of submitting the application for membership to the NCCBOR. Please indicate on the second page of your application (by checking box) that you will register for that class once you have been notified that you have a provisional membership.

Tuesday, January 7
Wednesday, March 5
Wednesday, May 7
Wednesday, July 9
Wednesday, September 10
Wednesday, November 5

Sign-in is at 8:30 a.m. Coffee and breakfast snacks will be available. The deadline for application processing is the **Wednesday** prior to the orientation class. The class begins promptly at 8:45 a.m. Class is in session from 8:45 a.m. to approximately 3:00 p.m.

Attendees must be present during the entire class to qualify for membership approval. Attendees are not permitted to leave the classroom to conduct business while the class is in session. Please plan the day accordingly.

Remember...an orientation *must* be attended within two class offerings of submitting an application for membership to the NCCBOR.

SUPRA KEYCARD ACTIVATION AND TRAINING –

Since orientation is a busy day for agents and staff alike, the NCCBOR will be unable to issue KeyCards on the day of orientation. KeyCards may however, be obtained on a separate date prior to the orientation date if needed. Agents who desire issuance of a KeyCard should contact Ramona Leshner in the Board office at 302-762-4800 x 110 to schedule an appointment. An appropriately signed KeyCard Usage Agreement should be provided prior to the issuance appointment. Appropriate fees will be collected during the KeyCard issuance appointment. **KeyCards will not be issued without an appointment, the signed KeyCard Usage Agreement and payment.** Appointments last approximately 20 minutes and include training.

Please contact Ramona Leshner at 302-762-4800 x 110 with any new member and/or KeyCard questions.

KEYCARD USAGE AGREEMENT

IT IS HEREBY AGREED AMONG THE New Castle County Board of REALTORS® (ISSUER),

_____ (PRINCIPAL) of _____
(Firm and Branch)

And Principal's/ASSOCIATE _____ (KEYHOLDER) WITNESSETH:

1. **KEYCARD RECEIPT.** KEYHOLDER hereby acknowledges receipt of (check one) ___ Active Key ___ eKey,
2. **TITLE TO KEYCARD.** Keycard is the property of SUPRA.
3. **RULES AND REGULATIONS.** These portions of the New Castle County Board of REALTORS® and TREND's Rules and Regulations pertaining to Keycards, Keyboxes, and their use are incorporated herein by reference, as they now exist and as they may be amended from time to time. PRINCIPAL and KEYHOLDER agree to comply with provisions contained therein as they relate to Keyboxes and Keycards. A violation of the TREND and New Castle County Board of REALTORS® Rules and Regulations shall constitute a violation of this agreement, which may result in a fine, deactivation of key service, or both.
4. **SYSTEM FEE.** PRINCIPAL agrees that PRINCIPAL will be assessed a monthly system fee for KEYHOLDER. Such fee shall be reasonably adjusted on an annual basis to enable the NCCBOR to cover expenses of loan payments and the equipment, software, administration, and maintenance of the system.
5. **TRANSFER.** If KEYHOLDER transfers from one firm to another, KEYHOLDER will be entitled to continue hereunder, provided the new PRINCIPAL provides the NCCBOR with the Delaware License Change form. A fee, if any, may be assessed and must be paid by PRINCIPAL or KEYHOLDER for such transfer of responsibility. The releasing PRINCIPAL remains responsible for that KEYHOLDER until the Delaware License Change form is received by NCCBOR.
6. **TERMINATION OF PRINCIPAL/KEYHOLDER.** PRINCIPAL and KEYHOLDER acknowledge that in the event KEYHOLDER or PRINCIPAL is terminated as a member in good standing with the New Castle County Board of REALTORS®, or KEYHOLDER's association with PRINCIPAL is terminated for any reason, Keycard will be deactivated immediately and to avoid any unnecessary fees should be returned to NCCBOR immediately.
7. **SECURITY OF KEYCARD.** KEYHOLDER agrees to:
 - a. Keep the card in KEYHOLDER possession or in a safe place at all times.
 - b. Not have the PIN attached to or written on the ActiveKey or eKey.
 - c. Not loan the ActiveKey or eKey to any person, for any purpose whatsoever, nor permit the card to be used for any purpose by any other person.
 - d. Not duplicate the ActiveKey nor allow any other person to do so.
 - e. Immediately notify ISSUER of the loss or theft of an ActiveKey and the circumstances surrounding such loss or theft.
 - f. Follow all additional security procedures specified by the ISSUER.
8. **INSPECTION/ KEYCARD AUDIT.** ISSUER shall have the rights to inspect the KEYHOLDER's key all reasonable times and places. KEYHOLDER agrees to submit the key for inspection at ISSUER's office not less than 48 hours after receipt of written notice, or at any other time upon oral request if ISSUER believes that the integrity and security of the system is in jeopardy. Failure to comply with the terms of this paragraph shall result in deactivation of KEYHOLDER's PIN. PRINCIPAL shall assist in inspections or audits of keys and KEYHOLDERS as requested by ISSUER.
9. **INDEMNIFICATION/ RELEASE.** KEYHOLDER covenants and agrees to indemnify and hold ISSUER harmless from any and all liability, obligations, or demands against ISSUER as a result of KEYHOLDER's use of the ActiveKey including, but not limited to, any and all liabilities, including attorney's fees, incurred by ISSUER as a result of damage or injury to premises or persons arising out of the use by KEYHOLDER or by any other person of the ActiveKey. PRINCIPAL and KEYHOLDER release ISSUER from any and all claims, liability, loss or damage of any kind caused by or resulting from use, malfunctions or loss of use, of the Keyboxes or Keycard caused by the actions, failure to act or negligence of ISSUER.
10. **REIMBURSEMENT.** KEYHOLDER agrees to reimburse ISSUER for any and all expenses incurred by ISSUER in the event that the Keybox System must be re-secured due to negligence on the part of KEYHOLDER.
11. **PRINCIPAL'S RESPONSIBILITY.** PRINCIPAL confirms that he/she is an owner, partner, or corporate officer of above named firm, has the authority to sign this agreement for the firm, and that PRINCIPAL or their designee is a member of the new Castle County Board of REALTORS®. Furthermore, PRINCIPAL confirms that KEYHOLDER is associated with the firm named above, and that PRINCIPAL is jointly and severally liable with KEYHOLDER for all duties, responsibilities, and undertakings of KEYHOLDER under this agreement, provided, however this agreement shall not be construed to make KEYHOLDER an employee of PRINCIPAL.
12. **AUTHORIZATION.** KEYHOLDER will secure authorization from the owner or tenant in possession of any property listed for sale prior to the installation and use of a Keybox on such property. Such authorization shall disclose that the Keybox is not designed or intended as a security device and shall at least those disclosures and agreements required by the rules of the New Castle County Board of REALTORS® and TREND.
13. **NO ASSIGNMENT.** This agreement may not be assigned by KEYHOLDER.

INTENDING TO BE LEGALLY BOUND, THE PARTIES HAVE SIGNED THIS AGREEMENT TO BE EFFECTIVE ON THE DATE SIGNED BY ISSUER.

Date

Principal's Name (please print)

KeyHolder's Name (please print)

Principal's Signature

KeyHolder's Signature

Firm Name

Issuer, NCCBOR Chief Executive Officer Signature

Firm Address

Firm Telephone

2014-2015 SUPRA KEYCARD FEES

• **INSTALLATION AND ADMINISTRATIVE FEE** (MAKE PAYMENT TO: New Castle County Board of REALTORS®)

Administrative Fees (PAYABLE TO NCCBOR using Check, Credit/Debit Card, Cash).....\$30.00

• **KEY LEASE FEES (ONLINE PAYMENT TO SUPRA USING CHECK or CREDIT CARD)**

Supra will not accept Cash; however, Debit/Credit Card, Personal or Office ACH Check Conversion acceptable for online payment

Activation Fee (Charged in addition to Lease Fees below)..... \$50.00
Loss/Theft/Damage Insurance (optional)..... \$25.00

(1) Active Key

(Annual Fee-Period is May 21, 2013 -May 20, 2014 prorated monthly)

(04/16/2014--04/20/2014)	\$287.42
(04/21/2014--05/20/2014)	\$267.19
(05/21/2014--06/20/2014)	\$246.96
(06/21/2014--07/20/2014)	\$226.38
(07/21/2014--08/20/2014)	\$205.80
(08/21/2014--09/20/2014)	\$185.22
(09/21/2014--10/20/2014)	\$164.64
(10/21/2014--11/20/2014)	\$144.06
(11/21/2014--12/20/2014)	\$123.48
(12/21/2014--01/20/2015)	\$102.90
(01/21/2015--02/20/2015)	\$82.32
(02/21/2015--03/20/2015)	\$61.74
(03/21/2015--04/15/2015)	\$41.16

(2) eKEY Basic
Monthly Fee \$ 25.10
(Charged to your credit card monthly)

(3) eKey Professional
Monthly Fee \$ 32.99

For information on eKEY and compatible devices, visit: www.supraekey.com

Need a keycard? Keycards issued by appointment only.
To schedule an appointment, contact Ramona Leshner at 302-762-4800 x 110.
A completed keycard usage agreement must be provided to NCCBOR prior to issuance.
Key card training/issuance session lasts approximately 20 minutes.

REALTOR Member Benefits

What NCCBOR Offers You...

The purpose of the New Castle County Board of REALTORS®:

NCCBOR's purpose is to provide resources to all segments of its membership that help them succeed and prosper in a sustainable economic climate by:

- providing services, tools, education and programs to improve member's ability to serve their clients with the highest levels of professionalism, integrity and expertise
- working collaboratively to ensure its members are able to conduct business within a framework of fair and reasonable laws and government regulations
- creating understanding among the residents of New Castle County as to the important benefits of working with a REALTOR®
- creating opportunities to develop positive, productive relationships among the members

and... by building and fostering proactive relationships with public agencies, private sector associations and other stakeholders by effective outreach and advocacy...***achieved through:***

EDUCATION AND TRAINING (OFFERED AT MEMBER RATES)

Courses that offer a broad variety of subjects that help you fulfill your real estate license and renewal requirements.

Courses that expand your knowledge of your profession and keep you up-to-date on changes in legislation, policy and industry trends.

Courses that lead to designations which enhance your professionalism.

Specialized courses that gives you new skills in such areas as technology.

Our continuing education classes are approved by the Delaware Real Estate Education Commission.

The Board is always open to new ideas for courses and education programs that will benefit its members, their clients and the public. The Board strives to provide instructors who possess knowledge of current issues.

PROFESSIONAL STANDARDS

A process executed according to the NATIONAL ASSOCIATION OF REALTORS® Code of Ethics which separates real estate agents from REALTORS® and provides both real estate professionals and the public an opportunity to air grievances and seek a fair ruling on differences of opinion from an unbiased panel of peers or mediation.

BOARD INVOLVEMENT

Opportunities to serve on Committees, Task Forces and Presidential Advisory Groups which permit members to shape the future policies, programs and services of the association.

POLITICAL INVOLVEMENT

Staying abreast of what is going on in legislation that affects the real estate industry and its practitioners locally, as well as state-wide and nationally in areas such as:

Land Use Practices

Fair Housing and Equal Opportunity

Taxation

Private Property Rights

Public Programs That Support Home buying Incentives.

Giving members an opportunity to participate in supporting legislation that helps the industry and defeating that which hurts it.

Keeping an eye on the performances of elected officials.

Supporting pro-real estate issues candidates through PAC funds.

Encouraging member participation in community activities through civic associations, citizen organizations and political campaigns.

Developing programs which benefit both REALTORS® and the community such as the Citywide Open House.

Establishing dialogues with elected and appointed officials to create networks which can address shared concerns and contribute to creative solutions.

REALTOR® IMAGE ENHANCEMENT

Through political involvement.

Through publicity and promotion that gets the word out about the positive role REALTORS® play in our economy, our government and our way of life.

Through the professional standards process and upholding the Code of Ethics.

PROFESSIONAL TOOLS OF THE TRADE

Board membership affords access to specialized forms created and copyrighted for use by its members, discounted membership in zipForm(a system that allows you to share data between all documents related to the same transaction) and free dot loop.

MEMBER COMMUNICATIONS

REALTORS® on the Move, an FYI of new members and members moving to a different office which is compiled monthly and placed onto the Board's website.

Weekly eNewsletters, a mass emailing which includes information blurbs on what is happening at the Board; news updates, etc.

Articles which focus on Buyer and Seller issues with a professional sensitivity to good information authored by NCCBOR members.

www.nccbor.com, the Total Resource® for NCCBOR members. The most current information on education offerings, events, information offerings, etc.

We're on facebook® and twitter®! The Board is continually evaluating its methods of communication with its members and investigating effective new ways to communicate information you need to be successful in your business.

MEMBER SERVICES

The Board has negotiated special rates so that you can take advantage of these valuable benefits without requirement of joining other organizations.

Errors and omissions insurance - provided by the NATIONAL ASSOCIATION OF REALTORS®.

Health, dental and other insurance - through the Benefits Connection of the New Castle County Chamber of Commerce.

DEXSTA Federal Credit Union membership - which provides incentives such as cost-cutting credit cards, loans, auto pricing, buying and more.

NAR Products – you get a special discount when you purchase NAR products at www.realtor.org (Be sure to use the discount code: NCBR5)

The Board offers room rentals in its education facility at economical pricing.

The Board offers eBlast advertising to NCCBOR members only. You choose the content and the subject, and for a reasonable fee, the Board will send it for you to our entire membership (subject to availability)*

*A FEE BASED MEMBER DISCOUNT SERVICE

MEMBER EVENTS

Events bring members together to learn, network and have fun!

Events are held throughout the year, such as **REALTOR® SHOWCASE** which offers continuing education, industry exhibits and social interchange.

Throughout the year, are **MEMBERSHIP MEETINGS** that bring members together to decide on the direction and future of the organization.

Political activities such as the **LEGISLATIVE BREAKFAST/LUNCHEON/FUNDRAISERS** give members an opportunity to mingle with elected and appointed officials and discuss issues of mutual concern.

Various **BROWN BAG** sessions providing current topics of interest free to REALTOR® members courtesy of Affiliate members.

