

**FOR OFFICE USE ONLY**

Date Received \_\_\_\_\_ Check# \_\_\_\_\_ \$ \_\_\_\_\_  
Name on Check \_\_\_\_\_

**Application for REALTOR® Membership**  
(Brokers, agents and licensed/certified appraisers)

Applicants for primary, secondary or Designated REALTOR® membership are **required to file an application and pay current dues and fees** to the Zanesville Board of REALTORS® **within 30 days of established licensing date on the Ohio Division of Real Estate & Licensing “Notice of Employment” form.** Designated REALTORS® must also complete the separate “Designated REALTOR® application. (*Designated REALTORS® are those applicants who are principals, partners, corporate officers or main branch office managers.*)

**Instructions for Submitting Application:**

- Fill out the application **completely** and **return with payment.**

**Check:** Payable to ZBR

**VISA / MC / Discover:** Please charge my card# \_\_\_\_\_ in the amount of \$ \_\_\_\_\_

Exp Date \_\_\_\_\_

Billing Address \_\_\_\_\_

Print Name As It Appears on Card \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

- **Mail application and payment to:** ZBR, 800 Leonard Ave, Zanesville, Ohio 43701
- Enclose a copy of your Real Estate License or a copy of your Appraiser License/Certification
- Complete a Keyholder Agreement (if applicable) signed by the Broker and yourself. Office will be billed for the key.

**General Information**

Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Circle: Mr. Mrs. Ms

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

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

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

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

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

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

Home/Personal Phone \_\_\_\_\_ Cell or Pager \_\_\_\_\_

Office/Business Phone \_\_\_\_\_ Ext. \_\_\_\_\_ Company Fax \_\_\_\_\_

I understand that by providing my mailing address(es), email address(es), telephone number(s) and fax number(s), I consent to receive communications sent from ZBR and ZBR-MLS via U.S. mail, email, telephone or facsimile at those number(s) / location(s).

Sex (*optional – circle*) Male Female Date of Birth \_\_\_\_\_ Yes \_\_\_\_\_ No

Real Estate / Appraiser License # \_\_\_\_\_ **Choose MLS password** \_\_\_\_\_

(1-10 letters or numbers, no caps, spaces or special characters)

Please send my ZBR, OAR and NAR mail to (please choose): \_\_\_\_\_ Home address OR \_\_\_\_\_ Office Address

(ZBR = Zanesville Board of REALTORS®, OAR = Ohio Association of REALTORS®, NAR = National Association of REALTORS®)

Real Estate Professional Designations \_\_\_\_\_ (i.e., GRI, CRS, ABR, etc)

Specialty (circle one): residential appraisal commercial

Email Address: \_\_\_\_\_ Webpage: www. \_\_\_\_\_

Place of Birth (*City, State, Country if not USA*) \_\_\_\_\_ (optional)

**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 Ohio Division of Real Estate & Professional Licensing that you'd be licensed to him/her)

\_\_\_\_\_ Attached \_\_\_\_\_ Sending Attach a **copy of you real estate and/or appraiser license** with this application.

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

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

I was granted my Ohio Real Estate License in \_\_\_\_\_ (month) \_\_\_\_\_ (year)

I began practicing real estate 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 \_\_\_\_\_

If **yes**, please specify name of state and license number \_\_\_\_\_

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 retailing thereto: (attach separate sheet)

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

**Ohio Residency:**

I've been an Ohio resident since (date) \_\_\_\_\_ Previous Residence \_\_\_\_\_

**Employment History:**

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

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

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

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

**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:** \_\_\_\_\_

**REALTOR® Association 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 (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 Initial \_\_\_\_\_

**Code of Ethics Violations:**

According to Article V., Section 2 of the ZBR 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 or 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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**Felony Convictions:**

Have you ever been convicted of a felony? \_\_\_\_\_ Yes \_\_\_\_\_ No

If “yes”, give details including state and court of conviction: (please attach copies of court papers, etc)

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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

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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 or 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.

Board: _____	Type Membership _____	Date _____
Board: _____	Type Membership _____	Date _____
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 (3) 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: \_\_\_\_\_

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

**1a) Application & Dues**

An application for REALTOR® membership along with the appropriate dollar amount for dues payment are to be submitted to the ZBR office within 30 days of issuance of your license to a REALTOR® company or joining an appraisal firm. A copy of your license showing the date the license was issued must be supplied with your application. \_\_\_\_\_ **Initial**

**1b) Renewal of Dues:**

Association dues are payable bi-annually. Dues paid with application are for the current year. To maintain your future membership, bi-annual dues must be paid by July 1 and January 1 of each year for the following year. If you have joined after July 1, please make sure you receive an invoice for renewal dues. \_\_\_\_\_ **Initial**

**2) New Member Orientation/Induction**

New member orientation must be attended. Applicants will have (2) consecutive chances to attend the Orientation program held two times a year. You will be notified by letter of the next session available. If you do not attend a session within that time frame, a reapplication fee will be assessed to you to maintain membership. The induction ceremony is held at New Member Orientation. \_\_\_\_\_ **Initial**

**3) Publication to Membership:**

Each month new REALTOR® applicants' names will be published in the A.S.O.R.E.B. (Association of Southeastern Ohio Real Estate Boards) newsletter. Members will be provided an opportunity to submit written comment pertaining to any applicant published in the newsletter. \_\_\_\_\_ **Initial**

**4) Review by Directors:**

The directors of the Zanesville Board of REALTORS® 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.) \_\_\_\_\_ **Initial**

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

**Application Process:**

I hereby apply for REALTOR® membership (primary, secondary, Designated) in the above named Board, and have included payment with my application. Application fees and dues to the Board 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 Board, 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**

**Provisional Membership:**

a) 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 (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 ZBR Bylaws, Article XVIII, Section 9. Access to Comparable and Statistical Information: Board 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, all information other than current listing information that is generated wholly or in part by the MLS including "comparable" information, "sold" information, and statistical reports. This information is provided for the exclusive use of Board Members and individuals affiliated with Board 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. Board members who receive such information, either as a Board service or through the Board'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:** \_\_\_\_\_

*\*Documents including ZBR Bylaws and MLS Rules and Regulations will be provided at the New Member Orientation or are available at [www.zbrealtors.com](http://www.zbrealtors.com)*

# Designated REALTORS® & Principal Applicants ONLY

*Please Complete*

This section must be completed by applicants for REALTOR® Membership, whether primary or secondary, who are principals, partners, corporate officers, or branch office managers (i.e. individuals in positions of management control on behalf of individuals who are not physically present and engaged in the real estate profession.)

I hereby acknowledge that upon application to the Zanesville Board of REALTORS®, I shall be granted provisional membership subject to provisions of Article V, Section 3 (1), and that in the event that I do not meet all of the qualifications for membership as currently established, the Board of Directors, may in its discretion, terminate my membership and all services offered under Provisional Membership, including access to the Multiple Listing Service.

Section 3. Election. The procedure for election to membership shall be as follows:

- a) Applications 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, provided the applicant meets, and continues to meet, the terms of qualification per Article V, Section 2(a) or 2(b). 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 subsequent review of the application 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 in accordance with the Association) membership may, at the discretion of the Board of Directors, be terminated.

**Applicant's Name** \_\_\_\_\_ **Firm** \_\_\_\_\_

State the names and titles of all other principals, partners, or corporate officers of your firm.

Name _____	Title _____
Name _____	Title _____
Name _____	Title _____
Name _____	Title _____

Is the office address stated your principal place of business? \_\_\_\_\_ Yes \_\_\_\_\_ No

List the names and addresses of all branch offices or other real estate firms in which you are a principal, partner or corporate officer:

Name _____	Address _____
Name _____	Address _____
Name _____	Address _____
Name _____	Address _____

### Business and Credit References

Firm's Federal ID# \_\_\_\_\_

Name(s) of Bank(s) \_\_\_\_\_

General Account \_\_\_\_\_

Trust or Escrow Account: \_\_\_\_\_

Other Accounts: \_\_\_\_\_

Are you, or is any real estate firm in which you are a sole proprietor, general partner or corporate officer, involved in any pending bankruptcy or insolvency proceeding or have you or any real estate firm in which you are a sole proprietor, general partner or corporate officer been adjudged bankrupt in the past three (3) years? Yes \_\_\_\_\_ No \_\_\_\_\_

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

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