



**HRRRA.com**

*Hampton Roads  
REALTORS® Association*

Your Roads To Success

# *Membership Application for the Hampton Roads REALTORS® Association*

Read the steps below before you begin. Please call us with any questions at 757-473-9700. Thank you for your membership!

## 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 to HRRRA with the **non-refundable** \$327 VAR & HRRRA Application Fees. Once we receive your application fees **you have 30 days to pay your local, state and national dues. Please note dues are non-refundable.**

## Step 3

Upon receipt of your application fees, you will receive your M1 number. You are now a "provisional member". You have 90 days to participate in new member orientation and take the NAR Code of Ethics course. You are eligible for all HRRRA, VAR & NAR benefits.

## Step 4

*Upon completion of new member orientation including Code of Ethics your application will be approved by the HRRRA Board of Directors. You will receive your membership certificate, member packet and REALTOR pin. All dues must be paid in full.*

## Step 5

When your application process is complete, you are a full-fledged REALTOR® member of HRRRA (local), VAR (state) and NAR (national) and you are eligible to use the official REALTOR® trademark in your branding and marketing. Congratulations!

## Step 6

Jump in by attending a training or forum meeting within your first 60 days of membership. Make HRRRA a safe sender in your email server. Go to the HRRRA benefits page to learn all the ways you can save with your membership.

## Part 1 - Applicant Information

Please read carefully and neatly print or type.

I hereby apply for:

- REALTOR®   
  REALTOR® (Principal or Managing Broker)   
  Secondary REALTOR®  
 Reinstate REALTOR® (if within 12 months of membership termination, no application fee required)

Name (as on License): \_\_\_\_\_

Title:  Mr.  Mrs.  Ms. DBA: \_\_\_\_\_

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

Commercial Members Only

CCIM, SIOR,  
IREM ONLY

I prefer to have all HRRRA mail sent to my:  Home (or)  Office

CCIM SIOR  
IREM FULL

I prefer to receive all billing/invoicing via:  Mail (or)  Email

MEMBERSHIP

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

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

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

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

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

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

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email (required): \_\_\_\_\_ (HRRRA does not share or sell email addresses.)

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

Pre-license education school name: \_\_\_\_\_

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

VA Appraisers License #: \_\_\_\_\_ Exp: \_\_\_\_/\_\_\_\_/\_\_\_\_

Date first licensed in real estate: \_\_\_\_/\_\_\_\_/\_\_\_\_

## Part 1 - Applicant Information (cont'd)

Other state(s) in which licensed: \_\_\_\_\_

Date Licensed: \_\_\_\_/\_\_\_\_/\_\_\_\_ License #: \_\_\_\_\_

Past/current member in HRRR or another REALTOR® Association/Board?  Yes  No

If Yes: { NRDS #: \_\_\_\_\_ Dates of membership: \_\_\_\_\_  
 Association/Board Name: \_\_\_\_\_  
 City/State: \_\_\_\_\_  
 Current REALTOR® (not with HRRR):  
 Is letter of good standing from your local Association **attached**?  Yes  No

I am engaged in real estate:  Full time  Part time (other occupation: \_\_\_\_\_)

**Which best describes your position?**

- Branch Managing Broker  Broker  Partnership  Principal
- General Manager (  no sales  some sales)  Licensed Assistant
- Sales Manager (  no sales  some sales)  Sales/Leasing Associate
- Other: \_\_\_\_\_

**Primary Specialization:** (choose all that apply; number in preference of priority):

- Appraisal  Broker/Owner  Buyer Broker  Commercial
- New Homes  Property Mgmt.  Resale/Residential

**Professional Designations held from the National Association of REALTORS®:**

- ABR®  AHWD®  ALC<sup>sm</sup>  ARM®  BPOR  CCIM<sup>sm</sup>  CIPS®
- CPM®  CRB<sup>sm</sup>  CRE®  CRS®  e-PRO®  GAA<sup>sm</sup>  GREEN
- GRI<sup>sm</sup>  LTG  PMN  RCE  RAA<sup>sm</sup>  RSPS  SFR
- SIOR®  SRES®  WCR  Other (\_\_\_\_\_)

Other language(s) spoken besides English: \_\_\_\_\_

*(You will appear in bilingual search results at HRRR.com.)*

**Are you involved in any recent (past three years) or pending bankruptcies?** (Applies to any real estate firm in which you are or were a sole proprietor, general partner, corporate officer or principal.)  Yes  No (If yes, please **attach** a brief explanation.)

Do you have any **record of official sanctions involving unprofessional conduct within the past three years** involving: (1) civil rights laws, (2) real estate license laws, (3) other laws prohibiting unprofessional conduct or (4) findings of violations of the REALTORS® Code of Ethics resulting in suspension or expulsion from a REALTOR® Board/Association?

Yes  No (If yes, please **attach** a brief explanation.)

## Part 3 - Applicant's Agreement

*Please read carefully and sign at the bottom.*

**I hereby apply for REALTOR® Membership in the Hampton Roads REALTORS® (“the Association”)**

**Application Fees and Dues:** Enclosed is payment in the amount of \$327 for my one-time application fee for the state association and Virginia REALTORS®. **I understand all dues and fees are non-refundable.** I understand that I will be invoiced for my dues and may opt for a payment plan.

**Contribution Notice:** Contributions to HRRPAC are not tax deductible as a charitable contribution for tax purposes. If in doubt, please consult your tax advisor. Contributions to HRRPAC are voluntary and used for political purposes and are not refundable. The amount indicated on your membership invoice is only a suggestion and you may give more or less without impacting your membership rights. 70% of HRRPAC is used to support state and national political candidates, 30% remains locally to support local candidates.

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

- I will attend orientation within 90 days of the Association confirming my membership. Failure to meet this requirement may result in having my membership terminated.
- Membership in the Association necessarily means that I am also a member of the State Association and National Association of REALTORS® and I agree to abide by the Code of Ethics of the National Association, which includes the duty to arbitrate (or to mediate if required by the association), as well as the Constitution, Bylaws and Rules and Regulations of the Association, the State Association and the National Association. Further, if required, 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.
- I acknowledge that as a member of the Association, I will be licensed to use the REALTOR® trademarks to indicate such membership, 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. 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. I understand that as an affiliate member I may not use the term REALTOR®.
- 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.
- 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®.

SIGNATURE  
REQUIRED

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

My check for the \$327 application fee ( OR \$ \_\_\_\_\$75\_\_\_\_ reinstatement fee) is enclosed

**OR** I authorize HRRRA to charge \$\_\_\_\_\_ to my:  MC  VISA  DISC

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

----- (Information below will be destroyed after processing; HRRRA does NOT store CC#s.) -----

Credit Card No: \_\_\_\_\_ Expires: \_\_\_\_/\_\_\_\_/\_\_\_\_ CCV: \_\_\_\_\_

## Part 4 - Broker's Certification

I certify the above applicant is employed or affiliated with my company, and I hereby recommend applicant for active membership. I have provided the applicant with a copy of the current Hampton Roads REALTORS® Association Bylaws and the National Association of REALTORS® Code of Ethics. Applicant is also aware of requirement to pay dues invoice within 90 days and attend Orientation within three scheduled classes after application approval. I certify that as Broker, I am responsible for a personal dues increase if these requirements are not met by the applicant.

Principal or Managing Broker's Name: \_\_\_\_\_

Principal or Managing Broker's Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



## Part 5 - Important Information

Principal or Managing Broker's signature required if applicant is other than a principal, partner, corporate officer, branch office manger, or trustee. Transfers from active membership in another Association/Board must provide proof of current dues payment. First year's dues are prorated monthly according to the schedule provided with this application and include those required by VAR and NAR if applicable. **Annually, the firm's Designated REALTOR® is assessed personal dues equal to the dues and fees required by the Local, State, and National Associations for each salesperson employed by or affiliated with the firm who does not become a REALTOR®.** Such salespersons have no membership standing, receive no membership benefit, and may not use the REALTOR® trademark.



# Welcome!

*We're glad to meet you.*

**For Office Use Only**

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ CC type or Check #: \_\_\_\_\_ Amount: \_\_\_\_\_

Agent No: \_\_\_\_\_ Firm No: \_\_\_\_\_



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