

### **7.2.1.1 DUES BILLING AND APPLICATION FEES (page 1 of 2)**

**Category: Membership**

**Policy: Application fees, dues and reinstatement fee for non-payment of dues**

#### **NOTIFICATION OF NEW SALESPERSON AFFILIATION**

Application for active membership must be received by the Association office within 10 calendar days of receipt of the license. Upon completion of bi-annual audit, broker will be notified of non-member licensee affiliated with his office. Broker will have approximately two weeks of notification to: (1) ensure that agent applies as a REALTOR® member; (2) terminate non-member licensee and return license to the Real Estate Division; or (3) be assessed non-member dues for named licensee. Written appeal to the Executive Committee shall be considered. This 10-day notification is also applicable to each licensee who inactivates license or transfers to another REALTOR® member firm within the Association's jurisdiction. (See Agent Transfer Policy)

#### **REFUND OF REALTOR® APPLICATION FEES:**

There shall be no refund of the application fee once orientation has been started. If application is withdrawn in writing prior to attending any portion of orientation, \$75 shall be retained by the Association to defray administrative and hard costs of establishing licensee as a member of the Association and/or Multiple Listing Service and the remainder of the application fee will be refunded less any outstanding account balance. There shall be no refund of dues at any time.

#### **ANNUAL MEMBERSHIP DUES**

##### **AGENTS**

Annual membership dues are due and payable on January 1 and will be considered past due after January 31<sup>st</sup>, or the next business day if the 31<sup>st</sup> falls on a weekend. Dues must be received in the Association office by close of business on the date due, postmarks will not be acceptable. (Rev. BofD 1/29/00).

Broker will be notified of agents who have failed to pay annual dues and broker will be assessed non-member dues. Reinstatement may be accomplished pursuant to reinstatement policy as established by the Board of Directors. (See Membership Reinstatement Policy) There will be no exception to this policy.

##### **BROKERS**

Annual membership dues are due and payable on January 1 and will be considered past due after January 31<sup>st</sup>, or the next business day if the 31<sup>st</sup> falls on a weekend. Dues must be received in the Association office by close of business on the date due, postmarks will not be acceptable. (Rev. BofD 1/29/00). Broker failure to make timely payment of annual dues will result in immediate suspension of REALTOR® and/or MLS services to office and to agents affiliated with the office.

Reinstatement may be accomplished pursuant to reinstatement policy as established by the Board of Directors. (See Membership Reinstatement Policy) There will be no exception to this policy.

## **7.2.1.1 DUES BILLING AND APPLICATION FEES (page 2 of 2)**

### **ALL OTHER MEMBERSHIP CLASSIFICATIONS**

Annual membership dues are due and payable on January 1 and will be considered past due after January 31<sup>st</sup>, or the next business day if the 31<sup>st</sup> falls on a weekend. Dues must be received in the Association office by close of business on the date due, postmarks will not be acceptable. (Rev. BofD 1/29/00). Failure to make timely payment of annual dues assessment will result in loss of membership status.

### **REALTOR<sup>®</sup> MEMBERSHIP REINSTATEMENT**

Reinstatement fee for annual REALTOR<sup>®</sup> membership shall be \$125. Reinstatement as a REALTOR<sup>®</sup> member may be accomplished at any time within one year of inactivation. Upon reinstating, member must pay any outstanding amount on account, reinstatement fees, and full year's dues. Individuals leaving Association membership, either on a voluntary or involuntary basis for more than one year from date of inactivation must reapply as if a new member.

### **AFFILIATE MEMBERSHIP REINSTATEMENT**

After February 1<sup>st</sup>, affiliate members whose membership has lapsed due to non-payment of dues must reapply as a new member and pay any outstanding account balance.

### **INSTITUTE AFFILIATE MEMBERSHIP REINSTATEMENT**

Reinstatement fee for annual Institute Affiliate membership must go through NAR.

### **REFUND OF ANNUAL OR PRO-RATED DUES ASSESSMENT**

Refund of annual dues assessment may be accomplished by written request received prior to January 31<sup>st</sup> of the dues billing year. The portion that may be refunded is a monthly proration of state, local and national dues for any portion of the month that service has been provided. For requests received after January 31<sup>st</sup> of the dues billing year, there shall be no refund of state, local or national dues.

Approved Bylaws & Policy: 02/15/12  
Approved by Board of Directors 02/23/12