



BISMARCK MANDAN BOARD OF REALTORS®

Congratulations on getting your real estate license
and your decision to become a REALTOR®!

In order to make your membership application process as smooth and expeditious as possible, please follow these simple steps to join the Bismarck-Mandan Board of REALTORS®:

1. Print this entire packet.
2. Complete the application form.
3. Have your broker or designee sign the MLS access form.
4. Bring your real estate license, or a copy of it.
5. Bring payment for your membership dues.
6. If you'll be using an eKey (in your phone) for the lockboxes, you can download the app, "SupraEkey" prior to coming to the Board Office.
7. **Call the Board Office to set up an appointment to activate your membership – 255.0712 or email heather@bmbor.org.**

Again, congratulations and welcome!

Be sure to reference the other new member materials and documents available at
www.bmbor.org

Bismarck Mandan Board of REALTORS®
2017 Dues Schedule

	NAR Ad Assess.	NAR Dues	NDAR Dues	BMBOR Dues	Total Dues	NDAR Indoc.	BMBOR Indoc.	Total for new members w/o MLS XpressKey	MLS Key ActiveKey Deposit	Total for new members w/MLS Key
January	\$35.00	\$120.00	\$215.00	\$170.00	\$540.00	\$149	\$200	\$889.00	\$100	\$989.00
February	\$35.00	\$110.00	\$197.08	\$155.83	\$497.91	\$149	\$200	\$846.91	\$100	\$946.91
March	\$35.00	\$100.00	\$179.17	\$141.67	\$455.84	\$149	\$200	\$804.84	\$100	\$904.84
April	\$35.00	\$90.00	\$161.25	\$127.50	\$413.75	\$149	\$200	\$762.75	\$100	\$862.75
May	\$35.00	\$80.00	\$143.33	\$113.33	\$371.66	\$149	\$200	\$720.66	\$100	\$820.66
June	\$35.00	\$70.00	\$125.42	\$99.17	\$329.59	\$149	\$200	\$678.59	\$100	\$778.59
July	\$35.00	\$60.00	\$107.50	\$85.00	\$287.50	\$149	\$200	\$636.50	\$100	\$736.50
August	\$35.00	\$50.00	\$89.58	\$70.83	\$245.41	\$149	\$200	\$594.41	\$100	\$694.41
September	\$35.00	\$40.00	\$71.67	\$56.67	\$203.34	\$149	\$200	\$552.34	\$100	\$652.34
October	\$35.00	\$30.00	\$53.75	\$42.50	\$161.25	\$149	\$200	\$510.25	\$100	\$610.25
November	\$35.00	\$20.00	\$35.83	\$28.33	\$119.16	\$149	\$200	\$468.16	\$100	\$568.16
December	\$35.00	\$10.00	\$17.92	\$14.17	\$77.09	\$149	\$200	\$426.09	\$100	\$526.09



APPLICATION FOR MEMBERSHIP

Bismarck Mandan Board of REALTORS®

318 W Apollo Avenue * Bismarck, ND 58503-1412

Phone: 701-255-0712 Fax: 701-223-8746 Email: info@bmbor.org



*Are you a member in another board and/or State? () Yes () No *If yes, where?		
**Which Board & State Association will be your Primary?		
*Last Name	*First Name	Middle Initial
*Birthdate (mm/dd/yyyy) / /	*Gender M / F	* Real Estate License
*Office Name	Your Position: () Broker () Salesperson	
*Home Address	Home Phone	
*Home City/State/Zip +4		
Cell Phone	Home Fax	
*E-mail	Web site	
Mail Address (if different than home, i.e. PO Box)		
Mail City/State/Zip+4		
*Preferred Phone: ___Home ___Office ___Cell		*Preferred Fax: ___Home ___Office
*Preferred Mail: ___Home ___Office ___PO Box		

Give a brief outline of your business activity over the past ten years:

What motivated you to enter the Real Estate profession? (brief)

I hereby apply for membership, enclosing my check in the amount of \$ _____, which is to cover my dues in the local, state and National REALTOR® organizations for the period of _____ month _____ month _____ year (to be returned in the event of my non-election).

I have received a copy of the Bylaws, MLS Rules & Regulations and the REALTOR® Code of Ethics and I agree to abide by the Code of Ethics, the Constitution, Bylaws, Rules and Regulations of all the above named organizations and to satisfactorily complete an examination on these matters when requested.

I consent that information and comment about me may be solicited from any source whatsoever, and such information shall be deemed privileged and not form the basis of any action by me for slander, libel or defamation of character.

Signed _____ Date _____

For Board Use only	Ent'd in MLS:		User ID:	
	Ent'd in NRDS:		NRDS #:	



BISMARCK MANDAN
BOARD OF REALTORS®

MLS Subscription and Data Entry Permission

Broker Certification

I, the Broker (MLS Participant), agree that

Name of Agent (Subscriber)

is permitted access for the following:

(Check all that apply)

MLS Subscription (access to the MLS database) – I, (the MLS Participant) will notify the Board Office immediately when the subscription for the Subscriber shall be discontinued.

Data Entry – Participant acknowledges that the necessary training to enter and update listings in MLS has been completed prior to granting data entry permission.

Signature of MLS Participant (Broker)

Date

Agent (Subscriber) Certification

As a subscriber to the broker load/data entry option of the Bismarck Mandan Board of REALTORS® MLS, I agree to complete the required training session, comply with the MLS Rules and Regulations, submit the required paperwork to the Board Office within the time frame required by the MLS Rules and Regulations or pay the fines as described. Upon my failure to follow these requirements, the Board Office has the authority to block my access to the broker load/data entry option. I understand that access to and use of the MLS data is to be used only for the purpose for which the access is granted.

Signature of Agent (Subscriber)

Date

MLS Password: _____ **(8 characters maximum)**

For Board Office use only
Updated in Interface: _____

Access Instructions to MLS Programs & Data Entry

How to sign into InterfacExpress referred to as Express:

Go to website: www.InterfacExpress.com

Select 'Bismarck Mandan' from the drop-down list

Enter your UID:

And Password:

How to download Interface:

While signed into Express, choose the 'Resources' tab

Select 'Downloads' from the Sub-Menu

Find 'Full Program' (2nd option on the page) and follow the instructions to download Interface

How to download Data Entry: (Your Broker grants access to Broker Load)

While signed into Express, choose the 'Maintenance' tab

Select 'Data Entry' from the Sub-Menu and follow the instructions under 'Data Entry for Microsoft Windows XP/Vista'

MOBILE APP

Pocketinterface.com

PASSWORD INFORMATION IS THE SAME FOR ALL 4 PROGRAMS ABOVE