



Knoxville Area Association of Realtors® 2021 Membership Application

This packet contains the application forms for a REALTOR® membership with the Knoxville Area Association of Realtors®. The enclosed materials review the services, benefits, and responsibilities of your association membership.

To join KAAR, please complete the application form. Once the form has been completed, you may e-mail your application to Membership Director Teresa Tillery, teresa@kaarmls.com. You can also mail it to 609 Weisgarber Rd, Knoxville, TN 37919.

With COVID-19 necessitating preventative closings of meetings, courses, and other gatherings of any size, the association is temporarily altering its new member orientation process until further notice. The association's goal is to get you up and running as a Realtor member as efficiently and quickly as possible.

New members are required to complete the following within 30 days

- Complete ONE of the two National Association of Realtors (NAR) online ethics courses for new members
- Complete and pass the online Multiple Listing Service exam
- Complete NAR's New Member Orientation

Links for the Ethics, MLS, and NAR New Member Orientation will be sent via email when application is made.

Once the online Ethics and MLS exams are completed and passed, you will receive an email with your MLS access and eKey issuance. If all three components are not completed within 30 days, MLS and key access will be terminated.

NOTE: Reciprocal members only need to complete the MLS exam to obtain MLS access.

Page 2 – Membership Application*

*Required form

Page 3 – General Terms & Conditions of Membership*

*Required form

Page 4 – Association dues/fees & credit card authorization form

Page 5 – Supra Keys & Lockboxes

Page 6 – Master Key Custody Agreement

Requires Principal Broker's signature (send with application)

Page 7 – Supra Credit Card Authorization

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Upon joining KAAR, you also become a member of the Tennessee Association of REALTORS® and National Association of REALTORS®. If you have any questions regarding this membership packet or the process of joining, contact our Membership Department at (865) 584-8647 ext. 1. Once you have completed the REALTOR® application, please submit the application and appropriate fees to the Knoxville Area Association of Realtors by e-mail (teresa@kaarmls.com), or mail to 609 Weisgarber Rd, Knoxville, TN 37919.

Exact name as shown on license _____ Ms. Mrs. Mr.

Preferred name _____ Real Estate or Appraiser License Number _____

Type of Membership REALTOR® REALTOR® Appraiser Reciprocal MLS Secondary/No MLS

Primary Field of Business Residential Commercial

Residence Address _____
(Street) (City, State and Zip)

Name of Firm _____

Firm Address _____
(Street) (City) (State) (Zip)

Please check preferred # Home: _____ Cell: _____ Office: _____

Email Address _____ Web Address: _____

Date First Licensed in TN _____ Date license was placed with current firm? _____

Please list all REALTOR® boards/associations you CURRENTLY belong to:

If you are now or have ever been a REALTOR®, indicate your NAR membership (NRDS) #: _____

Has any money been paid to another Association for the current year's dues? Yes No
(If yes, please call the association for pricing.)

If you speak another language and consent to having your name on our bilingual agent roster, please list the languages you speak below:

Would you be interested in joining the KAAR Young Professionals Network (YPN)? Yes No

Signature Date

Principal Broker's Signature Date

ASSOCIATION USE ONLY

Application Fee: _____

MLS Participation Fee: _____

KAAR: _____

TAR: _____

NAR: _____

EC: _____

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General Terms & Conditions of Membership

Bylaws, policies and rules:

I agree to abide by the bylaws, policies and rules of the Knoxville Area Association of REALTORS®, the bylaws, policies and rules of the Tennessee Association of REALTORS®, and the constitution, bylaws, policies and rules of the National Association of REALTORS®, all as may from time to time be amended.

Use of the term REALTOR®:

I understand that the professional designation REALTOR® is a federally registered trademark of the National Association of REALTORS® (“NAR”) and use of this designation is subject to NAR rules and regulations. I agree that I cannot use this professional designation until this application is approved, all my membership requirements are completed, and I am notified of membership approval in one of the 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.

Permission to communicate:

By signing this application, I expressly authorize the Boards/Associations I have applied to, including the local, or their subsidiaries or representatives, to fax, email, telephone, text or send by U.S. mail to me, at the fax numbers, email addresses, telephone numbers and postal addresses herein, material advertising the availability of or quality of any property, goods or services offered, endorsed or promoted by the Boards/Associations.

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

I UNDERSTAND AND AGREE TO THE FOLLOWING

(initial) I agree that I will complete mandatory New Member Orientation within 30 days from the date my KAAR application was processed.

(initial) I agree that if I fail to complete the mandatory Orientation, I will have my REALTOR membership suspended until I have completed the new member orientation.

(initial) I acknowledge that all DUES and FEES are NON-REFUNDABLE. Suspension or termination of my membership does not entitle me to a refund.

(initial) I agree to keep my MLS password confidential. I will not post, share, disseminate or record the password in any way.

(initial) I agree to accept responsibility for any action I take under my password.

(initial) I agree to issue the appropriate sign-off command when leaving a computer terminal unattended thus preventing unauthorized use of my password.

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2021 Annual Dues

Payment of Application Fee and Annual dues is required when the application is submitted. The Total Column represents the amount due the time the application is turned in, and the columns to the right (local, state, national, application fee, & MLS) show the breakdown of the total cost.

****Application Fee is \$300 for primary members with MLS Access, Application fee is \$150 for primary members WITHOUT MLS access, and Application fee is \$150 for reciprocal members**

*****Double MLS column if you have both Residential & Commercial MLS**

2021 New Member Orientation*	TOTAL	Local	State	National	Application Fee**	MLS***
Jan.	\$953.00	\$180.00	\$120.00	\$185.00	\$300.00	\$168.00
Feb.	\$888.75	\$165.00	\$111.25	\$172.50	\$300.00	\$140.00
March	\$824.50	\$150.00	\$102.50	\$160.00	\$300.00	\$112.00
April	\$760.25	\$135.00	\$93.75	\$147.50	\$300.00	\$84.00
May	\$696.00	\$120.00	\$85.00	\$135.50	\$300.00	\$56.00
June	\$967.75	\$105.00	\$76.25	\$122.50	\$300.00	\$364.00
July	\$903.50	\$90.00	\$67.50	\$110.00	\$300.00	\$336.00
Aug.	\$839.25	\$75.00	\$58.75	\$97.50	\$300.00	\$308.00
Sept.	\$775.00	\$60.00	\$50.00	\$85.00	\$300.00	\$280.00
Oct.	\$710.75	\$45.00	\$41.25	\$72.50	\$300.00	\$252.00
Nov.	\$646.50	\$30.00	\$32.50	\$60.00	\$300.00	\$224.00
Dec.	\$1,067.25	\$195.00	\$143.75	\$232.75	\$300.00	\$196.00

The initial cost to join KAAR is prorated based on the month of the join date. After you have established your KAAR membership and paid the initial cost to join, agents will be billed for the reoccurring annual fees and dues. Invoices are issued approximately three months prior to the billing due date. Annual membership dues are \$485, due every December 31. Annual MLS fees are \$336, due every June 30.

NOTE: Annual dues & fees are subject to change

Credit Card Authorization

Date: _____ Member Name: _____ License #: _____

Type of Card: Visa MasterCard Discover Amex

Credit Card #: _____ Exp. Date: _____ CVV: _____

Signature: _____ Date: _____

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Supra Key & Lockboxes

Before a Member Can Obtain a Supra Key, He/She Must Complete the Following Steps:

- **COMPLETE THE NEW MEMBER ETHICS AND MLS EXAM**
- Possess an active real estate license
- Have residential MLS access
Be acquainted with MLS Rules regarding the common key lockbox service
- Complete a Master Key Custody Agreement
- Obtain a key within 30 days of completing orientation *or* sign a key waiver



Activation Fee	\$50
Annual cost	\$16.20/month

Please note that we cannot accept cash payments for Supra payments, but we can accept cash for the deposit of the Active Key.

If you are an affiliate member (e.g., a Home inspector or pest control professional), please contact KAAR for information about obtaining a Supra key.

Supra Lockboxes

If you bought lockboxes from another agent that were originally purchased from KAAR and you wish to transfer them into your name, you and the seller of the boxes must sign a Lockbox Transfer Form. KAAR will not program boxes obtained from any other source.

The cost for new Supra Lockboxes is \$115 per box, which includes a lifetime warranty for KAAR members.

If you have a lockbox that has “died” on a house or has a battery life of five percent or less, you may bring it into the KAAR office for a replacement. If a lockbox has died on a house, you may use any means necessary to remove it, including cutting the shackle with bolt cutters. KAAR does not mind if you have to bring us the lockbox in pieces. As long as the lockbox number on the side of the device is legible, KAAR is happy to exchange it for you.

PLEASE NOTE: Because KAAR has no means of opening a box to retrieve key(s), it is strongly recommended that you have a spare key(s) of the listing on hand, as KAAR must return all faulty lockboxes to Supra.

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MASTER KEY CUSTODY AGREEMENT

IT IS HEREBY AGREED by and between KNOXVILLE AREA ASSOCIATION OF REALTORS" MULTIPLE LISTING SERVICE, hereinafter referred to as the "Multiple; and _____ hereinafter referred to as the "Holder."

1. KEY RECEIPT. The Holder hereby acknowledges receipt of master key Serial No. _____(hereinafter referred to as the "key") from the Multiple.
2. CHANGE OF LICENSE. The Holder agrees that in the event of release or transfer of his license or suspension or revocation of his license, Holder will immediately notify the Multiple. In the event of transfer of license to another member firm, Holder agrees to submit immediately to the Multiple an Addendum to this agreement signed by the releasing Principal Broker and the new Principal Broker.
3. NO LOAN OF KEY. The Holder agrees not to loan the key to any person whomsoever, for any period of time no matter how short. The foregoing includes loan to appraisers, mortgage and utility company employees, builders, other *brokers* and *salesmen*, purchasers, sellers, and anyone else.
4. FINE & DAMAGES. In the event of violation of any provision whatsoever of this Agreement, the Holder agrees to immediately pay to the Multiple a fine of up to \$500.00 as then provided in the Multiple's rules. In addition to said fine, it is understood and agreed that should said key get into unauthorized hands, the security of all of the Multiple's key boxes could be destroyed & be of no future value to the Multiple. Therefore, the Holder agrees that should the Multiple, in the sole discretion of its Board of Directors, determine that such is the case, the Holder will immediately reimburse the Multiple for the total cost of all expenses incurred in connection with replacement of all its key boxes & master keys. Further, in the event that it shall be necessary for the Multiple to commence any legal proceedings against the Holder or any other person to enforce this Agreement, Holder agrees to pay all cost incurred by the Multiple in connection therewith, together with a reasonable attorney's fee for the Multiple.
5. FUTURE CHANGES. The parties hereto agree that the Multiple may, from time to time as it sees fit, amend, modify, and add to the provisions of this Agreement; and the Holder agrees that all such amendments, modifications, and additions shall become a part of the Agreement in like manner as if they had originally appeared herein, upon their passage by the Board of Directors of the Knoxville Area Association of Realtors and their publication in the Multiple's bulletin.
6. LOCK BOX RULES. Holder agrees to adhere to all the Multiple Lockbox Rules as set forth in the MLS Rules and Regulations.
7. I, the Designated REALTOR or Broker of record for the above-mentioned Holder, do hereby co-sign and agree that if said Holders license is released from my firm, transferred to a non-member or placed in retirement, I will notify the Multiple. If Holders license is transferred to another member firm, I will immediately inform the Multiple by Addendum. I further understand that any violation of this agreement by the Holder constitutes me to the same fine and damages as stated above.

Principal Broker

Date

Key Holder

Multiple's Manager

Knoxville Area Association of REALTORS¹¹

