

**APPLICATION FOR REALTOR PERSONAL ASSISTANT/CLERICAL MEMBERSHIP
IN THE
SOUTHWESTERN MICHIGAN ASSOCIATION OF REALTORS®, INC.**

I, _____ hereby apply for REALTOR Personal Assistant/Clerical Membership in the Southwestern Michigan Association of REALTORS®, Inc., and enclose my check in the amount of \$ _____, which I understand will be returned to me in the event I am not accepted to membership. In the event my application is approved, I agree as a condition of membership to complete the Ethics and Orientation course of the Southwestern Michigan Association of REALTORS®, Inc. and thoroughly familiarize myself with the Code of Ethics of the National Association of REALTORS®, including the duty to arbitrate business disputes in accordance with the Code of Ethics and Arbitration Manual of the Association and the Constitutions, Bylaws, and Rules and Regulations of the Southwestern Michigan Association, Michigan Association, and the National Association of REALTORS.

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 the duty to arbitrate, all as from time to time amended.

I consent to and authorize the Association, through its Member Services 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 Association by any Member or other person in response to any such individual shall be conclusively deemed to be privileged and not form the basis of any action by me for slander, libel, or defamation of character.

I acknowledge that if accepted as a Member and I subsequently resign or am expelled from membership in the Association with an ethics complaint or arbitration request pending, the Board of Directors may condition renewal of my membership upon verification that I will submit to the pending ethics or arbitration proceeding and will abide by the decision of the Hearing Panel; or if I resign or am expelled from membership without having complied with an award in arbitration, the Board of Directors may condition renewal of my membership upon my payment of the award, plus any costs that have been previously established as due and payable in relation thereto, provided that the award and such costs have not, in the interim, been otherwise satisfied.

I acknowledge and agree that if I am approved as a REALTOR Personal Assistant/Clerical Member that the following restrictions will be followed by me:

- 1). If I possess a keybox key it shall only be used to access my company's listings unless advance permission is obtained from the listing office.
- 2). Any contact I have with anyone pertaining to real estate shall be in the name of the agent I am working for and shall be stated as such on first contact.
- 3). I shall not hold an open house without a REALTOR Member present.
- 4). I shall not list, sell, exchange, purchase, show, or negotiate for any real property.

I agree that if I violate any of the above restrictions, I shall join the Association as a REALTOR immediately and pay all of the appropriate fees for service as a REALTOR, including the Multiple Listing System's subscription fee, if my office participates in the Multiple Listing System.

I further agree that, if approved for REALTOR Personal Assistant/Clerical Membership in the Association, I shall pay the fees and dues as from time to time established. I hereby certify that all of the information furnished by me below is true and correct, and I agree that failure to

provide complete and accurate information as requested or any misstatement of fact, shall be grounds for revocation of my membership, if granted.

Date: _____ Signed: _____

Name as shown on license: _____

Residence Address: _____

City/State/Zip: _____

Home Phone: _____ Email: _____

License #: _____ Broker: Salesperson:

Last 4 digits SS#: _____

Date of Birth: _____

How many years have you been active as _____ Salesperson _____ Broker

Name of Firm: _____

Address: _____

City/State/Zip: _____

Firm Telephone: _____

Designated REALTOR Certification

I, _____ hereby certify that the above named individual is licensed with my firm and will be working as a personal assistant for myself and/or one of my agents. I have read the above application and conditions of REALTOR Personal Assistant/Clerical Membership and agree that the above named individual will comply with the conditions set forth above. I understand that failure to comply with the above conditions will result in the individual being required to join as a REALTOR Member and my office being billed for MLS fees, if my office participates in the MLS. I further certify that any agents in my office, who will be using the services of the above named individual, have also read and understand the conditions of the REALTOR Personal Assistant/Clerical Membership and have agreed to comply with them.

Date: _____ Name: _____
(Printed)

(Signature)

NOTE: If the individual making application for REALTOR Personal Assistant/Clerical Membership is working for a REALTOR other than the Designated REALTOR, then that REALTOR must also sign the following certification:

REALTOR Certification

I, _____ hereby certify that I have read the above application and conditions of REALTOR Personal Assistant/Clerical Membership and agree that the above named individual will comply with the conditions set forth above.

Date: _____ Name: _____
(Printed)

(Signature)