

# How to Apply for Texas REALTOR® Membership in an MBM Board

Thank you for your interest in joining our local REALTOR® Association. Please allow us to take this opportunity to familiarize you with a step by step procedure that will make joining the board easy.

The process is similar for all REALTOR® Class\* members, but it is important to know some basic membership terminology information first:

*\*For an explanation of member classes, see board bylaws, Article IV – Membership*

## Designated REALTOR®

If you are interested in joining the association as a **Designated REALTOR® (Broker)**, any licensed real estate salesperson, licensed or certified appraiser sponsored by or affiliated with you would become eligible for Non-Designated REALTOR® membership.

If you are joining the association as a **State Certified** or **Licensed Appraiser** you **must** join as a **Designated REALTOR®**, and the Designated REALTOR® Dues Formula applies to any certified appraisers, licensed appraisers and trainees who are associated with you as the Designated REALTOR®.

## Designated REALTOR® Dues Formula

The information below explains the Designated REALTOR® dues formula\*.

The annual dues for each Designated REALTOR® member shall be an amount determined by the board of directors for the DR's individual license, times each of the real estate salespersons, non-principal brokers, and licensed or TX state certified appraisers who are:

1. Employed by or affiliated as independent contractors, or who are directly or indirectly licensed with such Designated REALTOR® member and,
2. Are not REALTOR® members or Institute Affiliate members of any local board or association in the State of Texas

*\*Note: the DR dues formula only applies to **Primary** REALTOR® membership.*

## Primary REALTOR® / Secondary REALTOR®

If you are already a Texas REALTOR® with a different board, you may join this board as a Secondary REALTOR®. That might sound like you have different rights and privileges from someone who is Primary, but it doesn't.

Any Texas REALTOR® can join any other board around the entire state, as secondary if they are in

good standing with their primary location.

*NOTE to Agents:* if, you want to be primary with this or any board and your broker is not a member there, your broker (the Designated REALTOR®) will need to join that board as a secondary member at least, for you to hold primary status. However, the broker does not need to join any other board, if an agent wishes to join as secondary.

If you need additional clarification, contact the MBM Staff for more explanation.

### **Qualifications for Membership**

An applicant for REALTOR® Membership must:

1. be a sole proprietor, partner, corporate officer, or branch office manager who is actively engaged in the real estate profession, and maintain a current, valid real estate broker's license;
  2. or maintain a current, valid real estate salesperson's license and be actively engaged in the real estate profession;
  3. or an appraiser, licensed or certified by an appropriate state regulatory agency to engage in the appraisal of real property, with a place of business in the state or a state contiguous thereto (unless a secondary member)
  4. have no record of recent or pending bankruptcy
  5. have no record of official sanctions involving unprofessional conduct;
  6. agrees to complete a course of instruction covering the Bylaws and Rules and Regulations of the Association, the Bylaws of the State Association, and the Constitution and Bylaws and Code of Ethics of the National Association of REALTORS®;
- and*
7. shall agree that if elected to membership, he/she will abide by such Constitution, Bylaws, Rules and Regulations, and Code of Ethics.

*(See Association Bylaws Article V, Section 2 for more information regarding qualification for membership)*

### **Step 1 – Preparation of Application**

Now that you know the basics, you are ready to get started!

The applications are available under the “Getting Started” tab on the board website.

Select the application that applies to your membership class and fill it out completely. Incomplete applications cannot be accepted.

### **Step 2 – Pay Dues and Fees**

Here's some helpful information for preparing your dues. You will find the amount you owe on the

Monthly Dues Breakdown spreadsheet (under the “Getting Started” tab, with the applications). If the board offers access to the Multiple Listing Service, scroll down to the bottom to learn what fees are associated with that.

For boards that do not host MLS Service, contact the MLS through the link under the Member Tools drop down menu.

*NOTE:* After dues are paid no refunds will be made.

### **Step 3 – Submission of Application**

When you are ready, the completed application, along with the items listed below should be emailed (preferred) or mailed to the contact noted below:

1. Application fee (application fee must be attached for consideration)
2. Photocopy of TX broker’s license or TX State Certified Appraisal Certificate
3. Applicable membership dues

Submit completed applications and payment to:

Rebecca Weirich by email – [rweirich@texasrealtors.com](mailto:rweirich@texasrealtors.com)

Or by mail:

Texas Association of REALTORS®

Attn: Becky Weirich

P.O. Box 2246

Austin, TX 78768

If paying by credit card, be sure to include the credit card authorization form with applicable signature.

Incomplete applications or applications without payment  
**CANNOT BE PROCESSED**

Your application will be processed within three business days.

### **After your application is processed**

You will be granted provisional membership (*Bylaws, Article V, Section 3*) and will receive a welcoming email with a link to your Mandatory Orientation, which you will have 180 days from the date of application to complete.

### **MLS Participation**

For boards that host a Multiple Listing Service, a Designated REALTOR® can apply and pay applicable MLS fees for participation in the Association’s MLS without paying local association

dues, provided they hold a primary membership and are in good standing with the Texas Association of REALTORS® or any local association there within.

Steps to apply:

1. Letter of good standing from your primary association
2. Completed MLS application form
3. Payment of current MLS fees

Any licensee sponsored by a participating broker and working out of the same office that the Designated REALTOR® has access to the MLS service will also pay applicable MLS fees.

The MLS Rules & Regulations are available to you under the Governing Documents of the Member Tools, or through the board that hosts the MLS.