



**HRRRA.com**

*Hampton Roads  
REALTORS® Association*

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

The choice to become a REALTOR® firm will benefit you and your agents in many exciting ways. Thank you for stepping up to this level of professionalism. Please call us with any questions at 757-473-9700. **Welcome to the family!**

### **Part 1 - Firm Information**

*Please read carefully and neatly print or type.*

**I hereby apply for:**

Primary REALTOR® Firm     Secondary REALTOR® Firm  
*(If secondary, provide Primary Association or NRDS#: \_\_\_\_\_)*

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

Branch or DBA Name: \_\_\_\_\_

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

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

Office Phone: \_\_\_\_\_ Office Fax: \_\_\_\_\_

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

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

Firm License #: \_\_\_\_\_ Exp: \_\_\_\_/\_\_\_\_/\_\_\_\_

Principle Broker: \_\_\_\_\_

Managing Broker: \_\_\_\_\_

## Part 2 - Current Roster of Agents

Please provide a list of agents currently with your firm. All agents active with your firm must also apply for membership with HRRR. (If needed, attach additional sheets.)

Agent Name: \_\_\_\_\_

License #: \_\_\_\_\_ Email: \_\_\_\_\_

Agent Name: \_\_\_\_\_

License #: \_\_\_\_\_ Email: \_\_\_\_\_

Agent Name: \_\_\_\_\_

License #: \_\_\_\_\_ Email: \_\_\_\_\_

Agent Name: \_\_\_\_\_

License #: \_\_\_\_\_ Email: \_\_\_\_\_

Agent Name: \_\_\_\_\_

License #: \_\_\_\_\_ Email: \_\_\_\_\_

Agent Name: \_\_\_\_\_

License #: \_\_\_\_\_ Email: \_\_\_\_\_

Agent Name: \_\_\_\_\_

License #: \_\_\_\_\_ Email: \_\_\_\_\_

Agent Name: \_\_\_\_\_

License #: \_\_\_\_\_ Email: \_\_\_\_\_

## Part 3 - Applicant's Agreement

Please read carefully and sign at the bottom.

1. It is your responsibility to ensure all licensees under you, as well as the other principals in the firm, are REALTORS®, or in the process of meeting their eligibility requirements.
2. New members will be billed a pro-rated amount for the current year plus dues for the pending year. Should an agent elect NOT to join the Association, you will be assessed a fee for maintaining their license as a "salesperson" and not a REALTOR®.
3. You must ensure that new licensees meet the Bylaws requirements for membership. Orientation must be attended within three scheduled classes after their application is approved by the Board of Directors. Membership dues are billed immediately following the Board of Directors meeting at which approved, and due within 30 days. You will begin receiving a delinquent notice for members once their due date for orientation and/or dues has passed.
4. You are also charged with the special responsibility of ensuring proper use of the term "REALTOR®" or "REALTORS®" by those members in your firm.
5. The Bylaws also call for you to notify the Board in writing within 30 days of either transferring out of taking in a new agent. We will provide you with membership applications when notified of new agents. In addition we periodically request verification of our list of agents shown with your firm.
6. Upon expiration of your membership for any reason, you agree to discontinue use of the term "REALTOR®" and return all indications of membership.

Broker's Signature: \_\_\_\_\_

**SIGNATURE  
REQUIRED**

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



# Welcome!

*We're glad to meet you.*

**For Office Use Only**

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

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



HAMPTON ROADS REALTORS® ASSOCIATION  
638 Independence Parkway, Suite 100, Chesapeake, VA 23320  
Phone: 757-473-9700 Fax: 757-473-9897 [HRRRA.com](http://HRRRA.com)