



Calaveras County Association of REALTORS®
“The Trusted Source of Real Estate Information
in Calaveras County”
1270 Suzanne Drive, Suite B
Angels Camp, California 95222
209.736.4600



TO APPLY FOR MLS SERVICES

Fill out the application completely and email to: jodee@calaverasrealtors.org with a copy of your DRE/BRE license and California State issued ID. Once we have verified that the application is complete, we will issue your log in information and schedule a time to issue you your Supra eKey access.

Please note: It can take up to 3 business days to have full access once applications have been completed – once we receive the completed application we input into our Point of Entry System, collect payment, then it must flow over to N.A.R., C.A.R. and Rapattoni before you will have full access to ZipForms, Rapattoni, etc.

Copies of the MLS Rules & Regulations and MLS Policy are available to view in Rapattoni under Links & Documents. Please take the time to read and become familiar with these documents as you will be expected to operate within their parameters. Copies of these rules and policies can also be found online at www.calaverasrealtors.org.

C.C.A.R. uses the Rapattoni MLS System. Your quarterly fee gives you 24-hour access to the system. We offer individual training to new members. If you wish to schedule a training or if you have any questions regarding your participation, please contact our MLS Director at 209.736.4600 or jodee@calaverasrealtors.org.

Brokers: If you have agents working for you who are not subscribed to the C.C.A.R. MLS we will need to have a Certification of Non-use from you, stating that these agents will not use the MLS or MLS data in any way. If you do not have any agents working for you, we will need to certify that as well.

The C.C.A.R. Office is open Monday through Friday between the hours of 8:30 am and 4:30 pm. Please feel free to call 209.736.4600 with any questions you might have.

Thank you,

Shauna Love

Shauna Love
Association Executive



Calaveras County Association of REALTORS®
“The Trusted Source of Real Estate Information
in Calaveras County”
1270 Suzanne Drive, Suite B
Angels Camp, California 95222
209.736.4600



MLS FEE POLICY

The Calaveras County Association of REALTORS® MLS Fee Policy is as follows:

CCAR MLS fees run quarterly. 1st Quarter: January to March; 2nd Quarter: April to June; 3rd Quarter: July to September; 4th Quarter: October to December. **MLS fees are due BEFORE close of business on the last day of the month PRIOR to the first day of the new quarter.** If MLS fees are not received on time, MLS services will be suspended and there will be a late fee (in addition to the quarterly fees due) to reinstate service. If all MLS fees are not paid by the first day of the following quarter, all MLS services will be terminated.

EXAMPLE: For the 4th Quarter – (Oct. – Dec) fees would be do no later than 4:30pm on September 30th. If payment is not received by 4:30 om on September 30th, services will be suspended, and a late fee will be charged.

MLS fees are per quarter. **We only accept payment via credit/debit card in the online payment system- Membership Account, over the phone OR the credit card on file with CCAR. Please email jodee@calaverasrealtors.org for a copy of the Credit Card Authorization Form. C.C.A.R. DOES NOT ACCEPT CHECKS. All Dues and Fees are Non-refundable.**

MLS billing is sent out via email 30 days prior to the date on which the fees are due. If it is not possible for you to receive your bill via email, please let us know and we will be happy to mail it. It is the Participants responsibility to keep the MLS apprised of any changes to your contact information.

The MLS will endeavor to get a bill to the Participant. **However, it is the Participants responsibility to know when the fees are due and payable. Failure to receive a bill does not relieve the Participant Subscriber of the responsibility to pay fees when due, nor does it relieve the Participant Subscriber of paying a late fee when payments are received after the due date.**

By signing below, I agree to and understand the C.C.A.R. MLS Fee Policy and understand that failure to receive a bill does not relieve the Participant Subscriber of the responsibility to pay fees when due, nor does it relieve the Participant Subscriber of paying a late fee when payments are received after the due date.

Participant (Applicant) Signature

Date

Designated REALTOR/ MLS Broker Signature

Date



Calaveras County Association of REALTORS®
“The Trusted Source of Real Estate Information
in Calaveras County”
1270 Suzanne Drive, Suite B
Angels Camp, California 95222
209.736.4600



MLS Subscriber

All subscriber applicants are required to complete this form as well as the standard C.A.R. application for REALTOR®/ MLS Membership.

I, _____ attest that I hold a valid California Real Estate Salesperson’s or Broker’s license (or if applying as an Appraiser, that I hold a valid California Appraisers certification or license) and that I am employed or affiliated as an independent contractor with a Broker who is a Participant with the T.C.A.R. MLS.

MLS fees are charged per quarter. er Agent. We accept online payments only paid via debit or credit card. **We do not accept cash or checks. All Dues, Fees and Assessments are Non-refundable.**

- Application fee for a Broker (Onetime Fee as long as participation is not broken)
- Application fee for an Agent (Onetime fee as long as participation is not broken)
- Quarterly fee (Paid by Broker (office) for the Broker and each agent working for the Broker)

If access is granted, I agree to thoroughly familiarize myself with the C.C.A.R. MLS Rules and Regulations, and the C.C.A.R. MLS Policy. I further agree that my act of paying fees shall evidence my initial and continuing commitment to abide by and be bound by the aforementioned Rules and Regulations and Policies, as from time to time amended. I acknowledge that I have a received a copy or downloaded the current version of these documents (available online at www.calaverasrealtors.org or on the MLS under MLS Documents) and that I have read them.

I understand and agree that fees are due the last day of the month prior to the start of each quarter and that payments received after that time are subject to a Late Payment fee. C.C.A.R. will email me (it is your responsibility to see that C.C.A.R. has my current email address) a notice at least 20 days prior to the due date, but failure to receive said notice does not relieve my Broker of the obligation to pay fees on time, not payment of the reconnection fee if fees are paid after the due date. I also understand that fees are payable by broker/office only; that the MLS does not accept individual and/or personal payments from agents.

Participant (Applicant) Signature

Date

NOTE: C.C.A.R. requires a photo ID presented in person by all applicants for a lockbox key or applicants for a co-op lockbox key.



Calaveras County Association of REALTORS®
“The Trusted Source of Real Estate Information
in Calaveras County”
1270 Suzanne Drive, Suite B
Angels Camp, California 95222
209.736.4600



CERTIFICATION OF NONUSE (MLS SERVICE WAIVER) **To be completed by Designated REALTOR® upon joining C.C.A.R.**

The PARTICIPANT of the Service shall be exempt from payment of the Multiple Listing subscription fee for any individual employed by or affiliated as an independent contractor with the PARTICIPANT who does not actually have access to and use of the Service.

Unless Circumstances supporting such an exemption change before then, such exemption shall be effective for the period of one year from the date signed below. To continue to qualify for a nonuse waiver, the PARTICIPANT must re-certify its status annually thereafter. The PARTICIPANT has an ongoing obligation to immediately notify the Calaveras County Multiple Listing System of any changes in the status attested below. The exemption, if recommended by the Multiple Listing Committee shall be effective when approved by the Board of Directors. The exemption for any individual shall automatically be revoked upon the individual’s utilization of the service in any manner.

CERTIFICATION OF PARTICIPANT IN CALAVERAS COUNTY MULTIPLE LISING SERVICE©

I, _____, broker for _____, do hereby certify that no agent working under me who is not a subscriber to the Calaveras County Multiple Listing Service© will use the Multiple Listing Service in any way, at any time, and I understand and agree that if any agent working under me who is not a subscriber to the Calaveras County Multiple Listing Service© should utilize the Multiple Listing Service in any way, at any time, I become obligated to pay that agents individual subscription fee dating back to the date of certification and we may be subject to disciplinary action. (Use of this MLS includes but is not limited to: Use or possession of SentiLock Key, use or access of MLS Computer Database, MLS tours, use or possession of any service printed information, working with any listing of the Multiple Listing Service, including IDX listings.)

Signature of MLS PARTICIPANT (Broker/Paulsen Broker)

Name of MLS PARTICIPANT (Broker/Paulsen Broker)

MLS COMMITTEE REVIEW: The MLS Committee reviewed the above request for **WAIVER** of MLS services on _____. It is the decision of the Committee that the **WAIVER:**

_____ **Is GRANTED through** _____.

_____ **Is DENIED – Reason for Denial:** _____

Signature of MLS Committee Chair



CALIFORNIA ASSOCIATION OF REALTORS®
APPLICATION FOR
REALTOR® AND/OR MLS MEMBERSHIP
CALAVERAS COUNTY ASSOCIATION OF REALTORS®

TYPE OF APPLICATION

1. I apply for the following categories of membership (check all applicable boxes):

- | | |
|---|---|
| <input type="checkbox"/> Designated REALTOR®
(Principal, Partner, Corporate Officer
or Branch Office Manager) | <input type="checkbox"/> MLS Broker Participant
(Responsible Broker) |
| <input type="checkbox"/> REALTOR® | <input type="checkbox"/> MLS Appraiser Participant |
| <input type="checkbox"/> Affiliate member | <input type="checkbox"/> MLS Subscriber |
| <input type="checkbox"/> Other: _____ | <input type="checkbox"/> MLS Clerical User |

GENERAL INFORMATION

2. Name (as it appears on your license): _____
3. Nickname: _____
4. Firm Name: _____
(This is the broker/brokerage name under which you will be doing business and under which DRE has issued your license and/or approved your DBA)
5. Firm Address: _____
(street) (city) (state) (zip code)
6. Firm Telephone Number: _____ Cell Number: _____
7. Which do you want as the primary phone? ☐ Firm ☐ Cell
8. List all other DBAs: _____

9. Home Address: _____
(street) (city) (state) (zip code)
10. Home Telephone Number: _____
11. Which do you want as the primary mailing address? ☐ Firm ☐ Home
12. E-Mail Address: _____
- Birth Date (MM/DD/YYYY): _____ / _____ / _____
- Website address: _____ Social Media Handles: _____

13. Please list your applicable license(s) corresponding with this application:

Broker's License, DRE License #: _____ Expiration Date: _____
Salesperson's License, DRE License #: _____ Expiration Date: _____
Corporate License, DRE License #: _____ Expiration Date: _____
BREAA Appraiser's License, Certified General, License #: _____ Expiration Date: _____
BREAA Appraiser's License, Certified Residential, License #: _____ Expiration Date: _____
BREAA Appraiser's License, License #: _____ Expiration Date: _____

14. Please list Professional Designations: (ex: GRI, CRS, etc.) _____

15. Primary Specialty: ☐ Residential Brokerage ☐ Property management
☐ Commercial/Industrial Brokerage ☐ Appraising
☐ Farm and Land Brokerage ☐ Mortgage Financing
☐ Building and Development ☐ Other(s) (please specify): _____

16. List all Boards/Associations of REALTORS® and MLS to which you CURRENTLY BELONG:

List all Boards/Associations of REALTORS® and MLS to which you PREVIOUSLY BELONGED:

My NRDS # is: _____

My NRDS Office # is: _____

17. Persons other than principals, partners, corporate officers or branch office managers of real estate or appraisal firms must remain employed by or affiliated with a Designated REALTOR® to be eligible for REALTOR® membership. Persons other than principals, partners, corporate officers or branch office managers of real estate or appraisal firms who hold a valid California real estate license must remain employed by or affiliated with an MLS Broker Participant or MLS Appraiser Participant of the MLS in order to join as a MLS Subscriber. If applicable, please complete below: **(Note: at the end of the application, those named below will be necessary signers of this application)**

Name of Designated
REALTOR®: _____

Designated REALTOR® DRE or BREAA License #: _____

Name of MLS Broker or Appraiser
Participant: _____

MLS Broker or Appraiser Participant DRE or BREAA License #: _____

18. **MLS BROKER PARTICIPANT APPLICANTS ONLY.** To be eligible for MLS membership, MLS Broker Participants **must** offer and/or accept compensation in the capacity of a real estate broker.

I certify that I actively endeavor during the operation of my real estate business to list real property of the type listed on the MLS and/or to accept offers of cooperation and compensation made by listing brokers or agents in the MLS.

☐ Yes, I certify.

☐ No, I cannot certify.

19. **DESIGNATED REALTOR®/MLS BROKER AND APPRAISER PARTICIPANT APPLICANTS ONLY.** Designated REALTOR® and MLS Broker and Appraiser Participant applicants must provide the Board/Association a list of licensees employed by or affiliated with them and must also regularly update the Board/Association on any changes, additions, or deletions from the list. On a separate sheet or form, please list all licensees under your license, including their name,

the type of license, and their DRE or BRE License #.

(a) I am a (check the applicable boxes):

☐ Sole Proprietor ☐ General Partner ☐ Corporate Officer ☐ Branch Office Manager

(b) If you checked any box in 19(a) above, you must answer the following:

a. Are you or your firm subject to any pending bankruptcy proceedings?

☐ Yes ☐ No

b. Are you or your firm subject to any pending bankruptcy proceedings?

☐ Yes ☐ No

If you answered yes to (a) or (b), you may be required to make cash payments in advance for membership dues and MLS fees.

20. **DESIGNATED REALTOR® APPLICANT ONLY.** Each sole proprietor, partner or corporate officer of the real estate firm who is actively engaged in the real estate business within California or within the state in which the real estate firm is located shall be required to become a REALTOR® member if any other principal of such firm, partnership or corporation is a REALTOR® member with those states. **I certify that each sole proprietor, partner or corporate officer of the real estate firm, if any, who is actively engaged in the real estate business within California or within the state in which the real estate firm is located is a REALTOR® member.** ☐ Yes, I certify. ☐ No, I cannot certify.

21. I certify that I have NO record of official sanctions rendered by the courts or other lawful authorities for violations set forth below:

(i) I have no record of official sanctions for violations of civil rights laws within the last three (3) years ☐ True. I certify. ☐ False. I cannot certify.

(ii) I have no record of official sanctions for violations of real estate license laws within the last three (3) years ☐ True. I certify. ☐ False. I cannot certify.

(iii) I have no record of criminal convictions within the past ten years where the crime was punishable by death or imprisonment in excess of one year under the law under which the applicant was convicted (ten years is measured from the date of the conviction or the release of the applicant from the confinement imposed for that conviction, whichever is the later date) ☐ True. I certify. ☐ False. I cannot certify.

If you could not certify any of the above, please attach additional sheets with all relevant details about the violation(s), including the date(s), type of violation(s), and a copy of the discipline, if any.

22. Have you ever been disciplined by any Boards/Associations or MLSs?

☐ Yes. If yes, attach copies of the discipline. ☐ No.

23. Have you ever been disciplined by the DRE?

☐ Yes. Please provide all relevant details and dates (or attach copies of discipline). ☐ No.

GENERAL TERMS AND CONDITIONS OF MEMBERSHIP

1. **Bylaws, policies, and rules.** When applying for Designated REALTOR® and REALTOR® membership, upon acceptance and payment of all dues and assessments, I will automatically become a member of the California Association of REALTORS® and the National Association of REALTORS®, as well as my local Board/Association. I agree to abide by the bylaws, policies and rules of the Board/Association, the bylaws, policies and rules of the California Association of Realtors®, including the [*California Code of Ethics and Arbitration Manual*](#) and the constitution, bylaws, policies and rules of the National Association of REALTORS®, including the NAR Code of Ethics, all as may from time to time be amended.

2. **Use of the term REALTOR®.** I understand that the professional designations REALTOR® are federally registered trademarks of the National Association of REALTORS® (“N.A.R.”) and use of these designations are subject to N.A.R. rules and regulation. I agree that I cannot use these professional designations until this application is approved, all my membership requirements are completed, and I am notified of membership approval in one of these designations. I further agree that should I cease to be a REALTOR®, I will discontinue use of the term REALTOR® in all certificates, signs, seals or any other medium.

3. **Orientation.** I understand that if the Board/Association or the MLS requires orientation, I must complete such orientation prior to becoming a member of the Board/Association or MLS, or by the deadline set by the Board/Association or the MLS if provisional membership is allowed. I understand that unless or until I complete required orientation, my application for membership will not be granted, including that in the event a Board/Association or MLS granted any introductory provisional membership pending timely completion of orientation, that said provisional membership will be dropped upon expiration of the deadline set.
4. **License validity.** I understand that if my license is terminated, lapses or inactivated at any time, my REALTOR® membership and/or MLS participation/subscription is subject to immediate termination.
5. **No refund.** I understand that my Board/Association membership dues and MLS fees are non-refundable. In the event I fail to maintain eligibility for membership or for MLS Services for any reason, I understand I will not be entitled to a refund of my dues or fees.

Applicant's initials _____

6. **Authorization to release and use information, waiver.** I authorize the Board/Association or its representatives to verify any information provided by me in this application by any method including contacting the California Department of Real Estate, my current or past responsible broker or designated REALTOR®, or any Board/Association or MLS where I held, or continue to hold, any type of membership. I further authorize any Board/Association or MLS where I held, continue to hold, any type of membership to release all my membership or disciplinary records to this Board/Association, including information regarding (i) all final findings of Code of Ethics violations or other membership duties within the past three (3) years; (ii) pending ethics complaints (or hearings); (iii) unsatisfied discipline pending; (iv) pending arbitration requests (or hearings); and (v) unpaid arbitration awards or unpaid financial obligations. I understand that any information gathered under this authorization may be used in evaluating my application for membership and future disciplinary sanctions. I waive any legal claim or cause of action against the Board/Association, its agents, employees or members including, but not limited to, slander, libel or defamation of character, that may arise from any action taken to verify, evaluate or process this application or other use of the information authorized and released hereunder.
7. **By signing below,** I expressly authorize the Board/Association/MLS, including the local, state and national, or their subsidiaries or representatives to fax, e-mail, telephone, text or send by U.S. mail to me, at the fax numbers, e-mail, telephone and text numbers and addresses above, for any and all Board/Association/MLS (including the local, state and national, or their subsidiaries or representatives) communications, including but not limited to those for political purposes and/or material advertising the availability of or quality of any property, goods or services offered, endorsed or promoted by the Board/Association/MLS (including the local, state and national, or their subsidiaries or representatives) .
8. **Additional terms and conditions for MLS applicants only.** I understand and agree that by becoming and remaining a broker participant or subscriber to the MLS, I agree to abide by the MLS rules, as from time to time amended, including but not limited to the following:
 - A. I agree not to use the MLS data for any purpose other than to market property or support market valuations or appraisals as specifically set forth in the rules.
 - B. I agree not to reproduce any portion of the listings except as provided in the MLS rules.
 - C. I agree not to download MLS data except as provided in the MLS rules.
 - D. I agree not to allow anyone other than authorized participants, their subscribers and the clerical users as defined in the MLS rules to access any computer or device receiving MLS information. I agree not to transmit to or share the information with any participants, subscribers and clerical users, or any other non-subscribing licensee or third party, not authorized to access the system by the rules. I agree not to use the MLS to create another product except as may be used by the participant who downloaded the data in compliance with the MLS rules.

- E. I agree I will not give or sell my password to any person or make it available to any person. I further understand that the California Penal Code and the United States Code prohibits unauthorized access to computer data bases. I agree not to allow such unauthorized access by use of any of my equipment, devices or pass codes.
- F. I understand that clerical users may be authorized to have limited access to the MLS for clerical support only. I understand that clerical users are not allowed to use the information in any way other than to provide such information to me. Persons performing any activities that require a real estate license are not eligible for this clerical user classification. I further understand that any violation by a clerical user employed by me, under contract with me or used by me is my responsibility and can result in discipline and ultimate termination of MLS services.
- G. I will not lend or make available my lockbox key, code or device to any person, even if an authorized MLS user. I further understand that the Board/MLS can incur costs in securing the system if I fail to take adequate measures to protect my key, code or device and lockbox and that I may be held responsible for these costs. Failure to adhere to key and lockbox requirements could undermine the security of homeowners.
- H. I understand and agree that the above statements are in addition to the MLS rules, to which I have also agreed. Violation of any MLS rule may result in discipline, fine and ultimate termination of the service. In addition to that, my actions may cause damage to Board/Association which owns the MLS and the Board may pursue its legal remedies against me to recover such damages.
9. **REALTOR and MLS applicants only; Arbitration Agreement.** A condition of membership in the Board/Association as a REALTOR® or REALTOR-ASSOCIATE® and participant in the MLS is that you agree to binding arbitration of disputes. As a REALTOR® (including Designated REALTOR®) or REALTOR-ASSOCIATE® member, you agree for yourself and the corporation or firm for which you act as a partner, officer, principal or branch office manager to binding arbitration of disputes with (i) other REALTOR® or REALTOR-ASSOCIATE® members of this Board/Association; (ii) with any member of the California or National Association of REALTORS®; and (iii) any client provided the client agrees to binding arbitration at the Board/Association. As a MLS Broker or Appraiser Participant or MLS Subscriber, you agree for yourself and the corporation or firm for which you act as a partner, officer, principal or branch office manager to binding arbitration of disputes with (i) other MLS participants and subscribers; or (ii) any other MLS Broker or Appraiser Participant or MLS Subscriber of another Board/Association MLS which shares a common database with this Board/Association MLS through a Regional or Reciprocal Agreement. Any arbitration under this agreement shall be conducted using the Board/Association facilities and in accordance with the Board/Association rules and procedures for arbitration, pursuant to the [*California Code of Ethics and Arbitration Manual*](#).
10. REALTOR® Membership dues and assessments and MLS fees are set forth separately in EXHIBIT A: MEMBERSHIP DUES AND ASSESSMENTS; MLS FEES

SIGNATURE

I certify that I have read and agree to the terms and conditions of this application and that all information given in this application is true and correct.

Signature of Applicant	Date of Signature
------------------------	-------------------

Signature of Designated REALTOR®	Date of Signature
----------------------------------	-------------------

Signature of MLS Participant	Date of Signature
------------------------------	-------------------

KEYBOX SYSTEM

KEYHOLDER/BROKER RESPONSIBILITIES ACKNOWLEDGEMENT

It is hereby agreed among the CALAVERAS COUNTY ASSOCIATION OF REALTORS®

(ADMINISTRATOR); _____ (BROKER)

of _____

and BROKER's associate, _____, (KEYKEYHOLDER).

The undersigned parties acknowledge that ADMINISTRATOR has the responsibility of administering the iBox Electronic KeyBox system from Supra, a division of GE Security, Inc. (SUPRA). It is further acknowledged that the KEY KEYHOLDER is responsible for adhering to the **Rules and Regulations as outlined in the Supra eKEY user's guide.**

WITNESSETH:

In consideration of the mutual acknowledgements herein contained, the parties agree:

- 1. Safe Place** - It is acknowledged that should the "KEY" come into the possession of unauthorized parties, the security of all Supra KeyBoxes may be compromised. Therefore, the KEYKEYHOLDER shall always keep the "KEY" in his/her possession or in a safe place.
- 2. Personal Identification Number (PIN)** - KEYKEYHOLDER will not give PIN number to anyone, will not put PIN number on the "KEY", will not keep PIN number with the "KEY", nor do anything else which would allow the PIN number to become known to any other person.
- 3. No Loan of "KEY"** - KEYKEYHOLDER shall not loan the "KEY" to any person. The foregoing includes, but is not limited to, loans to appraisers, mortgage lenders, contractors, other brokers and salespersons, prospective purchasers, or sellers.
- 4. Loss of "KEY"** - In the event KEYKEYHOLDER loses the "KEY", KEYKEYHOLDER shall notify the ADMINISTRATOR immediately and promptly thereafter execute a sworn declaration as to all facts surrounding the loss. Loss of the "KEY" will result in KEYKEYHOLDERS needing to purchase a replacement "KEY" at the then current replacement price.
- 5. Indemnification** - KEYKEYHOLDER covenants and agrees to and hereby does indemnify and hold the ADMINISTRATOR harmless from any and all liability, obligation, or demands against the ADMINISTRATOR as a result of the KEYKEYHOLDERS use or loss of the "KEY", including but not limited to, any and all liabilities, including attorney's fees, incurred by the ADMINISTRATOR as a result of damage or injury to premises or persons arising out of the entry by KEYHOLDER or any other person into any premises by use of the KEY.
- 6. Reimbursement** - KEYHOLDER agrees to reimburse the ADMINISTRATOR for any and all expenses incurred by the ADMINISTRATOR in attempting to recover the KEY from KEYHOLDER as a result of KEYHOLDER's failure to surrender the KEY in accordance with this acknowledgement the KEYHOLDER LEASE AGREEMENT between Supra and the KEYHOLDER. In the event the ADMINISTRATOR commences legal proceedings against KEYHOLDER to enforce or interpret any of the provisions of this acknowledgement, KEYHOLDER agrees to pay all costs incurred by the ADMINISTRATOR together with all attorneys' fees.



7. **BROKER's Responsibility** - BROKER confirms that BROKER is both a real estate broker and an active member of the Tuolumne County Association of REALTORS®. Further, BROKER confirms that KEYHOLDER is in fact associated with BROKER in an active effort to sell real estate through the same business office; that KEYHOLDER does have his real estate license; and that BROKER will notify the ADMINISTRATOR should the KEYHOLDER or BROKER terminate that relationship with the BROKER. BROKER agrees to be jointly and severally liable with KEYHOLDER for all duties, responsibilities, and undertakings of KEYHOLDER under this acknowledgement, provided, however, that this acknowledgement shall not be construed to make KEYHOLDER an employee of BROKER.

8. **Authority** - KEYHOLDER shall not place a KeyBox on a property without written authority from the seller and occupant if other than the seller. Extreme care should be taken to ensure that all doors and the KeyBox are locked.

THIS ACKNOWLEDGEMENT IS SEPARATE AND IN NO WAY SHALL CONFLICT WITH THE KEYHOLDER LEASE AGREEMENT BETWEEN SUPRA AND KEYHOLDER, NOR THE MASTER AGREEMENT BETWEEN SUPRA AND THE ADMINISTRATOR. THE SUPRA KEYHOLDER LEASE AND MASTER AGREEMENT SUPERCEDE ANY PROVISIONS IN THIS ACKNOWLEDGEMENT.

KEYHOLDER's Signature

Broker of Record's Signature

Home Street Address

Broker's Company

City

State

Zip

Company Street Address

Co-Op Keys

I, Keyholder, currently have a Supra eKey set up with another Association and would like to Co-Op my key. I understand there is a \$100 annual key co-op fee and that I am responsible for the payment of that invoice and failure to do so with result in interruption of key service in Tuolumne County and that failure to receive a bill does not relieve the keyholder of the responsibility to pay the key co-op fees when due.

Keyholder Signature

Date

Key Serial Number/ Pin Code/ Primary Key Association



C.C.A.R. Multiple Listing Service Fees

Description	Frequency	Amount
Broker Application Fee	One Time	\$300.00
Appraiser Application Fee	One Time	\$300.00
Agent Application Fee	One Time	\$150.00
MLS Fee	Quarterly	\$110.00
Assistant Application Fee (Per Assistant)	One Time	\$50.00
Agent Assistant Fee (Per Assistant)	Quarterly	\$55.00
Office Assistant Fee (Per Assistant)	Quarterly	\$75.00
Late Payment Fee	Per Occurrence	\$50.00
Transfer Fee	Per Occurrence	\$50.00
Satellite Office (per occurrence)	One Time	\$50.00
Supra BTLE KeyBox	Per Lockbox	\$135.00
Supra eKey Activation Fee	One Time	\$50.00
Supra eKey Basic Service OR Supra eKey Professional Service	Monthly	\$16.23 OR \$22.68
Supra eKey Co-Op Fee	Annual	\$100.00



Calaveras County Association of REALTORS®
“The Trusted Source of Real Estate Information in Calaveras County”

1270 Suzanne Drive, Suite B
 Angels Camp, California 95222
 209.732.4600



C.C.A.R. 2024 New REALTOR® Member DUES

Month	NAR Dues	CAR Dues	CCAR Dues	Processing Fee	Application Fee	TOTAL DUE
January	\$201.00	\$231.00	\$115.00	\$200.00	\$150.00	<i>\$897.00</i>
February	\$188.00	\$211.75	\$105.41	\$200.00	\$150.00	<i>\$855.16</i>
March	\$175.00	\$192.50	\$95.82	\$200.00	\$150.00	<i>\$813.32</i>
April	\$162.00	\$173.25	\$86.23	\$200.00	\$150.00	<i>\$771.48</i>
May	\$149.00	\$154.00	\$76.64	\$200.00	\$150.00	<i>\$729.64</i>
June	\$136.00	\$134.75	\$67.05	\$200.00	\$150.00	<i>\$687.80</i>
July	\$123.00	\$115.50	\$57.46	\$200.00	\$150.00	<i>\$645.96</i>
August	\$110.00	\$96.25	\$47.87	\$200.00	\$150.00	<i>\$604.12</i>
September	\$97.00	\$77.00	\$38.28	\$200.00	\$150.00	<i>\$562.28</i>
October	\$84.00	\$57.75	\$28.69	\$200.00	\$150.00	<i>\$520.44</i>
November	\$71.00	\$38.50	\$19.10	\$200.00	\$150.00	<i>\$478.60</i>
December	\$58.00	\$19.25	\$9.59	\$200.00	\$150.00	<i>\$436.84</i>

C.C.A.R. 2024 New Designated REALTOR® Member DUES

Month	NAR Dues	CAR Dues	CCAR Dues	Processing Fee	Application Fee	TOTAL DUE
January	\$201.00	\$231.00	\$115.00	\$200.00	\$250.00	<i>\$997.00</i>
February	\$188.00	\$211.75	\$105.41	\$200.00	\$250.00	<i>\$955.16</i>
March	\$175.00	\$192.50	\$95.82	\$200.00	\$250.00	<i>\$913.32</i>
April	\$162.00	\$173.25	\$86.23	\$200.00	\$250.00	<i>\$871.48</i>
May	\$149.00	\$154.00	\$76.64	\$200.00	\$250.00	<i>\$829.64</i>
June	\$136.00	\$134.75	\$67.05	\$200.00	\$250.00	<i>\$787.80</i>
July	\$123.00	\$115.50	\$57.46	\$200.00	\$250.00	<i>\$745.96</i>
August	\$110.00	\$96.25	\$47.87	\$200.00	\$250.00	<i>\$704.12</i>
September	\$97.00	\$77.00	\$38.28	\$200.00	\$250.00	<i>\$662.28</i>
October	\$84.00	\$57.75	\$29.69	\$200.00	\$250.00	<i>\$620.44</i>
November	\$71.00	\$38.50	\$19.10	\$200.00	\$250.00	<i>\$578.60</i>
December	\$58.00	\$19.25	\$9.59	\$200.00	\$250.00	<i>\$536.84</i>

OPTIONAL: Housing Affordability Fund - \$10.00

OPTIONAL: REALTOR® Action Fund “The Minimum Cost of Doing Business” - \$49.00

OPTIONAL: REALTOR® Action Fund “The True Cost of Doing Business” - \$148



Calaveras County Association of REALTORS®
“The Trusted Source of Real Estate Information
in Calaveras County”
 1270 Suzanne Drive, Suite B
 Angels Camp, California 95222
 209.732.4600



MEMBERSHIP DUES AND ASSESSMENTS; MLS FEES

1. MEMBERSHIP DUES AND ASSESSMENTS

Local Association Allocation \$ _____

Local Board/Association Application/Initiation Fees \$ _____

C.A.R. Allocation and REALTOR® Action Assessment* \$ _____
 (Select amount from below proration schedule)

2024 C.A.R. Allocation and REALTOR® Action Assessment Proration Schedule

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
\$231	\$211.75	\$192.50	\$173.25	\$154	\$134.75	\$115.50	\$96.25	\$77	\$57.75	\$38.50	\$19.25

C.A.R. New Member Fee** \$ 200.00

N.A.R. Allocation \$ _____
 (Select amount from below proration schedule)

2024 N.A.R. Allocation Proration Schedule

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
\$156	\$143	\$130	\$117	\$104	\$91	\$78	\$65	\$52	\$39	\$26	\$13

N.A.R. Special Assessment \$ 45.00

REALTOR® ACTION FUND*** (optional) \$ 148.00 or \$49.00

C.A.R. HOUSING AFFORDABILITY FUND (optional) \$ 10

MEMBERSHIP DUES AND ASSESSMENTS TOTAL \$ _____

Political contributions are not deductible as charitable contributions for federal and state income tax purposes. Due's payments & assessments (Local Association, C.A.R., and NAR) and contributions to "REALTOR® Action Fund" are not tax deductible as charitable contributions. Contributions to the C.A.R. Housing Affordability Fund are charitable and tax deductible to the extent allowable under both Federal and State law. However, the dues portion of your bill, excluding the portion of dues used for lobbying activities, REALTOR® Action Assessment and REALTOR® Action Fund, may be deductible as ordinary and necessary business expenses. Please consult your tax professional.

* The REALTOR® Action Assessment is a mandatory, pro-rated \$69 state political assessment which may be satisfied in one of two ways: either (1) a voluntary contribution to CREPAC, CREIEC, and/or IMPAC and/or other related political purposes or (2) a designation of the funds for political purposes in the C.A.R. general fund. You may include the entire amount on one check and if you do so, the assessment will go into CREPAC, CREIEC, and/or IMPAC or other related political purposes. If you choose not to contribute to a C.A.R. Political Action Committee (PAC), you must do so in writing and the entire assessment will be placed in the C.A.R. general fund and used for other political purposes. PAC contributions from the REALTOR® Action Assessment will be allocated among CREPAC, CREIEC, IMPAC and possible ALF. The allocation formula is subject to change. Payment of the assessment is a requirement of maintaining membership.

** \$70 of the \$200 C.A.R. New Member Fee will automatically be deposited into the C.A.R. Issues Mobilization Political Action Committee ("IMPAC"). The \$70 assessment is mandatory. If you choose not to contribute to IMPAC, you must do so in writing and the entire \$70 assessment will be placed in the C.A.R. general fund and used for other political purposes.

*** Make a difference by helping promote REALTOR® interests through the political process and designate an additional \$49 or more to the REALTOR® Action Fund. \$49 is the suggested additional voluntary contribution but you may give more, or less, or nothing at all. See additional information on the political contribution structure and allocation in the Legal Notices and Disclosures set forth below. No member will be favored or disfavored by reason of the amount of his/her contribution or his/her decision not to contribute. Contributions to the REALTOR® Action Fund will be allocated among C.A.R.'s political action committees (CREPAC, CREIEC, and CREPAC/Federal) according to a formula approved by C.A.R. depending on whether it is a personal or corporate contribution. The allocation formula is subject to change including re-designating a portion to IMPAC and ALF. Failure to contribute to RAF will not affect an individual's membership status in C.A.R.

All dues, assessments and fees are non-refundable.

I consent to the C.A.R. Privacy Policy, found at www.car.org/privacy.



Calaveras County Association of REALTORS®
“The Trusted Source of Real Estate Information
in Calaveras County”
1270 Suzanne Drive, Suite B
Angels Camp, California 95222
209.732.4600



LEGAL NOTICES AND DISCLOSURES

REALTOR® ACTION ASSESSMENT & FUND: Explanation and Legal Notice California Association of REALTORS® (C.A.R.) Political Action Committees: C.A.R. sponsors four Political Action Committees (PACs). CREPAC is used to support state and local candidates to further the goals of the real estate industry. CREIEC is an independent expenditure committee that independently advocates for or against candidates in accordance with the interests of the real estate industry. CREPAC/Federal supports candidates for the U.S. Senate and House of Representatives. IMPAC supports local and state ballot measures and other advocacy-oriented issues that impact real property in California. IMPAC is funded by your due's dollars. C.A.R. also supports the Advocacy Local Fund (ALF), a non-PAC fund for expenditures on general advocacy activities.

REALTOR® Action Assessment (RAA): This mandatory \$69 state political assessment (pro-rated based on when you join) may be satisfied in one of two ways: either (1) a voluntary contribution to CREPAC, CREIEC and/or IMPAC and/or other related political purposes or (2) a designation of the funds for political purposes in the C.A.R. general fund. You may include the entire amount on one check and if you do so, \$69 or your pro-rated amount (based on when you join) will go into CREPAC, CREIEC and or IMPAC or other related political purposes. If you have an assessment that is over \$138 due to your DR nonmember count, then any amount over \$138 contributed to the state PACs (i.e., CREPAC, CREIEC and IMPAC) will go into CREIEC. If you choose not to contribute to a PAC, you must do so in writing and the entire assessment of \$69 (or your pro-rated amount based on when you join) will be placed in the C.A.R. general fund and used for other political purposes. PAC contributions from the REALTOR® Action Assessment will be allocated among CREPAC, CREIEC, IMPAC and possibly ALF. The allocation formula is subject to change. Payment of the assessment is a requirement of maintaining membership.

REALTOR® Action Fund (RAF): REALTORS®, and REALTOR-ASSOCIATES® may also participate in RAF by including an additional voluntary contribution on the same check as your dues and assessment payment. Forty-nine dollars (\$49) is the suggested additional voluntary contribution, but you may give more, or less, or nothing at all. No member will be favored or disfavored by reason of the amount of his/her contribution or his/ her decision not to contribute. Contributions to the REALTOR® Action Fund will be allocated among C.A.R.'s political action committees (CREPAC, CREIEC, and CREPAC/Federal) according to a formula approved by C.A.R. depending on whether it is a personal or corporate contribution. The allocation formula is subject to change including re-designating a portion to IMPAC and ALF. Failure to contribute to RAF will not affect an individual's membership status in C.A.R.

CORPORATE CONTRIBUTIONS to C.A.R.'s PACs are permissible and may be used for contributions to state or local candidates or for independent expenditures to support or oppose federal, state, or local candidates. However, current C.A.R. practice is to deposit all corporate contributions into CREPAC, CREIEC, IMPAC and possible ALF in an allocation to be determined by C.A.R. A corporate contribution includes any contribution drawn from a corporate account.

PERSONAL CONTRIBUTIONS to C.A.R.'s PACs may be used for both state and federal elections and therefore may be deposited into CREPAC/ Federal in addition to all other C.A.R. political action committees. Up to \$200 of a REALTOR® Action Fund contribution will be divided between CREPAC/Federal and CREPAC, CREIEC, IMPAC and possibly ALF in an allocation to be determined by C.A.R. Any amount above \$200, up to applicable legal limits, will be allocated to CREPAC/Federal.

If you are a California major donor and need specific information regarding your contributions, please contact the C.A.R. Controller's office at (213) 739-8252. Contributions in excess of the contribution limits will be reallocated to another PAC connected with C.A.R. Under the Federal Election Campaign Act, an individual may contribute up to \$5,000 in a calendar year to CREPAC/Federal. Political contributions are not deductible as charitable contributions for federal and state income tax purposes.

Political contributions are not deductible as charitable contributions for federal and state income tax purposes. **Federal and State law prohibit any individual from making political contributions (either RAA or RAF) in the name of or on behalf of any other person or entity.**

NOTICE REGARDING DEDUCTIBILITY OF DUES, ASSESSMENTS AND CONTRIBUTIONS 2022 ESTIMATED PORTION OF YOUR DUES USED FOR LOBBYING THAT ARE NON-DEDUCTIBLE:

NAR 27.36% of your N.A.R. Allocation (amount as pro-rated depending on the month you join)
C.A.R. 34.01% of your C.A.R. Allocation and RAA (amount as pro-rated depending on the month you join) plus 70% of your C.A.R. New Member Fee (not prorated)
Local 0 % of your Local Allocation (amount as pro-rated depending on the month you join)

Due's payments and assessments for your local association, C.A.R. and NAR, and contributions to RAF are not tax deductible as charitable contributions. However, the dues portion of your bill, excluding the portion of dues used for lobbying activities, REALTOR® Action Assessment and REALTOR® Action Fund, may be deductible as ordinary and necessary business expenses. Contributions to C.A.R. Housing Affordability Fund are charitable and tax-deductible to the extent allowed under both federal and state law. Please consult your tax professional.

All dues, assessments and fees are non-refundable.

C.A.R. HOUSING AFFORDABILITY FUND: REALTORS® and REALTOR-ASSOCIATES® may make a voluntary, tax-deductible, charitable contribution to the C.A.R. Housing Affordability Fund (HAF) on the same check as the dues payment. HAF is a charitable nonprofit organization whose purpose is to address the statewide housing crisis. It receives contributions from REALTORS® and other individuals as well as businesses and other organizations and distributes funds through local associations of REALTORS® toward programs that increase homeownership and the supply of housing across the state.

HAF is exempt under Section 501(c)(3) of the IRS Code. Contributions to HAF from both individuals and businesses are charitable and tax-deductible to the extent allowed under both federal and state law Individual contributions are designated by 'Keys to California' Pins: Ambassador (\$25), Bronze (\$100), Silver (\$500) with an option to renew annually for \$250, Gold (\$1,000) with an option to renew annually for \$350, and Founder's Circle (\$1,500) with an option to renew annually for \$500. For information about HAF, including major non-cash gifts or corporate sponsorships, visit www.carhaf.org or contact the HAF at 213-739-8200 or by mail at 525 S. Virgil Ave., Los Angeles, CA 90020.



Calaveras County Association of REALTORS®
“The Trusted Source of Real Estate Information
in Calaveras County”
1270 Suzanne Drive, Suite B
Angels Camp, California 95222
209.732.4600



YOUR SUBSCRIPTION TO *CALIFORNIA REAL ESTATE MAGAZINE* IS PAID FOR WITH YOUR DUES AT A RATE OF \$6.00 AND IS NON-DEDUCTIBLE THEREFROM.

2. MLS FEES

MLS Application/Initiation Fees \$ _____

MLS Fees \$ _____

MLS Broker or Appraiser Participant

Non-MLS Subscriber Count _____X

Non-MLS Assessment=

MLS Broker or Appraiser Participant Fees: \$ _____

MLS FEES TOTAL \$ _____

3. TOTAL AMOUNT PAID \$ _____

FOR OFFICE USE ONLY

Orientation (if applicable) attended	_____	_____
Membership start date	_____	_____
MLS Participant/Subscriber start date	_____	_____
Date of Verification of License	_____	_____
Date Lockbox Key Issued	_____	_____
Office Code	_____	_____
C.A.R Member Number	_____	_____
Primary Board/Association	_____	_____