

*By joining as a REALTOR® member, you can take advantage of the many benefits offered by the New Castle County Board of REALTORS® (NCCBOR), the Delaware Association of REALTORS® (DAR) and the NATIONAL ASSOCIATION OF REALTORS® (NAR).*



**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. *Include your application fee of \$200.<sup>00</sup> and correct membership fees – pages 4 and 5 (a credit card form is provided on page 4)*
3. *INCLUDE A COPY OF YOUR SIGNED WALL LICENSE*

*Once your application has been processed you will receive an email with your login information. You will then need to register to attend a mandatory New Member Orientation Class within two class offerings of your application date – page 6 and 7(schedule)*

*Upon receipt of the email you can also call to schedule a keycard appointment if you require a keycard for access to properties. Keycard information and fees can be reviewed at that time.*



**Keycards are issued by appointment only so please call 302-762-4800-110 to schedule an appointment-  
pages 8 and 9**



**LICENSE INFORMATION:**

Do you currently hold an active real estate or appraisal license?  Yes  No (If no, REALTOR® membership cannot be requested)

Has your membership in any other Board/Association of REALTORS® been suspended or terminated within the last two years?  Yes  No (If yes, please attach an explanation.)

Are you subject to any unresolved charges of civil rights violations, violations of consumer protection laws, violations of the real estate license laws or other violations of law?  Yes  No (If yes, please attach an explanation.)

Has your real estate or appraisal license, in this or any other state, ever been suspended or revoked?  Yes  No If yes please attach an explanation and specify the place(s) and date(s) of such action.

**REALTOR® AGREEMENT:**

**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 \$200 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](http://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*



## CREDIT CARD CHARGE FORM

NAME: \_\_\_\_\_ FIRM: \_\_\_\_\_

Name on Credit Card if Different from Above: \_\_\_\_\_

Quantity	Description of Charge	Amount
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
<b>TOTAL AMOUNT CHARGED</b>		\$ _____

**Circle one:    VISA    MASTERCARD    AMEX    DISCOVER**

Card #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_      Expiration Date: \_\_\_\_\_

CID# \_\_\_\_\_      Zip Code: \_\_\_\_\_

Phone #'s:    Cell: \_\_\_\_\_      Business: \_\_\_\_\_

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

**FAX TO: 302-762-4840** with application

## 2017 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).....	\$ 200.00
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)	\$170.00
National Association of REALTORS® (NAR)	\$155.00 (Includes \$35 mandatory Consumer Advertising Campaign)

**Total            \$540.00**

Designated REALTOR® ..... *(\$540.00/self + \$505/each non-member licensee)*

REALTOR® Primary Member..... **\$540.00**

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

**DUES ARE PRORATED FROM THE BEGINNING OF THE MONTH IN WHICH  
THE LICENSEE AFFILIATES (LICENSE ISSUE DATE) WITH THE PRINCIPAL COMPANY (SEE BELOW)**

#### REALTOR® Primary Dues-SEE ABOVE TO DETERMINE CORRECT DUES AMOUNT

Jan 2017 (01/01/2017-01/31/2017)	\$ 540.00
Feb 2017 (02/01/2017-02/28/2017)	\$ 497.92
Mar 2017 (03/01/2017-03/31/2017)	\$ 455.83
Apr 2017 (04/01/2017-04/30/2017)	\$ 413.74
May 2017 (05/01/2017-05/31/2017)	\$ 371.66
Jun 2017 (06/01/2017-06/30/2017)	\$ 329.57
Jul 2017 (07/01/2017-07/31/2017)	\$ 287.48
Aug 2017 (08/01/2017-08/31/2017)	\$ 245.40
Sep 2017 (09/01/2017-09/30/2017)	\$ 203.31
Oct 2017 (10/01/2017-10/31/2017)	\$ 161.22
Nov 2017 (11/01/2017-11/30/2017)	\$ 119.14
Dec 2017 (12/01/2017-12/31/2017)	\$ 77.09

#### REALTOR® Secondary Dues

Jan 2017 (01/01/2017-01/31/2017)	\$ 215.00
Feb 2017 (02/01/2017-02/28/2017)	\$ 197.08
Mar 2017 (03/01/2017-03/31/2017)	\$ 179.16
Apr 2017 (04/01/2017-04/30/2017)	\$ 161.24
May 2017 (05/01/2017-05/31/2017)	\$ 143.32
Jun 2017 (06/01/2017-06/30/2017)	\$ 125.40
Jul 2017 (07/01/2017-07/31/2017)	\$ 107.48
Aug 2017 (08/01/2017-08/31/2017)	\$ 89.56
Sep 2017 (09/01/2017-09/30/2017)	\$ 71.64
Oct 2017 (10/01/2017-10/31/2017)	\$ 53.72
Nov 2017 (11/01/2017-11/30/2017)	\$ 35.80
Dec 2017 (12/01/2017-12/31/2017)	\$ 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](http://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.

## 2017 MANDATORY ORIENTATION CLASS SCHEDULE

Required for Primary REALTOR® membership only

**You will be registered for and must attend an Orientation Class within two class offerings of submitting the application for membership to the NCCBOR.**

*Wednesday, January 11*  
*Wednesday, March 8*  
*Wednesday, May 3*  
*Wednesday, July 12*  
*Wednesday, September 13*  
*Wednesday, November 8*

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 call 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 call 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



## 2016-2017 SUPRA KEYCARD FEES

WHETHER GETTING AN ACTIVEKEY OR AN EKEY YOU WILL NEED TO PAY THE 2 FOLLOWING FEES:

1. A Keycard Administrative Fee of \$40.00 (PAYABLE TO NCCBOR using Check, Credit/Debit Card, or Cash)
2. An Activation Fee of \$50.00 (PAYABLE TO SUPRA---using a Debit/Credit Card or ACH Check Conversion for online payment)

In addition to the above fees:

- **IF** leasing an ActiveKEY--the fee will depend on when you schedule the keycard appointment: Please see the Annual ActiveKEY Fee Schedule Below

*(Annual Fee For ActiveKEY: Period is May 21, 2016 -May 20, 2017 (prorated monthly))*

(04/16/2016--04/20/2016)	\$280.10
(04/21/2016--05/20/2016)	\$260.11
(05/21/2016--06/20/2016)	\$240.12
(06/21/2016--07/20/2016)	\$220.11
(07/21/2016--08/20/2016)	\$200.10
(08/21/2016--09/20/2016)	\$180.09
(09/21/2016--10/20/2016)	\$160.08
(10/21/2016--11/20/2016)	\$140.07
(11/21/2016--12/20/2016)	\$120.06
(12/21/2016--01/20/2017)	\$100.05
(01/21/2017--02/20/2017)	\$80.04
(02/21/2017--03/20/2017)	\$60.03
(03/21/2017--04/15/2017)	\$40.02

- **Optional Annual Fee: Loss/Theft/Damage Insurance for ActiveKEY (Not Prorated).....\$25.00**

\*\*\*\*\*

If you would like an eKEY (using your smart phone) rather than the ActiveKEY there are two levels of service offered at a monthly rate:

**eKEY Basic: \$18.98 per month OR eKEY Professional: \$31.75 per month**

*For information on eKEY and compatible devices visit: [www.supraekey.com](http://www.supraekey.com)*

*Need a keycard? Keycards issued by appointment only.*

*To schedule an appointment, please call 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 10 minutes.*