

7.5.1.1 NON-MEMBER BILLING PROCEDURES

Definition of terms:

non-member - a licensee affiliated with a REALTOR® broker who is not a REALTOR® member, either by design or as a result of delinquent account status.

1. All recurring monthly charges for registered “non-members” will be on the broker’s monthly statement. This includes all recurring association charges, MLS charges, annual fees, etc.
2. Checks for payment on the broker’s account will not be accepted from “non-members”.
3. Non-members do not have an “account” and therefore must pay in advance for all purchases and course registrations at the current “non-member” price.
4. Non-members will not be able to list properties in the MLS under their identification number. All non-member listings must be entered under the broker’s agent ID to ensure that any advertising costs appear on the broker’s monthly statement.
5. Non-recurring charges incurred on behalf of a non-member can only be placed on the broker’s bill with prior written permission from the broker.
6. Any former member who has been “suspended” from membership due to non-payment of fees will automatically become a non-member.
7. The annual non-member assessment will be considered a part on the broker’s annual dues payment. The broker’s dues statement will include the assessment for each non-member licensee in addition to his/her annual dues. The total amount of the dues must be paid or the broker’s dues will be considered delinquent.

Approved by Bylaws & Policy: 09/22/00

Approved by Board of Directors: 09/28/00