



# Northern Arizona Association of REALTORS®

Northern Arizona Association of  
REALTORS®  
1515 E Cedar Ave Suite C-4  
Flagstaff, AZ 86004  
Phone: (928) 779-4303 Fax: (928)  
774-3230  
Email: naarflag@nazrealtor.com

## NAAR Secondary REALTOR® Membership Fees

Use this fee schedule for dues to join with NAAR.

**\*Notice: If your office is a new participant to NAMLs a one-time New Office fee shall be added to the below totals as follows: \$100 (Main and/or Branch)**

Joining Month	Application Fee *One-Time*	Registration Fee *One-Time*	NAMLs Fee *Paid Quarterly *	Supra Key Co-op *Optional One-Time Fee*	Total due to NAAR w/o Supra Co-op	Total due to NAAR Including Optional Supra Co-op*
January	\$350	\$200	\$120	\$75	<b>\$670</b>	<b>\$745</b>
February	\$350	\$200	\$80	\$75	<b>\$630</b>	<b>\$705</b>
March	\$350	\$200	\$40	\$75	<b>\$590</b>	<b>\$665</b>
April	\$350	\$200	\$120	\$75	<b>\$670</b>	<b>\$745</b>
May	\$350	\$200	\$80	\$75	<b>\$630</b>	<b>\$705</b>
June	\$350	\$200	\$40	\$75	<b>\$590</b>	<b>\$665</b>
July	\$350	\$200	\$120	\$75	<b>\$670</b>	<b>\$745</b>
August	\$350	\$200	\$80	\$75	<b>\$630</b>	<b>\$705</b>
September	\$350	\$200	\$40	\$75	<b>\$590</b>	<b>\$665</b>
October	\$350	\$200	\$120	\$75	<b>\$670</b>	<b>\$745</b>
November	\$350	\$200	\$80	\$75	<b>\$630</b>	<b>\$705</b>
December	\$350	\$200	\$40	\$75	<b>\$590</b>	<b>\$665</b>

## New Office Application

### For Membership within the

### Northern Arizona Association of REALTORS®

ALL fields below are required:

Office Name (legal): \_\_\_\_\_

Office Name (Shown on Roster): \_\_\_\_\_

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

\_\_\_\_\_

Office Mailing Address (if different from above): \_\_\_\_\_

\_\_\_\_\_

Office Phone(s) (main, fax, other): \_\_\_\_\_

Office R.E. License Number: \_\_\_\_\_

Office web address: \_\_\_\_\_

Is the Broker the main contact for the office:

Yes  If no, then whom? \_\_\_\_\_

Do you have an unlicensed support staff:  Yes  No

Broker/Responsible Party Name: \_\_\_\_\_

Position within firm:  Principal  Branch Office Manager

Partner  Corporate Office

Is this office currently a member of another board or association which is affiliated with the NATIONAL ASSOCIATION OF REALTORS® or has it held membership in another board or association within the past three (3) years?  Yes  No

If "yes", list each board and association where membership was held and approximate date of membership.\*\*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**\*\* A letter of Good Standing from your primary board/association is required to be submitted with the application.**

Broker/Responsible Party Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Northern Arizona Association of REALTORS® Secondary Member Application Checklist

1. Make sure you are joining the correct board. NAAR covers Flagstaff and surrounding areas. Please [CLICK HERE](#) for our area coverage list.
2. Contact your Primary Board (i.e. Tucson, Phoenix, WeSERV, Scottsdale AOR, Prescott Area AOR, Sedona Verde-Valley AOR etc.) for a Letter of Good Standing.
3. Fill out the Northern Arizona AOR Secondary Membership application. \*Make sure your broker is a member of NAAR before submitting the application.
4. If you plan on co-oping your Supra eKEY to our system the form attached needs to be signed by your Primary MLS. \*Members of ARMLS will need to send the cooperation agreement to: [support@armls.com](mailto:support@armls.com)
5. In PDF format email your application to: [naarflag@nazrealtor.com](mailto:naarflag@nazrealtor.com). Applications are processed Monday – Friday 9:00 am – 3:00pm. Applications received after 3:00 pm will be processed the following business day.
6. **DO NOT EMAIL CREDIT CARD INFORMATION.** Once your application has been processed NAAR will email

you an invoice and a direct number to call for payment.

# Northern Arizona Association of REALTORS®

## Cooperating Supra Key Agreement

Phone: 928-779-4303 Fax 928-774-3230

Date:

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

Agent ID: \_\_\_\_\_

Office Name: \_\_\_\_\_

Office ID: \_\_\_\_\_

You may pay by cash, or Credit Card (Visa, MasterCard, American Express or Discover).  
There is a **one-time \$75.00 fee** to co-op your key.

If you are a member of ARMLS (Phoenix Assoc. of REALTORS,  
Scottsdale Assoc. of REALTORS, WeSERV, etc.)

please email this form to:  
[support@armls.com](mailto:support@armls.com)

If you belong to any other association outside of the valley (Prescott AOR,  
Sedona-Verde Valley AOR, White Mountain AOR, Etc.) please send this form to  
them.

KEY # \_\_\_\_\_ PIN Code \_\_\_\_\_

Primary Board/MLS \_\_\_\_\_

Primary Board/MLS

Signature \_\_\_\_\_ Date \_\_\_\_\_

**\*NAAR Supra Lockboxes:** Lockboxes from other associations do not work in the NAMLS, you will need to lease one from us. All NAAR Supra Lockboxes are leased to our members for a one-time fee of \$114. You are required to return the lockbox upon termination of your membership with NAMLS.

PLEASE NOTE: You're Primary Board/MLS needs to sign this form BEFORE Supra Key access is granted.

**Application for Membership within the  
Northern Arizona Association of REALTORS®**

*Applicants for REALTOR® membership are required to complete section I and II. Applicants for Designated Broker membership who are principals, partners, corporate officers, or branch office managers must also complete section III.*

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(Applicant's name **AS SHOWN ON REAL ESTATE LICENSE**)

I hereby apply for REALTOR® (primary, secondary, or designated) membership in the Northern Arizona Association of REALTORS® (NAAR) and enclose my payment in the amount of \$\_\_\_\_\_ which I understand will be returned to me in the event I am not accepted to Membership. In the event my application is approved, I agree as a condition to membership to complete the orientation course of the NAAR, if any, and otherwise on my own initiative to thoroughly familiarize myself with the Code of Ethics of the NATIONAL ASSOCIATION OF REALTORS®, including the duty to arbitrate business disputes in accordance with the Code of Ethics and Arbitration Manual of the board and the constitution, bylaws, and rules and regulations of the NAAR, the Arizona Association of REALTORS® (AAR) and the National Association of REALTORS® (NAR). I further agree that my act of paying dues shall evidence my initial and continuing commitment to abide by the aforementioned Code of Ethics, constitution, bylaws, rules and regulations, and duty to arbitrate, all as from time to time amended. Finally, I consent and authorize the board, through its membership committee or otherwise, to invite and receive information and comment about me from any member or other person, and I agree that any information and comment furnished to the board by any member or other person in response to any such invitation shall be conclusively deemed to be privileged and not form the basis of any action by me for slander, libel, or defamation of character.

**NOTE:** Applicant acknowledges that the 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 accepted as a member and he/she subsequently 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 certification that he/she will submit to the pending ethics proceeding and will abide by the decision of the hearing panel. 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®.

Primary Membership (I currently do not belong to any MLS or Board/Association) **STOP, PLEASE FILL OUT THE PRIMARY MEMBER APPLICATION**

Secondary Membership (I currently belong to another MLS Board/Association)

**ALL FIELDS IN THIS SECTION ARE REQUIRED**

**Name as shown on Real Estate license** (Print): \_\_\_\_\_

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

\_\_\_\_\_

**Home, Cell, and other phone(s):** \_\_\_\_\_

**Real Estate Firm Name:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_

\_\_\_\_\_

**Primary Field of business:**  General Residential Sales  Property Management

Land/Commercial  Other (please specify): \_\_\_\_\_

**Your position within the firm:**  Principal  Partner  Corporate Officer

Branch Manager  Sales Agent (Independent Contractor)

Other: \_\_\_\_\_

**License Number:** \_\_\_\_\_

**License type:**  Broker  Salesperson  Other-please specify: \_\_\_\_\_

**MLS Email address:** \_\_\_\_\_

**Association billing email:** \_\_\_\_\_

**Date of Birth:** \_\_\_/\_\_\_/\_\_\_

**Are you currently or have you served in the military? [ ] Yes [ ] No**

**Do you hold, or have you ever held, a real estate license in any other state? If “yes”, please specify name of state and previous license number: [ ] Yes [ ] No**

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**Has your real estate license, in this or any other state, been revoked? If “yes”, specify the place(s) and date(s) of such action, and detail the circumstances relating thereto (please attach information): [ ] Yes [ ] No**

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**Do you currently have any pending or unresolved complaints, or have there been any complaints within the past three (3) years, any complaints against you or the firm with which you have been associated before any state real estate regulatory agency or any other agency or any other government agency: [ ] Yes [ ] No**

**If “yes”, list each board and association where membership was held, type of membership held, and approximate dates of membership.**

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**Are you currently a member of another board or association which is affiliated with the NATIONAL ASSOCIATION OF REALTORS® or have you held membership in another board or association within the past three (3) years? [ ] Yes [ ] No**

**If “yes” list each board and association where membership was held, type of membership, and approximate membership dates.**

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**Have you participated in a multiple listing service which is owned and operated by a board or association affiliated with the NATIONAL ASSOCIATION OF REALTORS® within the past three (3) years? [ ] Yes [ ] No**

**If “yes” list the name of each MLS and the approximate participation dates.**

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*This section must be completed by applicants for REALTOR® membership, whether primary or secondary, who are principals, partners, corporate officers or branch office managers (i.e., individuals in positions of management control on behalf of individual who are not physically present and engaged in the real estate profession.)*

**As you or is any real estate firm in which you are a sole proprietor, general partner or corporate officer involved in any pending bankruptcy or insolvency proceeding or have you any real estate firm in which you are a sole proprietor, general partner or corporate officer been adjudged bankrupt in the past three (3) years? [ ] Yes [ ] No**

**If 'yes', specify the place(s) and date(s) of such action, and detail the circumstances relating thereto: (please attach information):**

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Is the office address specified in section I your principal places of business?

[ ] Yes [ ] No

List the names and addresses of all the branch offices or other real estate firms in which you are a principal, partner, or corporate officer:

(Office Name)	(Address)
(Office Name)	(Address)
(Office Name)	(Address)

**NOTE:** Applicant acknowledges that if the applicant or any real estate firm in which the applicant is a sole proprietor, general partner, or corporate officer is involved in any pending bankruptcy or insolvency proceedings or has been adjudged bankrupt in the past three (3) years, the board/association may require, as a condition of membership, that the applicant pay cash in advance for board/association and MLS fees for up to one (1) year from the date that membership is approved or from the date that the applicant is discharged from bankruptcy (whichever is later) or, in the event that bankruptcy proceedings are initiated subsequent to obtaining membership in the board/association, that the member may be placed on a "cash basis" from the date that bankruptcy is initiated until one (1) year from the date that the member has been discharged from bankruptcy.

By signing and submitting this application and paying the required fees, the above applicant agrees, if accepted into membership by the Northern Arizona Association of REALTORS® or, if an “MLS Service Only” applicant to:

- Subscribe to and abide by the Constitution, Bylaws and Code of Ethics of the National Association of REALTORS®, the Bylaws, Rules, Regulations and Policies of the Arizona Association of REALTORS®, & the Bylaws, Rules, Regulations and Policies of the Northern Arizona Association of REALTORS®.
- Attend an Association Orientation program within 120 days of acceptance of this application by the Board of Directors (primary members only). Failure to do so may result in the suspension of REALTOR® membership and the privilege of accessing the MLS data.
- Read and become thoroughly familiar with the Code of Ethics of the NATIONAL ASSOCIATION OF REALTORS®. I agree that my act of paying my dues shall evidence my initial and continuing commitment to abide by the aforementioned Code of Ethics, Constitution, Bylaws, Rules, Regulations and Policies, including the duty to arbitrate any future disputes with another member of this Association, any member of the Arizona Association of REALTORS®, or members of the public in accordance with the National Association of REALTORS® Code of Ethics and Arbitration Manual, all as from time to time amended.
- Read, become familiar with and abide by the Rules, Regulations and Policies of the Multiple Listing Service as provided by the Northern Arizona Association of REALTORS®.
- I agree to pay all dues and fees as established annually by the Association’s Board of Directors.
- I understand that the use of the membership term “REALTOR®” and its logo are for the sole use of members of the REALTOR® association. Upon expiration of my REALTOR® membership, for whatever reason, I will discontinue use of “REALTOR®”, and its designations and logos in every way, including use on all business cards, signs, certificates, letterhead, promotional materials, etc.

**The applicant hereby acknowledges that they have read, understand, and agree to be governed by the NAAR Bylaws, Rules and Regulations, and Code of Ethics as set forth on this application.**

I hereby certify that the foregoing information furnished by me is true and correct, and I agree that failure to provide complete and accurate information as requested, or any misstatement of fact may be grounds for revocation of my membership, if granted.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**PER THE NAAR BYLAWS:** Per NAR®, each REALTOR® (primary) member of the association shall be required to complete Code of Ethics Training of not less than two hours and thirty minutes of instructional time every three years. This requirement will be satisfied upon presentation of documentation that the member has completed a course of instruction conducted by this or another association, the State Association of REALTORS®, the National Association of REALTORS®, or any other recognized educational institution or provider which meets the learning objectives and minimum criteria established by the National Association of REALTORS® from time to time. REALTOR® (primary members) who have completed training as a requirement of membership in another association and REALTOR® (primary) members who have completed the New Member Code of Ethics Orientation during any three-year cycle shall not be required to complete additional ethics training until a new three-year cycle commences.

\*\*Failure to satisfy this requirement shall be considered a violation of a membership duty for which REALTOR® (primary)

Northern Arizona Association of REALTORS®

**MLS User/Subscriber Participation Agreement**

As a User/Subscriber participating in the Multiple Listing Service (MLS) provided by the Northern Arizona Association of REALTORS® (NAAR), I have read, understand, and agree to abide by the NAAR Bylaws and MLS Rules and Regulations, and other obligations of participation, including payment of fees. I understand that the information obtained from the MLS is confidential proprietary market information which is available only to participants of the MLS. I agree that I only will provide access to or information from the MLS in accordance with the rules. Violation of this provision is a violation of the NAAR Bylaws and MLS Rules and Regulations and is subject to a fine or any other sanctions.

In requesting participation, I agree that I will be responsible for all fees assessed as a user/subscriber, as well as any fees which are due and payable for individual services rendered, as set forth in the fee schedule. The MLS will issue one "Agent ID" number and Password to user/subscriber. **The Agent ID number and Password is provided exclusively for the use of the user/subscriber and may not be shared with or used by any other person.**

All data and photos submitted to the MLS becomes the property of the Multiple Listing Service. As a user/subscriber, I agree to utilize all data received by the MLS in accordance with the MLS Rules and Regulations. The User/Subscriber participating in the MLS is hereby noticed that all data obtained from the MLS computer system is federally copyrighted. Providing MLS information to unauthorized recipients may be a copyright violation. Any violation of said copyright will be prosecuted to the fullest extent of the law.

I agree as a condition of participation in the MLS to be bound by the Code of Ethics on the same terms and conditions as NAAR members, as established in the Code of Ethics and Arbitration Manual, including the obligation to submit to ethics hearings and the duty to arbitrate contractual disputes with other REALTORS® in accordance with the established procedures of NAAR. I understand that a violation of the Code of Ethics may result in suspension or termination of MLS rights and privileges.

As a User/Subscriber, I agree to indemnify and hold the MLS and its data supplier harmless from all claims copyright and liability relating to User/Subscriber's use of the MLS system and service.

This User/Subscriber Participation Agreement may be terminated upon written notice to the MLS and can be terminated by the MLS in accordance with the NAAR Bylaws, the MLS Rules and Regulations, and the MLS Operating Policies. Upon termination, I understand all active listings will be released from the MLS computer system and all data obtained from the MLS must be immediately destroyed (except those records required to be kept by law) or holder of said data will be in violation of the federal copyright.

\_\_\_\_\_  
**MLS Participating User/Subscriber Name (Print)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**MLS Participating User/Subscriber Name (Signature)**

\_\_\_\_\_  
**Office Name**

\_\_\_\_\_  
**NAAR Staff Signature**

\_\_\_\_\_  
**Members NRDS#**