

# **KNOXVILLE AREA ASSOCIATION OF REALTORS® MEMBERSHIP POLICY**

## **DESIGNATED REALTOR® Membership Application Process**

1. File Application signed by applicant pledging his/her intention to abide by the Constitution, Bylaws, Policy and Rules and Regulations of the Knoxville Area Association of REALTORS®, The Tennessee Association, and the National Association of REALTORS®.
2. Pay the prescribed Dues.
3. Attend the New Member Orientation Program.
4. The application for membership will be reviewed by the Membership Committee.
5. The application for membership will be presented to the Board of Directors for approval.

## **DESIGNATED REALTOR® Membership Requirements**

1. Be actively engaged in the real estate business or its recognized branches with a valid real estate or appraisal license.
2. Maintain a place of business in compliance with local zoning regulations
3. Have a favorable business reputation in the community
4. No recent or pending bankruptcy

## **REALTOR® Membership Application Process**

1. File Application, signed by Designated REALTOR®.  
[ A new licensee employed by or affiliated with a DESIGNATED REALTOR® shall be required to complete the Application process within sixty ( 60 ) days after the license is placed with the Designated REALTOR®.]
2. Pay prescribed Dues.
3. Attend the New Member Orientation Program within the next two offerings of the Orientation following application.
4. An MLS Key will not be issued until such time as the New Member Orientation has been completed and the license is showing as “Active” on the Tennessee Real Estate Commission’s website.
5. Application for membership will be reviewed by the Membership Committee.
6. Application for membership will be presented to the Board of Directors for approval.

## **REALTOR® Membership Requirements**

1. Be actively engaged in the real estate business or its recognized branches with a valid real estate or appraisal license.
2. Be employed by or affiliated with a DESIGNATED REALTOR® as an independent contractor.
3. Signify intention to abide by the National Association of REALTORS® Code of Ethics on the membership Application.

4. Signify intention to abide by the Constitution, Bylaws, Policy, and Rules and Regulations of the Knoxville Area Association of REALTORS®, the Tennessee Association, and the National Association of REALTORS®.

### **Reinstatement Policy**

An applicant, who was a member of the Association within the current calendar year with all REALTOR® dues paid, shall be reinstated without any additional dues.

An applicant, who has not been a member of the Association within the current calendar year, shall be reinstated upon updating the membership application and paying the current prescribed dues.

An applicant, who has not been a member of the Association for one (1) year or more, shall be required to pay the application fee, update the membership application, pay the current prescribed dues, and complete the New Member Orientation Program.  
(Amended July 10, 2008)

**DESIGNATED REALTORS® are required to notify the Association, in writing, regarding any changes in their real estate firm or in the status of their licensees. This includes new licensees affiliating with the firm, licensees leaving the firm, and any changes in the Principal Broker.**

**If the DESIGNATED REALTOR® does not notify the Association within sixty ( 60 ) days of a licensee's status change, the Designated REALTOR® is subject to a fine of \$ 100.00.**

### **REALTOR® Dues**

After membership approval by the Board of Directors, REALTOR® dues are non-refundable.

Annual REALTOR® dues are billed in advance in October of each year and due by December 31. Annual REALTOR® dues are considered delinquent if they are not paid by December 31.

REALTOR® dues not received by January 14 places a former member into a "Non-Member" status. If the licensee's license is still active with the Designated REALTOR®, a "Registered Agent" fee will be added to the REALTOR® dues of the Designated REALTOR®. The Designated REALTOR® is always responsible for the licensees affiliated with the firm and the payment of any dues and fees to the Association.

All access to the Multiple Listing Service will terminate with the non-payment of REALTOR® dues.

Licensees paying late annual REALTOR® dues January 1-14 will be reinstated for a \$50 reinstatement fee. Effective January 15 the reinstatement fee will be \$175.