



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®
2018 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	\$250.00	\$170.00	\$575.00	\$149	\$200	\$924.00	\$100	\$1,024.00
February	\$35.00	\$110.00	\$250.00	\$155.83	\$550.83	\$149	\$200	\$899.83	\$100	\$999.83
March	\$35.00	\$100.00	\$250.00	\$141.67	\$526.67	\$149	\$200	\$875.67	\$100	\$975.67
April	\$35.00	\$90.00	\$187.50	\$127.50	\$440.00	\$149	\$200	\$789.00	\$100	\$889.00
May	\$35.00	\$80.00	\$187.50	\$113.33	\$415.83	\$149	\$200	\$764.83	\$100	\$864.83
June	\$35.00	\$70.00	\$187.50	\$99.17	\$391.67	\$149	\$200	\$740.67	\$100	\$840.67
July	\$35.00	\$60.00	\$125.00	\$85.00	\$305.00	\$149	\$200	\$654.00	\$100	\$754.00
August	\$35.00	\$50.00	\$125.00	\$70.83	\$280.83	\$149	\$200	\$629.83	\$100	\$729.83
September	\$35.00	\$40.00	\$125.00	\$56.67	\$256.67	\$149	\$200	\$605.67	\$100	\$705.67
October	\$35.00	\$30.00	\$62.50	\$42.50	\$170.00	\$149	\$200	\$519.00	\$100	\$619.00
November	\$35.00	\$20.00	\$62.50	\$28.33	\$145.83	\$149	\$200	\$494.83	\$100	\$594.83
December	\$35.00	\$10.00	\$62.50	\$14.17	\$121.67	\$149	\$200	\$470.67	\$100	\$570.67



APPLICATION FOR MEMBERSHIP

Bismarck Mandan Board of REALTORS®
 318 W Apollo Avenue Bismarck, ND 58503
 Phone: 701-255-0712 Email: Heather@bmbor.org



Office Name		
Last Name	First Name	Middle Initial
Birthdate (mm/dd/yyyy) / /	Gender M / F	Real Estate License
Home Address		Your Position: () Broker () Salesperson
Home City/State/Zip		Cell Phone
Mail Address (if different than home, i.e. PO Box)		
Mail City/State/Zip		Preferred Phone: ___ Office ___ Cell
		Preferred Mail: ___ Home ___ Office ___ Mailing
E-mail		
Web site		

May the Association, as well as the State & National Associations, communicate with you via text message? ___ Yes ___ No

Give a brief overview of the personal qualifications you bring to the real estate profession.

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

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

I understand that membership brings certain privileges and obligations that require compliance, including the following: (initial)
 _____ I will attend orientation within two offerings. In the event I do not comply, the Board of Directors may suspend my membership, or it may grant an extension to complete the requirement.

_____ Membership in the Association necessarily means that I am also a member of the State Association and National Association of REALTORS® and I agree to abide by the Code of Ethics of the National Association, which includes the duty to arbitrate (or to mediate if required by the association), as well as the Constitution, Bylaws and Rules and Regulations of the Association, the State Association and the National Association.

_____ I acknowledge that as a member of the Association, I will be licensed to use the REALTOR® trademarks to indicate such membership, and I agree to abide by the rules governing use of those trademarks. I understand that REALTORS® is a federally licensed trademark of the National Association and use of this designation is subject to rules promulgated by the National Association. Upon termination of my membership in the Association for any reason, my license to use the term REALTOR® is automatically removed and I will immediately discontinue use of the term REALTOR® and all REALTOR® trademarks.

_____ Membership is final only upon approval by the Board of Directors and may be removed should completion of any membership requirement, such as orientation, not be completed within the timeframe established in the Association's bylaws.

_____ I agree to:

(Indicate yes or no)

_____ Be sworn in as a New Member

_____ Complete a Code of Ethics course within 180 days of joining BMBOR

_____ Attend the required New Member MLS Training within two (2) offerings

_____ Attend the New Member Orientation course within two (2) offerings

To be completed if you are/were a member in another board and/or State
Are you a member in another board and/or State? () Yes () No If yes, where?
Which Board & State Association will be your Primary?
Have you been found in violation of the Code of Ethics or other membership duties in any Association of Realtors® in the past three (3) years? ___ Yes ___ No If Yes, provide details:
Are there pending ethics complaints against you? ___ Yes ___ No If Yes, provide details:
Do you have any unsatisfied discipline pending? ___ Yes ___ No If Yes, provide details:
Are you a party to pending arbitration request? ___ Yes ___ No If Yes, provide details:
Do you have any unpaid arbitration awards or unpaid financial obligations to another association of REALTORS® or an Association MLS? ___ Yes ___ No

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 #:	



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