



# Membership Application

*HRRR - Your Ultimate Support for Business Success in any Market*

## Step 1

Read and complete this packet. It is your and your broker's responsibility to initiate the membership process within 30 days of placing your license with a REALTOR® firm.

## Step 2

Submit this form via email to [applications@hrra.com](mailto:applications@hrra.com). You may also bring or mail the form to Attn: [Membership@hrra.com](mailto:Membership@hrra.com). You may also bring or mail the form to Attn: Membership  
HRRR 638 Independence Parkway Suite 100 Chesapeake, VA 23320. Forms without an accompanying check or completed credit card information will not be processed.

Any questions? Email [membership@hrra.com](mailto:membership@hrra.com) or call (757) 473-9700 ext. 3.

## Welcome to your HRRR REALTOR® Family

When you become a REALTOR®, you have reached a higher standard in your real estate career. The term REALTOR® means “member” of the National Association of REALTORS®. When you join HRRR, you are also joining the state association, Virginia Association of REALTORS® [VAR], and the National Association of REALTORS® [NAR]. This interrelation, and interdependency, is called the three-way agreement, and it is a powerful model of influence that has benefitted our brokers and agents for over 100 years.

Filling out this application is only the first step. Once your application is approved and payment verified, if you have been a REALTOR® before, or if you are a current REALTOR® transferring from another association, you will be required to complete HRRR's new member orientation session within the next three available sessions, **but no later than 60 days from your approval letter.**

If you are newly licensed, you will be required to complete HRRR's new member orientation session within the next three available sessions, **but no later than 60 days from your approval letter**, and complete the NAR new member Code of Ethics training. This fulfills your ethics post-licensing education credit.

We sincerely thank you for your membership!



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## Step 3

Upon receipt of your application, your dues, and new member fees, you will receive an approval letter with your M1 number and the next available orientation dates. You must register for the orientation class. To do so, follow the directions in the letter. Even if you are an existing REALTOR®, you must attend the HARRA orientation session. Once you have completed new member orientation, you will have access to all the benefits of HARRA, VAR & NAR.

## Step 4

Once you have completed the orientation, and if a new REALTOR®, the new member Code of Ethics training, you will receive your REALTOR® certificate, REALTOR® pin, and new member packet. You may now use the REALTOR® trademark in your advertising.

### Part 1- Application Information

I hereby apply for:

- REALTOR®
- Designated REALTOR® (Principal or Managing Broker)
- Secondary REALTOR® (I have paid another local association dues in the current year) – Please attach your letter of good standing from your current local board.
- Secondary Designated REALTOR® (I have paid another local association dues in the current year) – Please attach your letter of good standing from your current local board.
- Please check here if your primary field of business is commercial real estate or if you typically have one or more commercial transactions per year.

If you checked the box above for commercial, please indicate if you are a member of any of these organizations

- CCIM    IREM    SIOR    RLI

- I am applying for reinstatement as a REALTOR® (This means I have dropped my REALTOR® status within the last 12 months; I understand I am responsible for the calendar year's dues and the \$100 reinstatement fee. This application will not be processed without payment. I understand I will not have to pay HARRA or VAR new member fees.)



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## Step 5

If you are new to the real estate business, join the Young Professionals Network (YPN), a network for those young in age or young in the business. Go to [facebook.com/groups/HRRAYPN](https://facebook.com/groups/HRRAYPN). If you are a Designated REALTOR® who is new to HARRA, please join our broker group at [facebook.com/groups/hrraom](https://facebook.com/groups/hrraom). And if in commercial, join the commercial group at [facebook.com/groups/HRRACommercial](https://facebook.com/groups/HRRACommercial) and check out the commercial website, [hrracommercial.com](http://hrracommercial.com).

## Step 6


Jump into success – Visit [HARRA.com](http://HARRA.com) to view the list of free forums & trainings. HARRA also offers discounted (and some are free) CE and PLE courses.

### Part 1- Application Information Cont'd

Your name on your real estate license: \_\_\_\_\_

Date Licensed in VA real estate: \_\_\_\_\_

VA Real Estate License #: \_\_\_\_\_

 **You cannot complete this form if you do not have an active license hung with a HARRA REALTOR® brokerage.**

Title (circle one): Mr. Mrs. Ms. Miss Mx. Dr. Pr. N/A

DOB (mm/dd/yyyy): \_\_\_\_\_

HARRA mail will be sent to your home address; your emailed invoices and reminders will be sent to the email address you provide below **(applications without an email will not be processed)**.

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

**\*HARRA does not share or sell email addresses.**

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

City, State & Zip: \_\_\_\_\_

Brokerage Name: \_\_\_\_\_

Branch Name (if applicable): \_\_\_\_\_

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

City, State & Zip: \_\_\_\_\_

Your Cell Phone: \_\_\_\_\_

Your Work Phone (if different): \_\_\_\_\_

Your Website: \_\_\_\_\_

Pre-license Education School Name: \_\_\_\_\_

I Speak Another Language in Addition to English (please identify the language): \_\_\_\_\_



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## Step 7\*

### Choose Your Options

President Teddy Roosevelt famously said: "Every man owes part of his time and money to the business or industry to which he is engaged. No man has a moral right to withhold his support from an organization that is striving to improve conditions within his sphere."

Your dues investment includes your voluntary \$15 RPAC Fair Share. This is non-refundable if you do not opt out. RPAC supports much of the advocacy work done at all three levels of organized real estate. Campaign contributions, for example, legally cannot be funded from dues; RPAC gains us access to legislators deciding our business conditions.

Check here to opt out

Contributions to the Virginia REALTORS® (VAR) RPAC are voluntary and are used for political purposes; they are not deductible for federal and state income tax purposes. Members may contribute more or less than the suggested amount and may refuse to contribute without reprisal. The National Association of REALTORS® (NAR) or any of its state or local associations will not favor or disfavor any member because of the amount contributed. NAR has established state Federal Disbursement Allocations based on anticipated national RPAC needs. 30% of all Major Investor contributions are sent to NAR to be applied to the Federal RPAC Disbursement Allocation and are charged against the limits under 52 U.S.C. 30116 with the remaining 70% maintained for state & local use. Decisions regarding VAR RPAC contributions to meet the allocation will be made throughout the fundraising year. The contributor certifies that they are at least 18 years old and are making this contribution with their own personal funds - not those of another person or entity, nor are they a foreign national or federal contractor.

## Part 1- Application Information Cont'd

If you are licensed in another state please identify the state here: \_\_\_\_\_

Are you a past HRRR member or a member of another REALTOR® Association/Board? If yes, complete the section 1. If you are a broker, complete section 2, otherwise go to section 3.

### Section 1

Your 9-digit NRDS/M1 Number: \_\_\_\_\_

Date Range of Membership: \_\_\_\_\_

Name of Prior Association Board if not HRRR:

\_\_\_\_\_

City & State of Prior Board: \_\_\_\_\_

**If your prior board was not HRRR, you must attach a letter of good standing from your prior board with this application**

### Section 2 For Brokers

Circle the option that best describes your position within the brokerage:  
Broker-Owner    Managing Broker    Commercial Broker

### Section 3

Circle the option that best describes your primary field of business (circle all that apply): Residential Sales    Property Management  
New Construction    Commercial Sales    Commercial Leasing  
Commercial Investment    Land    Licensed Assistant

**Are you involved in any recent (past 3 years) or pending bankruptcies?**  
If yes, please attach a brief explanation.

Do you have a record of official sanctions of unprofessional conduct within the past 3 years involving: 1) civil rights laws 2) real estate license laws 3) ethics violations? If yes, please attach a brief explanation.



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## Step 8

### CALCULATE DUES

NAR prorates dues monthly, VAR quarterly & HARRA monthly. Each new member pays application fees to VAR in the amount of \$197 and to HARRA in the amount of \$200 for a total one-time fee of \$397. This is added into the dues schedule below:

#### Join Dates

- January: HARRA \$323 VAR \$197 NAR \$201  
RPAC \$15 (\$736) Total \$1133.00
- February: HARRA \$296.08 VAR \$197 NAR \$188  
RPAC \$15 (\$696.08) Total \$1093.08
- March: HARRA \$269.17 VAR \$197 NAR \$175  
RPAC \$15 (\$656.17) Total \$1053.17
- April: HARRA \$242.25 VAR \$147.75 NAR \$162  
RPAC \$15 (\$567) Total \$964
- May: HARRA \$215.33 VAR \$147.75 NAR \$149  
RPAC \$15 (\$527.08) Total \$924.08
- June: HARRA \$188.42 VAR \$147.75 NAR \$136  
RPAC \$15 (\$487.17) Total \$884.17
- July: HARRA \$161.50 VAR \$98.50 NAR \$123  
RPAC \$15 (\$398) Total \$795
- August: HARRA \$134.58 VAR \$98.50 NAR \$110  
RPAC \$15 (\$358.08) Total \$755.08
- September: HARRA \$107.67 VAR \$98.59  
NAR \$99.50 RPAC \$15 (\$320.67) Total \$717
- October: HARRA \$80.75 VAR \$49.25 NAR \$84  
RPAC \$15 (\$229) Total \$626
- November: HARRA \$53.84 VAR \$49.25  
NAR \$71 RPAC \$15 (\$189.08) Total \$586.08
- December: HARRA \$26.92 VAR \$49.25  
NAR \$58 RPAC \$15 (\$149.17) Total \$546.17

## Part 2- Applicant Agreement

Please initial after reading each bullet point.

Qualifications for Membership. I understand that membership brings certain privileges and obligations that require compliance, including the following:

- I understand that my annual dues will be invoiced in the fall and that all subsequent annual dues are due January 31. I understand that I will be invoiced a \$100.00 late fee if dues are not paid by January 31 each year. I understand that failure to pay dues 30 days past the deadline will result in the termination of my membership. \_\_\_\_\_ **Initial Here**
- I will attend orientation within 60 days of the Association confirming my membership. Failure to meet this requirement may result in having my membership terminated. \_\_\_\_\_ **Initial Here**
- I consent to receive all HARRA electronic communication. \_\_\_\_\_ **Initial Here**
- Membership in the Association means that I agree to abide by the Code of Ethics of the National Association, which includes the duty to arbitrate and mediate, as well as the Constitution, Bylaws and Rules and Regulations of the Association, the State Association and the National Association. Further, I agree to satisfactorily complete the periodic Code of Ethics training and a reasonable and non-discriminatory written examination on such Code, Constitutions, Bylaws and Rules and Regulations. \_\_\_\_\_ **Initial Here**
- I acknowledge that as an Association member, I will be licensed to use the REALTOR® trademarks, and I agree to abide by the rules governing use of those trademarks. I understand that REALTOR® is a federally registered trademark of the National Association and use of this designation is subject to rules promulgated by the National Association. \_\_\_\_\_ **Initial Here**
- Upon termination of my membership in the Association for any reason, my license to use the term REALTOR® is automatically revoked, and I will immediately discontinue use of the term REALTOR® and all REALTOR® trademarks. \_\_\_\_\_ **Initial Here**
- Membership is final only upon approval by the Board of Directors and may be revoked should completion of any membership requirement, such as orientation, not be completed within the timeframe established in the Association's bylaws. Failure to complete will result in paying application fees again. \_\_\_\_\_ **Initial Here**

Please add \$10 as a voluntary contribution to the Hampton Roads REALTORS® Foundation. \_\_\_\_\_ **Initial Here**

**NOTE:** *The duty to submit to an ethics complaint continues in effect even after membership lapses or is terminated. Any ensuing discipline will be held in abeyance until such time as the respondent rejoins an association of REALTORS® (see Code of Ethics and Arbitration Manual, Section 20(e)). The duty to submit to arbitration continues in effect even after membership lapses or is terminated, provided the dispute arose while the former member was a REALTOR®.*

\_\_\_\_\_ **Initial Here**



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## Step 9

### PAY YOUR DUES

Alternately, please find my enclosed check in the amount of \$\_\_\_\_\_ (Fill in the dues amount for the month you are joining as shown in the schedule on page 4). Checks must be made out for the full amount of application fees and dues. Partial payment will not be accepted, and your application will be declined.

DOWNLOAD A COPY OF THE HRRR BYLAWS by visiting [HRRR.com/About](http://HRRR.com/About) then select Bylaws from the dropdown list.

DOWNLOAD A COPY OF THE 2024 Code of Ethics by visiting [HRRR.com/ethics-professional-standards/](http://HRRR.com/ethics-professional-standards/)

### Part 2 Applicant Agreement-Cont'd

I UNDERSTAND THAT MY HRRR, VAR, AND NAR DUES ARE DUE AND PAYABLE WITH THIS APPLICATION FOR MEMBERSHIP. I UNDERSTAND THAT MY BROKER WILL BE BILLED IF I DO NOT SUBMIT PAYMENT WITH THIS APPLICATION.

Please charge my credit card \$\_\_\_\_\_ (Fill in the amount for the month you are joining as shown in the schedule on page 4.)

Name on Card: \_\_\_\_\_

Card type:  Visa  Mastercard

CVV (3-digit code on back of card): \_\_\_\_ Exp. (mm/yyyy) \_\_\_\_/\_\_\_\_

Card Number: \_\_\_\_\_

Billing address if different from home address:

\_\_\_\_\_  
\_\_\_\_\_

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

Sign Here

### Part 3 Broker's Certification

I certify the above applicant is affiliated with my brokerage. I certify that, per the NAR dues formula, I am responsible for a personal dues increase if the requirements are not met by the applicant. I understand that this means I will be invoiced and will pay the dues obligation within 30 days. **Annually, the firm's Designated REALTOR® is assessed personal dues for HRRR, VAR, and NAR for each salesperson who does not become a REALTOR®. Such salespersons have no membership standing, receive no membership benefits and may not use the term REALTOR®.**

Principal or managing broker's signature: \_\_\_\_\_

Sign Here

Print principal or managing broker's name: \_\_\_\_\_