



**NORTHWESTERN**  
Vermont Board of REALTORS®

Dear Real Estate Agent,

Thank you for your interest in the Northwestern Vermont Board of REALTORS® (NVBR). By joining NVBR you will become part of the largest REALTOR® board in Vermont. As a member of NVBR, you also receive membership in the Vermont Association of REALTORS® and the National Association of REALTORS®.

Some of the benefits you receive by becoming a member of the REALTOR® associations are access to the multiple listing services, networking opportunities, educational courses, representation in the government and the use of the word REALTOR® and logo.

Attached to this letter you will find the application for membership to NVBR, a designated REALTOR® recommendation for new REALTOR® status, and a breakdown of the dues payment schedule for new REALTORS®.

If you have any questions about membership or the application process, please feel free to contact me at [mike@nvbr.com](mailto:mike@nvbr.com) or (802) 862-6407. We are happy to help.

We look forward to your membership and involvement in NVBR.

Warmest regards,



Michael Berk  
Chief Executive Officer



## Membership Application

**I. All applicants for Primary or Secondary REALTOR® membership are required to complete this section. PLEASE PRINT**

Name as shown on License: \_\_\_\_\_ License Effective Date: \_\_\_\_\_

License Type \_\_\_\_\_ License No. \_\_\_\_\_  
(Broker, Salesperson, Appraiser)

Name to appear on roster: \_\_\_\_\_ Nickname: \_\_\_\_\_

Date of Birth (MM/DD/YY): \_\_\_\_\_

Home Physical Address \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_

Home Mailing Address \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Home Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Website Address: \_\_\_\_\_

**Preferred Phone:** HOME / OFFICE / CELL    **Preferred Fax:** HOME / OFFICE    **Preferred Mail Address:** HOME / OFFICE

Firm: \_\_\_\_\_ Designated REALTOR®: \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_

Business Phone: \_\_\_\_\_ Business Fax: \_\_\_\_\_ DR email: \_\_\_\_\_

**II. Only Designated REALTORS® applying for new membership or DR's that are changing supervision or transferring offices are required to complete this section. PLEASE PRINT**

**Note:** New Office Application Fee - There is a \$100 one time application fee for NVBR new office set-up.

Corporate Name: \_\_\_\_\_ Type: \_\_\_\_\_  
Sole Proprietor, DBA, Partnership, Corporation

Firm Address: \_\_\_\_\_ Tax ID #: \_\_\_\_\_

Firm License Number: \_\_\_\_\_ Firm License Effective Date: \_\_\_\_\_

Please list the names and titles of all other principals, partners, or corporate officers in your firm. ATTACH SHEET IF NEEDED

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

Please list names and addresses of all branch offices or other real estate firms in which you are a principal, partner or corporate officer. ATTACH SHEET IF NEEDED

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

**III. All applicants for Primary or Secondary REALTOR® membership are required to complete this section. PLEASE PRINT**

Are you currently a member or have you held membership in another association affiliated with the NATIONAL ASSOCIATION OF REALTORS®? Yes or No

If yes, please list each association and approximate dates of membership.

Association: \_\_\_\_\_ Dates of membership: \_\_\_\_\_

If you were ever assigned a NRDS number, please provide number and name/location of association that assigned it.

NRDS # \_\_\_\_\_ Assigning Association: \_\_\_\_\_

Are you currently, or have you been in the last 3 years, involved in an association Code of Ethics or Arbitration complaint? If yes, provide details on a separate sheet. Yes \_\_\_\_\_ No \_\_\_\_\_



## Membership Application

Do you hold, or have you held, a real estate license **in another state**? No \_\_\_ Yes \_\_\_ (specify state/license number)

State: \_\_\_\_\_ License #: \_\_\_\_\_

Has your license (in any state) ever been suspended or revoked? No \_\_\_ Yes \_\_\_ (specify place(s), date(s) & details)

Have you ever been convicted of a felony? No \_\_\_ Yes \_\_\_ (provide details on separate sheet)

If you have another place of employment, please provide information:

Business Name: \_\_\_\_\_ Position: \_\_\_\_\_ #Yrs: \_\_\_\_\_

Business Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Are you a member of an institute, society or council affiliated with the NATIONAL ASSOCIATION OF REALTORS® or do you hold any professional designations? No \_\_\_ Yes \_\_\_ (LIST BELOW. ATTACH SHEET IF NEEDED)

### PLEASE READ THE FOLLOWING STATEMENTS BEFORE SIGNING YOUR APPLICATION

Upon payment of required dues for REALTOR® membership, I agree to abide by the association's bylaws, rules, and regulations, as well as the Code of Ethics of the National Association of REALTORS®, which information is provided when I join NVBR. The REALTOR® Code of Ethics includes an undertaking to arbitrate disputes between or among REALTORS® and to abide by the arbitration award rendered in such a dispute. The Code also contains a commitment to submit to and abide by the disciplinary procedures established by the Board under the Code of Ethics. I understand that my initial status with this application is that of Provisional member, which allows me to receive REALTOR® services and benefits immediately, contingent upon the completion of the association's mandatory Orientation, in accordance with the current association policies, and a course in the above-mentioned Code of Ethics. Upon completion of those requirements, I acknowledge that my REALTOR® status will be contingent upon maintaining an active real estate or appraiser license, payment of annual dues and Quadrennial Code of Ethics training as required by NAR, as well as any state or local mandated course or training requirements.

**NOTE:** Applicant acknowledges that the board/association will maintain a membership file of information which may be shared with other boards/associations where applicant subsequently seeks membership. This file shall include: previous applications for membership; all final findings of Code of Ethics violations and violations of other membership duties within the past three (3) years; pending complaints alleging violations of the Code of Ethics or alleging violations of other membership duties; incomplete or pending disciplinary measures; pending arbitration requests; and information related to unpaid arbitration awards or unpaid financial obligations to the board/association or its MLS.

**NOTE:** Applicant acknowledges that if he/she resigns from the board or otherwise causes membership to terminate with an ethics complaint pending, the Board of Directors may condition renewal of membership upon applicant's agreement to submit to the pending ethics proceeding and abide by the decision of the hearing panel. Likewise, 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®.

**NOTE:** Dues payments to the REALTOR® associations are **non-refundable** under any circumstance and are **not tax deductible as charitable contributions**; however, portions of such payments may be tax deductible as ordinary and necessary business expenses.

**NOTE:** I agree to receive electronic communications from the Northwestern Vermont Board of REALTORS®.

\_\_\_\_\_  
New Member SIGNATURE

\_\_\_\_\_  
DATE

Due at time of application is my REALTOR® dues payment for the current membership year(s) \_\_\_\_\_ in the amount of \$ \_\_\_\_\_ (please see attached dues schedule). I will be paying by: Cash \_\_\_\_\_ Check \_\_\_\_\_ Credit Card \_\_\_\_\_

Please mail checks to NVBR, PO Box 814, Williston, VT 05495. Cash payments may be submitted in person to NVBR, 202 Commerce Street, Unit #200, Williston, VT 05495. Or, if paying by Credit Card please call NVBR at 802-862-6407 to process payment by phone.



## Designated REALTOR® Recommendation for New REALTOR®

As a member in good standing with the Northwestern Vermont Board of REALTORS®, I recommend the individual named below for REALTOR® membership in our association.

Licensed Agent/Appraiser Name: \_\_\_\_\_

Vermont Real Estate License #: \_\_\_\_\_

License Effective Date: \_\_\_\_\_

This is the date that your license became effective with the VT Secretary of State. (PLEASE NOTE: Dues for NVBR are calculated based on date of application for Board membership.)

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REALTOR® Firm Name: \_\_\_\_\_

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

Designated REALTOR® (as listed w/Real Estate Commission): \_\_\_\_\_

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**Designated REALTOR® Agreement:** I understand that, as the Designated REALTOR®, I am responsible for notifying NVBR of any change of status in this agent's affiliation with my firm within 30 days of such change, providing proof of communications with the Real Estate Commission as required or requested.

Upon verification with the Real Estate Commission of the licensee/license indicated above, NVBR may hold me responsible for discrepancy in payment amounts based on the date of this agent's licensing with my firm.

In the event that this agent does not make payment of REALTOR® dues, in a timely manner and in accordance with the bylaws, I will be responsible for payment of his/her dues for non-member status.

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Designated REALTOR® Signature

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Date



# NORTHWESTERN Vermont Board of REALTORS®

## 2020 – 2021 Dues Schedule

*New member dues are prorated monthly from date of application.*

*REALTOR® Association fiscal year is January to December.*

*Membership dues are billed annually in advance and are **non-refundable**.*

*New office application fee \$100.00 ~ New member application fee \$150.00*

*Application fees are a one-time fee.*

Jan-20	
Application Fee	\$150.00
NVBR 2020	\$320.00
VR 2020	\$345.00
VR Issues Mobilization Fund	\$10.00
NAR 2020	\$150.00
NAR Public Image Campaign	\$35.00
<b>Total</b>	<b>\$1010.00</b>

May-20	
Application Fee	\$150.00
NVBR 2020	\$213.33
VR 2020	\$230.00
VR Issues Mobilization Fund	\$10.00
NAR 2020	\$100.00
NAR Public Image Campaign	\$35.00
<b>Total</b>	<b>\$738.33</b>

Sep-20		
Application Fee		\$150.00
NVBR 2020		\$106.67
VR 2020		\$115.00
VR Issues Mobilization Fund		\$10.00
NAR 2020		\$50.00
NAR Public Image Campaign		\$35.00
<b>Total</b>		<b>\$466.67</b>

Feb-20	
Application Fee	\$150.00
NVBR 2020	\$293.33
VR 2020	\$316.25
VR Issues Mobilization Fund	\$10.00
NAR 2020	\$137.50
NAR Public Image Campaign	\$35.00
<b>Total</b>	<b>\$942.08</b>

Jun-20	
Application Fee	\$150.00
NVBR 2020	\$186.67
VR 2020	\$201.25
VR Issues Mobilization Fund	\$10.00
NAR 2020	\$87.50
NAR Public Image Campaign	\$35.00
<b>Total</b>	<b>\$670.42</b>

Oct-20		
Application Fee	\$150.00	
NVBR 2020/2021	\$80.00	\$320.00
VR 2020/2021	\$86.25	\$345.00
VR Issues Mobilization Fund	\$10.00	\$10.00
NAR 2020/2021	\$37.50	\$150.00
NAR Public Image Campaign	\$35.00	\$35.00
<b>Total</b>		<b>\$1,258.75</b>

Mar-20	
Application Fee	\$150.00
NVBR 2020	\$266.67
VR 2020	\$287.50
VR Issues Mobilization Fund	\$10.00
NAR 2020	\$125.00
NAR Public Image Campaign	\$35.00
<b>Total</b>	<b>\$874.17</b>

Jul-20	
Application Fee	\$150.00
NVBR 2020	\$160.00
VR 2020	\$172.50
VR Issues Mobilization Fund	\$10.00
NAR 2020	\$75.00
NAR Public Image Campaign	\$35.00
<b>Total</b>	<b>\$602.50</b>

Nov-20		
Application Fee	\$150.00	
NVBR 2020/2021	\$53.33	\$320.00
VR 2020/2021	\$57.50	\$345.00
VR Issues Mobilization Fund	\$10.00	\$10.00
NAR 2020/2021	\$25.00	\$150.00
NAR Public Image Campaign	\$35.00	\$35.00
<b>Total</b>		<b>\$1,190.83</b>

Apr-20	
Application Fee	\$150.00
NVBR 2020	\$240.00
VR 2020	\$258.75
VR Issues Mobilization Fund	\$10.00
NAR 2020	\$112.50
NAR Public Image Campaign	\$35.00
<b>Total</b>	<b>\$806.25</b>

Aug-20	
Application Fee	\$150.00
NVBR 2020	\$133.33
VR 2020	\$143.75
VR Issues Mobilization Fund	\$10.00
NAR 2020	\$62.50
NAR Public Image Campaign	\$35.00
<b>Total</b>	<b>\$534.58</b>

Dec-20		
Application Fee	\$150.00	
NVBR 2020/2021	\$26.67	\$320.00
VR 2020/2021	\$28.75	\$345.00
VR Issues Mobilization Fund	\$10.00	\$10.00
NAR 2020/2021	\$12.50	\$150.00
NAR Public Image Campaign	\$35.00	\$35.00
<b>Total</b>		<b>\$1,122.92</b>