



# Application for REALTOR® Membership

(Brokers, agents and licensed/certified appraisers) Rev 1-25

## For Office Use Only

Date Received _____
Check # _____ Charge _____
Amount \$ _____
Name on Check _____

Applicants for primary, secondary, or Designated REALTOR® membership are **required to file an application and pay current dues and fees** to the REALTORS® Association of Northeast Wisconsin **within 30 days of the established licensing date on the Department of Safety & Professional Services website**. Designated REALTORS® must also complete the separate "Designated REALTOR®" application. (*Designated REALTORS® are those applicants who are principals, partners, corporate officers or main or branch office managers*).

### Instructions for Submitting Application and Payment:

- Fill out application **completely** and **return with payment to:** RANW, W6124 Aerotech Dr., Appleton, WI 54914-7503
- Copy of DSPS receipt from online portal showing the date your broker put your license under the firm with the DSPS.
- Payment Options (For Dues Payments ONLY):**
  - Cash**
  - Check:** Made Payable to "RANW"
  - Charge:** (VISA / MasterCard only please):  
Please charge my charge card # \_\_\_\_\_ Expiration Date \_\_\_\_\_  
in the amount of \$ \_\_\_\_\_ Print Name as It Appears on Card \_\_\_\_\_  
Cardholder's Billing Address \_\_\_\_\_  
\*Cardholder's Signature \_\_\_\_\_ Date \_\_\_\_\_

\* By signing this document electronically, I understand and agree that my electronic signature is legally binding and is the legal equivalent to a traditional paper and ink signature. I further swear that I am in fact the undersigned individual.

### General Information

Name as shown on license (first, middle initial, last) \_\_\_\_\_

Preferred Name \_\_\_\_\_ (will appear as your first name on all displays, publications, rosters, and websites for the Associations and MLS)

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ - \_\_\_\_\_ County \_\_\_\_\_

Legislative District \_\_\_\_\_ Congressional District \_\_\_\_\_

Company Name \_\_\_\_\_

Company Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_

Cell / Preferred Phone \_\_\_\_\_ Direct Office Phone \_\_\_\_\_ Ext \_\_\_\_\_

Fax \_\_\_\_\_

I understand that by providing my email address, telephone number(s) and fax number(s), I consent to receive communications sent from RANW and RANW-MLS via email, telephone or facsimile at those number(s) / location(s). \_\_\_\_\_ **YES** \_\_\_\_\_ **NO**

If no, please identify how RANW may communicate with you. \_\_\_\_\_

Sex (*optional*) Male Female Date of Birth \_\_\_\_\_

Real Estate License OR Appraiser License # \_\_\_\_\_

Choose MLS password \_\_\_\_\_ Password must be at least 8 characters & use 3 of the 4 criteria:  
(upper case letter, lower case letter, numbers and/or symbols)

Please send my State and National Association mail to (**please choose**): \_\_\_\_\_ Home address OR \_\_\_\_\_ Office Address

Specialty (**check one**): residential appraisal commercial Real Estate Designations \_\_\_\_\_ (i.e. GRI, CRS, etc.)

Email (**mandatory for NAR**) \_\_\_\_\_ Webpage: \_\_\_\_\_

Place of Birth (*City, State, Country*) \_\_\_\_\_

**Personal Data (optional):** Information supplied under this section is not required but will assist the Board in establishing historical data regarding its' members. Information furnished in this section will not be used in evaluating an applicant's qualifications.

Ethnic/National Origin \_\_\_\_\_ Highest Level of Education Completed \_\_\_\_\_ Areas of interest for volunteer purposes \_\_\_\_\_

# Real Estate License or Appraiser License Information

Date licensed to the present company \_\_\_\_\_

(This is the date your Broker notified the Department of Safety and Professional Services that you'd be licensed under the company)

Position with firm: (check)      Independent Contractor      Employee      Partner      Corporate Officer      Manager      Principal

Type of license:      \_\_\_ Salesperson      \_\_\_ Broker      \_\_\_ Appraiser License  
                         \_\_\_ Appraiser Certification      \_\_\_ Other \_\_\_\_\_ (explain)

I was granted my Wisconsin Real Estate License OR Appraiser License/Certification in \_\_\_\_\_ (month) \_\_\_\_\_ (year)

I began practicing real estate/appraisal in (year) \_\_\_\_\_ in (city / state) \_\_\_\_\_ and have practiced continuously since.      Yes \_\_\_\_\_ No \_\_\_\_\_

## Licensure in Other States:

Do you hold, or have you ever held, a real estate license in any other state? Yes \_\_\_ No \_\_\_ State: \_\_\_ License # \_\_\_\_\_

Has your real estate license, in this or any other state, been suspended or revoked? Yes \_\_\_ No \_\_\_

If **yes**, specify the place(s) and date(s) of such action, and detail the circumstances relating thereto: (attach separate sheet)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Wisconsin Residency:** I've been a Wisconsin resident since (date) \_\_\_\_\_ previous residence \_\_\_\_\_

## Employment History:

Please list any other occupations or businesses you been engaged in:

Occupation \_\_\_\_\_ from (year) \_\_\_\_\_ to (year) \_\_\_\_\_ in \_\_\_\_\_ (City/State)

Occupation \_\_\_\_\_ from (year) \_\_\_\_\_ to (year) \_\_\_\_\_ in \_\_\_\_\_ (City/State)

**Community Involvement:** \_\_\_\_\_

**Local Government Involvement:** (Please list if you sit on the following)

Local Government Board/Council \_\_\_\_\_ Local Plan Commission/Board of Review \_\_\_\_\_

## Other Employment:

Are you now employed by or engaged in any other business/profession? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, give type of business, position and location: \_\_\_\_\_

I agree that, if accepted for Membership in the Board, I shall pay the fees and dues as from time to time established.

\* **Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

\* By signing this document electronically, I understand and agree that my electronic signature is legally binding and is the legal equivalent to a traditional paper and ink signature. I further swear that I am in fact the undersigned individual.

# REALTOR® Association and Membership Information

## Bankruptcy Notification:

Applicant acknowledges that if the applicant or any real estate firm in which the applicant is a sole proprietor, general partner, or corporate officer is involved in any pending bankruptcy or insolvency proceedings or has been adjudged bankrupt in the past three (3) years, the Board may require, as a condition of membership, that the applicant pay cash in advance for Board and MLS fees for up to one (1) year from the date that membership is approved or from the date that the applicant is discharged from bankruptcy (whichever is later) or, in the event that bankruptcy proceedings are initiated subsequent to obtaining membership in the Board, that the member may be placed on a "cash basis" from the date that bankruptcy is initiated until one (1) year from the date that the member has been discharged from bankruptcy.

**Please read & initial** \_\_\_\_\_

## Code of Ethics Violations:

According to Article V., Section 2 of the RANW Bylaws, the Association will consider the following in determining an applicant's qualifications for REALTOR® membership:

All final findings of Code of Ethics violations of other membership duties in any other Association within the past three (3) years pending ethics complaints (or hearings)

1. Unsatisfied discipline pending
2. Pending arbitration requests (or hearings)
3. Unpaid arbitration awards or unpaid financial obligations to any other association or association MLS.

Are there now any pending or unresolved complaints, or have there been within the past 3 years, any complaints against you or the firm with which you have been associated before any state real estate regulatory agency or any other agency of government? **Yes** \_\_\_\_\_ **No** \_\_\_\_\_

If "yes", specify the substance of each complaint in each state, the agency before which complaint was made, and the current status or resolution of such complaint: (attach separate sheet if necessary)

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## National Association of REALTORS® Affiliation:

Are you a member of an Institute, Society or Council affiliated with the National Association of REALTORS®?

**Yes** \_\_\_\_\_ **No** \_\_\_\_\_

If yes indicate the name of the affiliate: \_\_\_\_\_

Are you currently a member of another board or association which is affiliated with the National Association of REALTORS® or have you held membership in another board of association within the past three (3) years? **Yes** \_\_\_\_\_ **No** \_\_\_\_\_

If yes, please list each **past** and **current** board and association where membership is or was held, type of membership held, and approximate dates of membership.

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Board: \_\_\_\_\_ Type Membership \_\_\_\_\_ Date \_\_\_\_\_

Board: \_\_\_\_\_ Type Membership \_\_\_\_\_ Date \_\_\_\_\_

## MLS Subscription:

Have you ever been a user or subscriber in a Multiple Listing Service which is owned and operated by a board or association affiliated with the National Association of REALTORS® within the past three years? **Yes** \_\_\_\_\_ **No** \_\_\_\_\_

If yes, list the name of each MLS and the approximate dates of participation:

MLS: \_\_\_\_\_ Firm Name \_\_\_\_\_ Date \_\_\_\_\_

MLS: \_\_\_\_\_ Firm Name \_\_\_\_\_ Date \_\_\_\_\_

*I hereby state that all the information which is provided in this Application is true and correct in every respect, and I understand that any false, misleading or forged statements made in this document or in connection with this application, or failure to provide complete, accurate and relevant information, may be grounds for denial of my application and/or revocation of my membership, services or privileges granted to me.*

**\* Signed:** \_\_\_\_\_ **Print Name** \_\_\_\_\_ **Date** \_\_\_\_\_

\* By signing this document electronically, I understand and agree that my electronic signature is legally binding and is the legal equivalent to a traditional paper and ink signature. I further swear that I am in fact the undersigned individual.

## REALTOR® Membership Checklist:

This checklist will summarize for you the membership process. **All new applicants applying for REALTOR® membership must follow these guidelines. Please read/agree to each section and initial as indicated.**

### 1a) Application & Dues:

An application for REALTOR® membership along with the appropriate dues and fees need to be submitted to the RANW office within 30 days of issuance of your license to a REALTOR® company or joining an appraisal firm. A receipt from the DSPS online portal must be provided with your application showing the date the license was put under the firm at the DSPS. **Dues are non-refundable.**

\_\_\_\_\_ **Please read & initial**

### 1b) Renewal of Dues:

Association dues are payable annually. Dues paid with application are for the current year. To maintain your future membership, annual renewal dues must be paid by December 31st of each year for the following year. If you have joined after October, please make sure you renew your membership by year end for the following year. **Dues are non-refundable.**

\_\_\_\_\_ **Please read & initial**

### 2) New Member Orientation/Online Code of Ethics/Induction

**Online Code of Ethics:** New members must take the online NAR Code of Ethics class within 30 days of application and prior to attending a live Orientation class. After 30 days members will be billed a \$50 late fee.

**Live Orientation Class:** Live New Member Orientation must be attended within one of the first two (2) live Orientation classes. You will be notified by email of the next live class. If you don't attend a live class within that time frame, a reapplication fee will be assessed to you to maintain membership. Orientation is usually held quarterly at the RANW Appleton office from 8 a.m.-3:00 p.m., Monday-Friday.

**Induction Ceremony** is held at New Member Orientation.

\_\_\_\_\_ **Please read & initial**

### 3) Review by Directors:

The directors of the REALTORS® Association of Northeast Wisconsin will review a list of applicants who are ready for induction as REALTOR® members and vote them into membership. (At this point you may begin to use the REALTOR® term and trademark symbol in your professional transactions.)

\_\_\_\_\_ **Please read & initial**

**\* Applicants Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

\* By signing this document electronically, I understand and agree that my electronic signature is legally binding and is the legal equivalent to a traditional paper and ink signature. I further swear that I am in fact the undersigned individual.

**Application Process:** I hereby apply for REALTOR® membership (primary, secondary, Designated) in the above named Association, and have included payment with my application. Application fees and dues to the Association are payable at the time of application. I agree to comply with all the terms and conditions necessary to present this application to the Board of Directors for approval. In the event my application is approved, I agree as a condition to membership to complete the indoctrination course of the above named Association, if any, and otherwise on my own initiative to thoroughly familiarize myself with the Code of Ethics of the NATIONAL ASSOCIATION OF REALTORS®, including the duty to arbitrate contractual and specific non-contractual disputes in accordance with Article 17 of the Code of Ethics and the Code of Ethics and Arbitration Manual of the Board, and the Constitution, Bylaws, and Rules and Regulations of the above named Board, the State Association and the National Association, and I further agree to complete satisfactorily a reasonable and nondiscriminatory written examination covering such Code, Constitutions, Bylaws, Rules and Regulations, and duty to arbitrate. I further agree that my act of paying dues shall evidence my initial and continuing commitment to abide by the aforementioned Code of Ethics, Constitutions, Bylaws, Rules and Regulations, and duty to arbitrate, all as from time to time amended. Finally, I consent and authorize the Board, through its Membership Committee or otherwise, to invite and receive information and comment about me from any Member or other person, and I agree that any information and comment furnished to the Board by any Member or other person in response to any such invitation shall be conclusively deemed to be privileged and not form the basis of any action by me for slander, libel, or defamation of character. \*

**Please Read & Initial** \_\_\_\_\_

**Qualifications:** An applicant for REALTOR® Membership who is a sole proprietor, partner, corporate officer, or branch office manager of a real estate firm shall supply evidence satisfactory to the Association that s/he is actively engaged in the real estate profession, and maintains a current, valid real estate broker's or salesperson's license or is licensed or certified by an appropriate state regulatory agency to engage in the appraisal of real property, has a place of business within the state or a state contiguous thereto, (unless a secondary member), has no record of recent or pending bankruptcy, has no record of official sanctions involving unprofessional conduct, agrees to complete a course of instruction including, but not limited to covering the Bylaws and Rules and Regulations of the local Association, the Bylaws of the State Association, and the Constitution, Bylaws, and Code of Ethics of the National Association of REALTORS®, and shall pass such reasonable and nondiscriminatory written examination thereon as may be required by the Committee, and shall agree that if elected to membership, will abide by the Constitution, Bylaws, Rules and Regulations, and Code of Ethics.

**Please Read & Initial** \_\_\_\_\_

**Provisional Membership:** Applicants for REALTOR® membership shall be granted provisional membership immediately upon submission of a completed application form and remittance of applicable Association dues and any application fee. Provisional members shall be considered REALTORS® and shall be subject to all the same privileges and obligations of membership. Provisional membership is granted subject to review by the Board of Directors. If the Board of Directors determines that the individual does not meet all of the qualifications for membership as established in the association's bylaws, or, if the individual does not satisfy all of the requirements of membership (for example, completion of a mandatory orientation program) within time limits defined by Association policies, membership may, at the discretion of the Board of Directors, be terminated.\*

**Please Read & Initial** \_\_\_\_\_

**Membership File:** Applicant acknowledges that the board/association will maintain a membership file of information, which may be shared with other boards/associations where applicant subsequently seeks membership. This file shall include: previous applications for membership; all final findings of Code of Ethics violations and violations of other membership duties within the past three (3) years; pending complaints alleging violations of the Code of Ethics or alleging violations of other membership duties; incomplete or pending disciplinary measures; pending arbitration requests; and information related to unpaid arbitration awards or unpaid financial obligations to the board/association or its MLS.

**Please Read & Initial** \_\_\_\_\_

**Resignation / Expulsion from Board:** Applicant acknowledges that if accepted as a Member and he/she subsequently resigns or is expelled from membership in the Board with an ethics complaint or arbitration request pending, the Board of Directors may condition renewal of membership upon applicant's verification that he/she will submit to the pending ethics or arbitration proceeding and will abide by the decision of the Hearing Panel; or if applicant resigns or is expelled from membership without having complied with an award in arbitration, the Board of Directors may condition renewal of membership upon his/her payment of the award, plus any costs that have been established previously as due and payable in relation thereto, provided that the award and such costs have not, in the interim, been otherwise satisfied.

**Please Read & Initial** \_\_\_\_\_

**Dues Tax Deduction:**

Dues payments to the Board/Association are not tax deductible as charitable contributions. Portions of such payments may be tax deductible as ordinary and necessary business expenses.

**Please Read & Initial** \_\_\_\_\_

**Relating to Association &/ MLS Products &/or Services:**

*Per RANW Bylaws, Article XVIII, Section 8. Access to Comparable and Statistical Information:* Local Association members who are actively engaged in real estate brokerage, management, mortgage financing, appraising, land development or building, but who do not participate in the MLS, are nonetheless entitled to receive, by purchase or lease, information other than *current* listing information that is generated wholly or in part by the MLS including "comparable", "sold" information, and statistical reports. This information is provided for the *exclusive* use of Association Members and individuals affiliated with Association Members who are also engaged in the real estate business and may not be transmitted, retransmitted, or provided in any manner to any unauthorized individual, office or firm except as otherwise specified in the MLS Rules and Regulations. Local Association members who receive such information, either as a Local Association service or through the Local Association's MLS, are subject to the applicable provisions of the MLS Rules and Regulations whether they participate in the MLS or not.\*

**Please Read & Initial** \_\_\_\_\_

\* **Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

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