

## CHECKLIST FOR NEW MEMBERS

Please fill out all required forms, optional forms may be returned at your convenience. Forms may be faxed or emailed. Please allow 3-4 business days for processing.

### REQUIRED FORMS:

- APPLICATION FOR REALTOR® (Pages 1-2 for Agent, Pages 1-3 for Broker)
- RIM COUNTRY MLS PARTICIPATION AGREEMENT
- LETTER OF GOOD STANDING (for Secondary Members from your Primary Board, if applicable)
- COPY OF REALTORS LICENSE

### OPTIONAL FORMS:

- Internet Data eXchange Agreement for Broker/Agent Website Use of MLS listing Data
- IDX/RETS FEED ADDENDUM: *MLS AUTHORIZATION FOR FBS TO PROVIDE DATA VIA RETS*  
Select one option at the top and fill out the middle right section, including the URL for your website, your Third-Party IDX Vendor or Website Developer completes one of the boxes at the bottom. When completed, return the form to CABR for approval.

### Complete these forms only if you will be borrowing Lockboxes from CABR:

- BROKER-AGENT / ADDENDUM KEY SAFE AGREEMENT  
Please read and have **your Broker sign** and return this form, which permits agents to check-out Lockboxes at no cost on behalf of the Broker.  
***OR if we already have the Key Safe Agreement with your Broker's signature on file:***
- Signature on File – Addendum Key Safe Agreement  
When checking out a Lockbox, we will record the serial number and shackle code, and fax this form to your Broker for their records.

Please email or fax your membership paperwork to [jany@cazbr.com](mailto:jany@cazbr.com) and allow 3-4 days for processing. We are unable to process your application “while you wait.” You will be emailed a link to pay online, through NAR e-commerce, with a credit card, or pay by check at CABR, as we do not take credit cards. Your membership will be completed once payment is received.

To purchase a Supra Key to open Lockboxes, please make an appointment to come into the office. For agents who already have a Supra Key, we can “co-op” your Key at no cost. Please call ahead.

Please let us know if you have any questions. We are open Monday–Friday 8 am to 5 pm (closed Noon to 1 pm for lunch.)

Welcome to CABR!

*Nancy and Jany*

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*Please add our emails to your email address book.*