

Abilene Association of Realtors® Membership Application

I hereby apply for REALTOR® Membership in the above named Association. My application fee and dues will be returned to me in the event of non-election. In the event of my election, I agree to abide by the Code of Ethics of the National Association of REALTORS®, which includes the duty to arbitrate, and the Constitution, Bylaws and Rules and Regulations of the above named Association, the State Association and the National Association, and if required, I further agree to satisfactorily complete a reasonable and nondiscriminatory written examination on such Code, Constitutions, Bylaws and Rules and Regulations. I understand membership brings certain privileges and obligations that require compliance. Membership is only final upon approval by the Board of Directors and may be revoked should completion of requirements, such as orientation, not be completed within the timeframe established in the association's bylaws. I understand that I will be required to complete periodic Code to Ethics training as specified in the association's bylaws as a continued condition of membership. I understand that I will be required to complete New Member Orientation as required by the bylaws, within 60 days of Association's confirmation of provisional membership.

NOTE: Applicant acknowledges that if accepted as a member and he/she subsequently resigns from the Association or otherwise cause membership to terminate with an ethics complaint pending, the Board of Directors may condition renewal of membership upon applicant's certification that he/she will submit to the pending ethics proceeding and will abide by the decision of the hearing panel. If applicant resigns or otherwise causes membership to terminate, the duty to submit to arbitration continues in effect even after membership lapses or is terminated, provided the dispute arose while applicant was a REALTOR®.

SECTION A: REALTOR® MEMBERSHIP

Name: _____ Gender: Male Female

Texas Real Estate License #: _____

Licensed/ Certified appraiser: Yes No Appraisal License #: _____

Office Name: _____ Broker Name: _____

Office Address: _____

Company Phone: _____ Company Fax: _____

Work EMail: _____

Residence Address: _____

Phone: _____ Email: _____

Cell Phone: _____

Preferred Mailing: Home Office Preferred Phone: Cell Office

Abilene Association of Realtors® Membership Application

Are you presently a member of any other Association of REALTORS®? Yes No

If yes, name of Association and type member held: _____

Have you previously held membership in any other Association of REALTORS®?

Yes No

Have you been found in violation of the Code of Ethics or other membership duties in any Association of REALTORS® in the past three years or are there any complaints pending? Yes No (If yes, provide details as an attachment)

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

Last date (year) of completion of NAR's Code of Ethics training requirement: _____

Are you a principal, partner, corporate officer or branch office manager? Yes No

If yes, you must also complete 2nd page of this application

Date of birth: _____

Specialty: Residential Commercial International Other: _____

How long with current real estate firm? _____ Previous real estate firm(if applicable)? _____

Number of years engaged in the real estate industry: _____

I hereby certify that the foregoing information furnished by me 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. I further agree that if accepted for membership in the Association, I shall pay the fees and dues as from time to time established. (NOTE: Payments to the Abilene Association of Realtors® are not deductible as charitable contributions. Such payments may, however, be deductible as an ordinary and necessary business expense. No refunds.)

Abilene Association of Realtors® Membership Application

By signing below I consent that the REALTOR® Associations (local, state, national) and their subsidiaries, if any (e.g., MLS, Foundation) may contact me at the specified address, telephone number, fax numbers, email address or other means of communication available. This consent applies to changes in contact information that may be provided by me to the Association(s) in the future. This consent recognises that certain state and federal laws may place limits on communications that I am waiving to receive all communications as part of membership.

Date: _____ Signature: _____

Abilene Association of Realtors® Membership Application

Last Name: _____

First Name: _____

Home Address: _____

City _____

State & Zip: _____

Phone Number: _____

Firm Name: _____

Firm Address: _____

Firm City _____

State & Zip: _____

Firm Phone Number: _____

Have you ever been convicted of a felony or misdemeanor? Yes No

Is there any felony or misdemeanor criminal proceeding pending against you? Yes No

If you responded yes to either question, please provide a full explanation.

The Abilene Association of REALTORS® and Multiple Listing Service may terminate or suspend this agreement and refuse to activate or reactivate any key held by the key holder if the key holder is convicted of or charged with felony or misdemeanor involving moral turpitude.

The applicant authorizes the Abilene Association of REALTORS® and/or the Abilene MLS to obtain any DPS records or other criminal history on the applicant.

This inquiry may be made at any time and will be accomplished on an annual basis. A fee of \$5.00 will be charged for each applicant. An ActiveKEY or an eKEY to the Applicant named herein whom the undersigned certifies is an associate.

By _____ Date _____
(Sponsoring Broker, MLS Participant, Principal, Partner or Corporate Officer)

THIS AGREEMENT SHALL BE IN STRICT COMPLIANCE WITH THE TERMS AND CONDITIONS CONTAINED HEREIN AND WITHIN THE "ACTIVEKEY AND EKEY BASIC SOFTWARE SUB-LEASE/LICENSE AGREEMENT" AND THE PROVISIONS OF SOP 700-2, ARE HEREBY INCORPORATED HEREIN BY THIS REFERENCE AND WHICH LESSEE HEREBY AGREES THAT HE/SHE HAS READ, UNDERSTANDS AND IS BOUND BY SUCH PROVISIONS.

Acceptance of this Lease Agreement is expressly limited to the provisions hereof and constitutes the entire agreement between lessee and the Abilene Association of REALTORS®.

(Applicant) (Date)

Non-refundable Access Fee: \$ 100.00

Approval by the named Abilene Association of REALTORS®/MLS to issue an ActiveKEY or an eKEY to the Applicant named herein:

By _____ Date _____

The information listed below is used if you forget your access information and must phone in for it. For security reasons, we must know it is you calling. If you elect not to provide the confidential information below, then you must appear in person at the Association Office.

Place of Birth (City and State) _____

Birth Date _____

Mother's Maiden Name _____

Abilene Association of Realtors® Membership Application

I have received and reviewed SOP 300-4, 700-1, 700-2, and 700-5.

I understand my Broker is responsible for my training of MLS Access Requirements and Supra Keys and Supra iBox BT Procedures.

I also understand that should I not complete Orientation within 60 days, my MLS access and iBox access will be terminated and I will be fined.

REALTOR® SIGNATURE _____

PRINT NAME _____

BROKER SIGNATURE _____

PRINT NAME _____

FIRM _____

DATE _____

**Abilene Association of REALTORS®
626 S. Pioneer
Abilene, Texas 79605**

Amended 05/2007, 11/2015, 02/2016

SOP 300-4

OPR: MLS Committee

SUBJECT: Training Requirements for MLS Access


PURPOSE: To establish the minimum initial training requirements for REALTOR® Members to access the Association's MLS data.

PROCEDURES: Upon application to the Abilene Association of REALTORS®, if the office determines that they probably should qualify for REALTOR membership, they will be granted access to the MLS. Each REALTOR or REALTOR applicant member of this or any other Association or Board will be required to satisfactorily complete training within 60 days on the following subjects. If the training is not completed in 60 days, MLS access will be revoked until the training is completed.


- | | |
|----------------------------------|---------|
| • Fair Housing | ½ Hour |
| • *Professional Standards | 2½ Hour |
| • Law of Agency | 1 Hour |
| • Anti Trust | ½ Hour |
| • *Local MLS Rules & Regulations | 1 Hour |
| • *Introduction to MLS System | 1 Hour |

*Training elements under the supervision of the Abilene MLS.

Items not identified by a (*) may be satisfied by training at another facility with certification of completion.

SIGNATURE 
Destry Gideon, MLS Committee Chair

DATE OF APPROVAL 2-16-16

SIGNATURE 
Judy Harris, Association President

Abilene Association of REALTORS®, Inc.

626 So. Pioneer Drive
Abilene, TX 79605
(Adopted 09/2008)
(Amended 09/2008)
(Amended 08/09/2012)
(Amended 04/2016)

SOP 700-1

OPR: MLS Committee

SUBJECT: MLS Showing Procedure

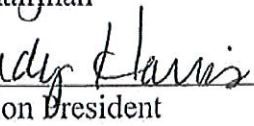
Appointments for showings of listed property filed with the Multiple Listing Service shall be conducted through the listing broker, except if after reasonable effort, the selling broker cannot contact the listing broker or his/her representative, then contact may be made through the following persons in the order listed:

Showing Instructions
Listing Agent
Listing Broker
Reschedule

All members are required to access the Supra Lockbox when accessing a property.

All members must secure all keys in Supra Lockbox or combo lockbox.

SIGNATURE 
MLS Chairman

SIGNATURE 
Association President

DATE 4-13-16

Abilene Association of REALTORS®

626 S. Pioneer Dr., Abilene, TX 79605

Adopted Unknown

Amended 12/2010, 08/2013, 12/2014, 11/2015, 08/2017, 07/2018

SOP: 700-2

OPR: MLS COMMITTEE

SUBJECT: Supra Keys / Supra iBox BT Procedures

PURPOSE: To outline those specific procedures and guidelines, as applicable to member firms and members of the Abilene Association of REALTORS® and NTREIS, Inc. in the acquisition and use of the Supra System from the Abilene Association of REALTORS®.

PROCEDURE:

1. Access to the Supra System from the Abilene Association of REALTORS® (AAOR) will be made available to any AAOR MLS member, REALTOR applicant and any Affiliate Member actively engaged in the real estate business for the following service fields: licensed exterminator or licensed property inspector with the state of Texas; who have successfully completed the Supra Key Application (AAOR Form #100-Individual and Sub-Lease/License Agreement) received copies of SOP 300-4, 700-1, 700-2 and 700-5 and paid the current fees for acquiring access set by the Abilene Association of REALTORS®. REALTOR applicant members that do not complete training outlined in SOP 300-4 within 60 days will be denied access to the Supra System until the training is completed. In addition, cooperating access will be given to a non-AAOR member licensee who is an active Multiple Listing Service (MLS) Participant/Subscriber with NTREIS, Inc. and is a member in good standings actively receiving Supra key service from their Association/Board who is a shareholder with NTREIS, Inc.
 - a. Non-AAOR members who receive cooperating access will only be able to access the key tray of the AAOR Supra iBox BT's and will not be assessed the current monthly fee for the Supra System from the Abilene Association of REALTORS® (they are assessed fees from their Association/Board).
 - i. If a non-AAOR member who is an active MLS Participant/Subscriber with NTREIS, Inc. requires the use of the Abilene Association of REALTORS® Supra iBox BT's, then they will need to make application for access to the Supra System from the Abilene Association of REALTORS® by completing the Supra Key Application (AAOR Form #100-Individual and Sub-Lease/License Agreement) and pay the current fees for acquiring access. Such applicant will only be able to

- obtain the Active Key and will be assessed the current monthly service fee set by the Abilene Association of REALTORS® for the use of the Supra System.
- b. A REALTOR® who is not a Participant/Subscriber with NTREIS, Inc. and is requesting access to the Supra System from the Abilene Association of REALTORS® will have to join NTREIS, Inc. through one of the participating Associations/Boards.
2. AAOR MLS Member applicants and Affiliate Member applicants will have to choose the type of Supra key to use; the eKey or the Active Key.
 - a. Applicants who choose the Supra eKey may require an adapter in order for the application to work on their smartphone which the applicant will be responsible for purchasing from AAOR.
 - b. Supra Active Keys will be leased to the applicant and will be liable for the well-being of that key; if damaged, lost or returned in a non-usable condition applicant will be responsible to pay the value of the Active Key as stated in the signed Sub-Lease/License Agreement (\$249 + tax).
 - c. Each AAOR MLS Member applicant and Affiliate Member applicant will be assessed the current monthly service fee set by the Abilene Association of REALTORS® for the use of the Supra System.
 - d. Applicants shall not allow another applicant or non-applicant to use their Supra Key. The fine for this activity is \$500. The only exemption to this activity is the use of an Office Active Key or the Broker/Licensed Owner who has an Active Key or an Office Manager who has an Active key as stated in SOP 700-8.
 - e. Supra co-op Access from an outside Association member will be charged \$150.00 for one year. In addition to the required letter of good standing, the agent requesting access must also complete the Abilene Association Supra Key agreement. Members of the Brownwood Association are not subject to the access charge.
 3. The Supra iBox BT's leased to the Abilene Association of REALTORS® shall be made available to AAOR MLS Members based on the number of active listings and pending sales each individual has in their inventory. Two (2) additional Supra iBox BT may be issued at the request of the AAOR MLS Member. AAOR MLS Members who are Property Managers do not have to assign each Supra iBox BT to a specific address, however they are subject to random audits at any time to ensure the accountability of their leased inventory.
 - a. Supra iBox BT's are allowed only on properties listed in the MLS. Each Supra iBox BT will be assigned to a specific listing. That assignment will be appropriately recorded in the MLS in the required keybox serial number field. Appropriate recording in the MLS required one of the following options for Keybox Serial # / Combo / Keybox Type:
 - i. Actual Supra iBox BT Serial Number / leave blank / select BLUE IBOX
 - ii. The word Combo / the actual combo (this is a secured field) / select COMBO
 - iii. The word NONE / leave blank / select NONE
 - iv. Listing agent will be notified to add the Supra box serial number in the required Ntreis field and will be given three days grace period from the date of notification to correct. After three (3) days, if the serial number still contains an invalid number, listing agent will be assessed a penalty of \$10.00, each day it is incorrect an additional \$10.00 per day will be assessed.

Abilene Association of REALTORS®, Inc.

626 S. Pioneer

Abilene, Texas 79605

Adopted MM/YYYY

Amended 07/2007, 11/2009, xx/2012, 12/2014, 04/2015, 02/2016

SOP: 700-5

OPR: MLS Committee

SUBJECT: MLS Complaint Procedures

Purpose: To establish a means to maintain the efficient operation of the Abilene Association of REALTORS® Multiple Listing Service (MLS).

Procedures:

1. Complaint forms are to be made readily available to all individuals who utilize the Abilene MLS System.
2. All members will be encouraged to file written complaints dealing with inconsistencies in following established MLS Rules and Regulations.
3. All written MLS complaints will be submitted to the MLS Committee for review and necessary action.
4. All complaints must be signed by the Complainant. Complainant may request anonymity from the MLS Committee. In the event the complainants name needs to be publicized, it will only be done with the permission of the complainant. If permission is not granted, the complaint will be dismissed.
5. When the MLS complaints are received, the completed complaint forms will be routed to the Association Executive for recording and immediate forwarding to the MLS Chairman. After review by the MLS chairman, a copy will be forwarded to the MLS Participant of the agent being charged. Chairman will assign a Committee member to review complaint, contact the agent being charged to investigate the complaint for information to bring before the next MLS Committee Meeting.
6. If the MLS Committee determines a violation of MLS Rules has occurred it may issue a Letter of Warning or a Letter of Reprimand. Committee may also require the offending Agent to attend Orientation, training in MLs procedures and impose fines not less than \$50.00 per day nor more than \$100.00 per day so long as such failure continues 48 hours after notification from the MLS Committee to the listing participant. For further rules see NTREIS Rule 8.08. Copies and documentation of all actions are to be sent to the Participant of the Respondent. Any sanctions applied will be required to be satisfied within the next ninety (90) calendar days after receipt by Respondent. If sanction is not satisfied the Association may impose those additional sanctions they determine to be appropriate. All documentation will be maintained in the individuals' personal file.

7. The Abilene Board of Directors shall stand as an appeal option to any person that may object to the Committee's decision. Appeals must be in writing and received by the Association Executive within thirty (30) calendar days of the imposed sanction.

Signature *Desty Wade*
Committee Chairman

→ Date of Approval *Judy Harris*

→ Signature *2-16-16*
Association President