

# So, You Have Decided To Open Your Own Real Estate Office!

Question: "What Do I Need To Do Next?"



[www.succeedwithMORe.com](http://www.succeedwithMORe.com)

*Mainstreet Organization of REALTORS® Official Web Site*

<b>MORe® -Main Office</b>	<b>MORe® -South</b>	<b>MORe® -West</b>
6655 Main Street Downers Grove, IL 60516 Tel: (630) 324-8400 Fax: (630) 324-8402	16345 S. Harlem Avenue Tinley Park, IL 60477 (630) 324-8400 (708) 342-0620	1815 W. Diehl Road Naperville, IL 60540 (630) 324-8400 (630) 428-8470

## Guide to starting your own business of success

***Congratulations on passing your Broker test!*** As a service to the Members of the *Mainstreet Organization of REALTORS®* we have put together this informational package. The information contained herein is designed to help any Member who has made the decision to open his/her own real estate company. This guide will help you from obtaining your first Broker license to creating a business plan for your new firm. Should you have any questions pertaining to this information, please contact a MORe® Member Care Center Specialist at (630) 324-8400.

## ***GETTING STARTED***

**Step 1:** Determine if you are going to operate as a corporation, a partnership or a sole proprietorship.

- **If you choose to form a corporation**, you must first apply to the Illinois Secretary of State to receive approval of your Corporate Name, and receive a copy of your Corporate Charter.

### **Office of Illinois Secretary of State**

Dept. of Business Services

69 W. Washington #1240

Chicago IL 60602

(312) 793-3380, or Corporate Name Availability Hotline (217) 782-9520

- **If you will be using an Assumed Name for your firm (otherwise known as a DBA)**, you must obtain an Assumed Name certificate from the **County Clerk's office that your office will reside in**. Then you must publish your assumed name in a newspaper with general circulation, such as the *Chicago Tribune* or *Chicago Sun-Times*.
- **All forms needed to be filed with the Real Estate Division of the Illinois Department of Financial & Professional Regulation (IDFPR) can be obtained from the following address:**

### **Illinois Department of Financial & Professional Regulation**

Real Estate Division

500 E. Monroe, Suite 200

Springfield, IL 62701-1509

(217) 785-9300

- **Prior to opening your office, please consult with an appropriate tax consultant and legal counsel for your own protection.** Before you can hire any salespeople, you must have an IDFPR issued Corporation License or an IDFPR issued Sole Proprietor License.

## **SOLE PROPRIETORSHIP**

**Step 1:** The following must be submitted to the IDFPR by Certified or Registered mail, Return Receipt Requested:

- A copy of your 45-day Sponsor Card, issued to you.
- The appropriate licensure fee, according to Section 15 of the Real Estate License Act of 2000 and corresponding rules.
- Your Real Estate exam pass score report.
- A completed Consent to Audit & Examine Special Accounts Form (IDFPR).

## **CORPORATION / PARTNERSHIP**

**Step 1:** The following must be submitted to the IDFPR by Certified or Registered Mail, Return Receipt Requested:

- If using an Assumed name, a copy of the Assumed Name certificate. (County Clerk from the area your office resides in)
- A completed Consent to Audit & Examine Special Accounts form. (IDFPR)
- A Federal Employer "ID" Number, FEIN. If a FEIN has not been issued, a photocopy of the FEIN application. (Supplied by the IRS, call 800-829-1040)
- A properly completed Real Estate Corporation/Partnership information form. (IL Sec. of State)
- The appropriate Licensure Fee. (Refer to Section 15 of the Real Estate Licensing Act of 2000 and corresponding rules)
- The name of the Corporation, its **Registered** street address, a list of all officers and the license number for each officer licensed as a real estate Broker.
- A copy of the Articles of Incorporation. (IL Secretary of State)
- Unlicensed officers shall submit an Affidavit of Non-Participation.

## **PARTNERSHIPS**

In addition to the steps above:

- Partnerships must submit an Affidavit stating that the Partnership has been legally formed.

## **LIMITED PARTNERSHIPS**

In addition to the steps above, Limited Partnerships shall submit the following:

- A letter of Authority from the Secretary of States' Limited Partnership Department.
- A list of all Limited Partners and their license numbers.  
NOTE: You should also check with your local municipality on obtaining any needed operating licenses. Also, you should check the zoning needed for your office.

### **Section 5-15 of the Illinois Laws Governing Real Estate**

(Necessity of broker, salesperson, or leasing agent license or sponsor card; ownership restrictions.)

- a. It is unlawful for any person, corporation, limited liability company, registered limited liability partnership, or partnership to act as a real estate broker, real estate salesperson, or leasing agent or to advertise or assume to act as such broker, salesperson, or leasing agent without a properly issued sponsor card or a license issued under this Act by IDFPR, either directly or through its authorized designee.
- b. No corporation shall be granted a license or engage in the business or capacity, either directly or indirectly, of a real estate broker, unless every officer of the corporation who actively participates in the real estate activities of the corporation holds a license as a real estate broker and unless every employee who acts as a salesperson, or leasing agent for the corporation holds a license as a real estate broker, salesperson, or leasing agent.
- c. No partnership shall be granted a license or engage in the business or serve in the capacity, either directly or indirectly, of a real estate broker, unless every general partner in the partnership holds a license as a real estate broker and unless every employee who acts as a salesperson or a leasing agent for the partnership holds a license as a real estate broker, salesperson, or leasing agent. In the case of a registered limited liability partnership (LLP), every partner in the LLP must hold a license as a real estate broker and every employee who acts as a salesperson or leasing agent must hold a license as a real estate broker, salesperson, or leasing agent.
- d. No limited liability company shall be granted a license or engage in the business or service in the capacity, either directly or indirectly, of a real estate broker unless every manager in the limited liability company holds a license as a real estate broker and unless every member and employee who acts as a salesperson or leasing agent for the limited liability company holds a license as a real estate broker, salesperson, or leasing agent.
- e. No partnership, limited liability company, or corporation shall be licensed to conduct a brokerage business where and individual salesperson or leasing agent, or group of salespersons or leasing agents, owns or directly indirectly controls that 49% of the shares of stock or other ownership in the partnership, limited liability company, or corporation.

### **Errors and Omissions Insurance (E&O)**

Listed here are some companies who handle E&O insurance. These are certainly not the only companies who handle E&O, but the list should give you a start in your search for the policy which best suits your firm. You should also contact your current insurance carrier to determine if they offer E&O coverage.

- 1) Geo. F. Brown & Sons  
Recommended by the National Association of REALTORS® – discount for members  
(888) 372-6262
- 2) Capital Professional Insurance Managers, Inc. – Underwritten by C.N.A. Company  
Recommended by the Illinois Association of REALTORS® – discount for members  
(800) 438-2746
- 3) CHCA Community HealthCare Alliance  
(630) 416-3673  
[www.abcins.com](http://www.abcins.com)

### **STEP 1: COMPLETION CHECKLIST**

- \_\_\_ Location secured
- \_\_\_ All State licensing requirements completed (all forms submitted to the IDFPR)
- \_\_\_ Received your Operating License (company license for Corp. or LLC)
- \_\_\_ General and Special/Escrow Accounts opened
- \_\_\_ Secured Errors and Omissions Insurance

## **STEP 2: MEMBERSHIP**

- A. Contact the Membership Department at the *Mainstreet Organization of REALTORS®* and request a new member package via...
  - E-mail: [chernandez@succeedwithmore.com](mailto:chernandez@succeedwithmore.com), or
  - Phone: (630) 324-8400
  
- B. Complete the following and return to the *Mainstreet Organization of REALTORS®* office:
  - a. REALTOR® Office Application
  - b. Copy of your Broker license
  - c. MRED Participant Application and Agreement
  - d. Membership Applications for all sales associates licensed with your company
  
- C. Schedule a date and time for yourself and all new agents to attend the New Member Orientation
  
- D. Schedule a date and time for yourself to also attend the Broker College Training Course



## 2010 – JANUARY - SEPTEMBER MORE GENERAL FEE SCHEDULE

**NEW OFFICE:**           **\$300**   MLS START UP FEE  
                              **\$150**   MORE APPLICATION FEE

**NEW REALTOR MEMBER: \$250.00 REALTOR INITIATION FEE** .Must also pay current prorated Association Dues and current prorated MLS Fees.(see below for current proration.)

**BOARD TRANSFERS:** Pay current prorated local dues and current prorated MRED Fees if Association Dues have been paid with old board. Offices coming from another board will have the MRED Start-up fee of \$300 waived **ONLY** if the office has been inactive for less than one year with MRED.

**ASSOCIATION DUES:** Association dues are **prorated MONTHLY** for new members and invoiced yearly to the general membership in October. They are NOT refundable. **Once the general membership has been invoiced for their association dues, new members would pay the prorated amount for the current year and the entire year that was invoiced to the general membership.** (i.e. prorated for 2010 and full year of 2011)

**REINSTATING MEMBERS:** Any member who has paid their Association Dues for the previous year (i.e. reinstating in 2010, paid dues for 2009) would pay the Reinstatement Fee. **If 2009 dues WERE NOT paid, they would rejoin AS A NEW MEMBER.**

<b>2010 ASSOCIATION DUES PRORATION</b>						<b>TOTALS with Initiation Fee, 2010 Association Dues, SENTRILOCK &amp; Quarterly MRED fees</b>			
<b>LOCAL</b>	<b>IAR</b>	<b>IAR Advocacy Initiative</b>	<b>NAR</b>	<b>NAR Public Awareness Campaign</b>	<b>TOTAL DUES</b>	<b>1st Quarter</b>	<b>1st - 10th</b>	<b>11th - 20th</b>	<b>21st - 31st</b>
\$140.00	\$99.00	\$50.00	\$80.00	\$35.00	\$404.00	<i>January</i>	\$824.00	\$819.00	\$809.00
\$140.00	\$90.75	\$50.00	\$73.33	\$35.00	\$389.08	<i>February</i>	\$784.08	\$774.08	\$764.08
\$130.00	\$82.50	\$50.00	\$66.67	\$35.00	\$364.17	<i>March</i>	\$729.17	\$719.17	\$709.17
<b>LOCAL</b>	<b>IAR</b>	<b>IAR Advocacy Initiative</b>	<b>NAR</b>	<b>NAR Public Awareness Campaign</b>	<b>TOTAL DUES</b>	<b>2nd Quarter</b>	<b>1st - 10th</b>	<b>11th - 20th</b>	<b>21st - 31st</b>
\$120.00	\$74.25	\$50.00	\$60.00	\$35.00	\$339.25	<i>April</i>	\$759.25	\$754.25	\$744.25
\$110.00	\$66.00	\$50.00	\$53.33	\$35.00	\$314.33	<i>May</i>	\$709.33	\$699.33	\$689.33
\$100.00	\$57.75	\$50.00	\$46.67	\$35.00	\$289.42	<i>June</i>	\$654.42	\$644.42	\$634.42
<b>LOCAL</b>	<b>IAR</b>	<b>IAR Advocacy Initiative</b>	<b>NAR</b>	<b>NAR Public Awareness Campaign</b>	<b>TOTAL DUES</b>	<b>3rd Quarter</b>	<b>1st - 10th</b>	<b>11th - 20th</b>	<b>21st - 31st</b>
\$80.00	\$49.50	\$50.00	\$40.00	\$35.00	\$254.50	<i>July</i>	\$674.50	\$669.50	\$659.50
\$70.00	\$41.25	\$50.00	\$33.33	\$35.00	\$229.58	<i>August</i>	\$624.58	\$614.58	\$604.58
\$60.00	\$33.00	\$50.00	\$26.67	\$35.00	\$204.67	<i>September</i>	\$569.67	\$559.67	\$549.67

**MLS FEES:** **MLS fees are prorated and new agents are billed quarterly.** Agents may save by changing to a semi-annual billing cycle in April and October of each year (\$165.00) or in April of each year Agents may change to a yearly cycle (\$320.)

<b>2010</b>	<b>MRED FEES</b>	<b>1st-10th</b>	<b>11th-20th</b>	<b>21st - 31st</b>
First Month in the Quarter	<b>Apr, July, Oct Jan</b>	\$ 85.00	\$ 80.00	\$ 70.00
Second Month in the Quarter	<b>May, Aug, Nov, Feb</b>	\$ 60.00	\$ 50.00	\$ 40.00
Third Month in the Quarter	<b>June, Sept, Dec, Mar</b>	\$ 30.00	\$ 20.00	\$ 10.00

**SENTRILOCK ACTIVATION FEE - \$85.** New Members will be issued a Sentrilock Smart Card (with their picture on it) and will receive a Card reader.



**Downers Grove**  
6655 Main Street, Downers Grove, IL 60516  
630-324-8400 Phone  
630-324-8401 Main Fax  
630-324-8402 Membership Fax  
630-324-8403 Education/Technology/Store Fax

**Naperville**  
1815 W. Diehl Road, Suite 300, Naperville, IL 60563  
630-324-8400 Phone  
630-428-8470 Fax

**Tinley Park**  
16345 S. Harlem Ave, Suite 200, Tinley Park, IL 60477  
630-324-8400 Phone  
708-342-0620 Fax

## Welcome New Office Member:

We would like to take this opportunity to welcome you to the *Mainstreet Organization of REALTORS®*. Since you are unable to come into the Association Office to join, we would like to briefly explain the attached documents:

- ✓ **FEES FOR NEW OFFICE MEMBERSHIP** - includes: MRED New Office Start-up Fee **AND** MORE New Office Application Fee.  
**Current members:** pay ONLY the MRED New Office Start-up fee and MORE New Office Application Fees  
**New Members:** pay the MRED New Office Start-up Fee , the MORE New Office Application Fee , the New Member Initiation Fee, as well as current Association Dues AND MRED fees.  
The **New Realtor Member Initiation Fee** is a one-time fee as long as your Association Dues remain current.  
**Association Dues** are prorated monthly for the current year and invoiced in October for the upcoming year. **THEY ARE NOT REFUNDABLE.** (Once membership has been invoiced in October, Association Dues must be paid for the current year and the invoiced year.) **MRED fees** are prorated and calculated based on the date you join.  
The **Realtor Member Initiation Fee** is waived if applicant is a current Realtor® member in good standing with another association and receives MRED access through that association. The **New Office MRED Start-up Fee** is waived **ONLY** if the office has been inactive for less than one year. **\*\*This form is for your information and does not need to be returned.\*\***
- ✓ **APPLICATION FOR NEW OFFICE MEMBERSHIP** - Outlines the terms and conditions of membership. We will also need a copy of your license or 45-day permit. **\*\*Please sign the front page, answer all questions and return both pages.\*\***
- ✓ **CERTIFICATION OF LICENSES** – Lists all licensed and unlicensed personnel in your office. **\*\* If you have any agents working in your office at the time of application, you are required to have your Office License before applying for membership. (45-day permits are not acceptable per IDFP.R.)\*\*Please complete and return with your application.** **\*\***
- ✓ **MRED ACCESS APPLICATION** – Outlines the terms and conditions of MRED access. The Certification of Licenses must be included with this form. **\*\*Please complete and return with your application.\*\***
- ✓ **MEMBERSHIP QUESTIONNAIRE** – Information on this form helps us to find and design meaningful programs, products and services for you. **\*\*Please complete & return with your application.\*\***
- ✓ **ORIENTATION REGISTRATION FORM** – Association By-Laws require you to attend orientation within 90 days of joining the Board. Select your date and complete the entire form. **\*\*Please complete and return with your application ONLY if you are a new member.\*\***
- ✓ **BROKERS COLLEGE REGISTRATION FORM** - The *Mainstreet Organization of REALTORS®*. ® requires that all new BROKERS must register for and complete the Brokers College Training. Select your date and complete the entire form. **\*\*Please complete and return with your application.**
- ✓ **SENTRILOCK SMART CARD AGREEMENT AND NOTICE** –Sentrilock Smart Cards **MUST be picked up** from any of our offices. **\*\*Please sign & return with your application.\*\***
- ✓ **COPY OF YOUR LICENSE OR 45-DAY SPONSOR CARD.** **\*\*Please return with your application.\*\***
- ✓ **PLEASE NOTE: WE ARE UNABLE TO PROCESS INCOMPLETE APPLICATIONS, SO PLEASE TAKE A MOMENT TO ENSURE YOU HAVE INCLUDED ALL NECESSARY DOCUMENTS.**

If you have any questions, please do not hesitate to call the Membership Department at 630.324-8400.



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**FEES FOR NEW OFFICE MEMBERSHIP**

<p><b>MRED NEW OFFICE START-UP FEE:</b> NON-REFUNDABLE</p> <p><b>MORe NEW OFFICE APPLICATION FEE</b> NON-REFUNDABLE</p>	<p><b>\$300.00</b></p> <p><b>\$150.00</b></p>	<p><b>Current members</b> opening new offices pay MRED New Office Start-up Fee <b>and</b> MORe New Office Application Fee.</p> <p><b>New members</b> opening new offices must pay New Member Fees <b>and</b> the New Office MRED Start-up and MORe Application Fees.</p> <p>The <b>New Office MRED Start-up Fee</b> is waived <b>ONLY</b> if the office has been inactive for less than one year.</p>
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**REALTOR® MEMBER INITIATION FEE: \$250.00 - NON-REFUNDABLE** This is a one-time fee as long as your Association Dues remain current **The Realtor Member Initiation Fee** is waived if applicant is a current Realtor member in good standing with another association and receives MRED access through that association.

**MEMBERSHIP DUES** Membership dues are subject to change prorated **MONTHLY** for new members and invoiced yearly to the general membership in **October**. THEY ARE NOT REFUNDABLE. Once the general membership has been invoiced for their association dues, new members would pay the prorated amount for the current year and the entire year that was invoiced to the general membership. (i.e. prorated for 2010 and **full year of 2011**) Any member who has not paid their Association Dues for the current year must rejoin as a New Member **AND** pays the New Member Initiation Fee.

<b><i>JANUARY 2010 ASSOCIATION DUES</i></b>	
<i>PAID THRU 12/31/10</i>	
LOCAL	\$ 140.00
STATE	\$ 99.00
IAR ADVOCACY	\$ 50.00
NATIONAL	\$ 80.00
REALTOR IMAGE	\$ 35.00
<b>TOTAL</b>	<b>\$404.00</b>

**MRED USER FEES** are billed **QUARTERLY** in *January, April, July and October*. You may save by opting to make a semi annual payment of \$165.00 in October & April of each year **OR** one payment of \$320.00 for a full year of MRED Fees in April of each year. You will see this fee listed on your invoice as MORe Advantage.

	<u>Date Joined</u>	<u>Paid Thru</u>	<u>Fee Paid</u>
<b>PRORATED MRED USER FEES</b> (\$85.00 per quarter)	January 1 <sup>st</sup> – 10 <sup>th</sup>	thru March 31 <sup>st</sup>	\$ 85.00
	January 11 <sup>th</sup> – 20 <sup>th</sup>	thru March 31 <sup>st</sup>	\$ 80.00
	January 21 <sup>st</sup> – 31 <sup>st</sup>	thru March 31 <sup>st</sup>	\$ 70.00

**SENTRILOCK ACTIVATION FEE:** includes the Smart Card and Card Reader -- **\$85.**

**TOTALS FEES INCLUDE:**  
**New Office Fees, Realtor Initiation Fees,**  
**2010 Association Dues,**  
**MRED Fees and Sentrilock Activation Fee**

<b>1st Quarter</b>	<b>1st - 10th</b>	<b>11th - 20th</b>	<b>21st - 31st</b>
<b>JANUARY</b>	<b>\$1,274.00</b>	<b>\$1,269.00</b>	<b>\$1,259.00</b>



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## APPLICATION FOR NEW REALTOR® OFFICE MEMBERSHIP

I, \_\_\_\_\_ hereby apply for REALTOR® membership in the *Mainstreet Organization of REALTORS®* and enclose my check in the appropriate amount, which I understand will be returned to me in the event that I am not accepted for membership. In the event that my application is approved, I agree to familiarize myself with the duty to arbitrate business disputes in accordance with the Constitutions, Bylaws, and Rules and Regulations of the Mainstreet Organization of REALTORS®, the Illinois Association of Realtors®, and the National Association of REALTORS®. I agree that my act of paying dues shall evidence my initial and continuing commitment to abide by the Code of Ethics, Constitutions, Bylaws, Rules and Regulations and duty to arbitrate all as from time to time amended. Finally, I consent to and authorize the Association to invite and receive information and comments about me from any Member or other person. I agree that responses 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.

**NOTE:** Applicant acknowledges that if accepted as a member and he/she subsequently resigns or is expelled from membership in the Association with an ethics complaint or arbitration request pending, the Board of Directors may condition renewal of membership upon the 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. Applicant further acknowledges that if he/she resigns or is expelled from membership without having complied with an award in arbitration, the Board of Directors may condition that renewal of membership upon his/her payment of the award, plus any costs that have previously been established as due and payable in relation thereto, provided that the award and such costs have not, in the interim, been otherwise satisfied.

I agree as a condition of membership to complete the Orientation\* course of the Mainstreet Organization of REALTORS® and NAR code of Ethics course within 90 days of membership and I understand that if I do not, my access to the MRED will be suspended until I do and that all MRED fees and Board dues will continue to be invoiced and due. **PLEASE NOTE:** IF YOU ARE DROPPED TO A SUSPENDED STATUS, YOU WILL CONTINUE TO BE INVOICED FOR YOUR MRED FESS AND THE ANNUAL DUES, WHICH WILL BE CLASSIFIED AS A SUSPENDED ASSESSMENT UNTIL SUCH TIME AS THE COURSE(S) ARE COMPLETED.

**\*\* I understand as being the participating REALTOR I could become liable for any agent affiliated with my office should they fail to make payment for the appropriate MRED (MLS) access when they become due and payable. \_\_\_\_\_ Initial Here**

The New Office MRED Start-up Fee and MORE Application Fee is waived ONLY if the office has been inactive for less than one year. The Realtor Member Initiation Fee is a one-time fee as long as your Association Dues remain current. I UNDERSTAND THAT ASSOCIATION DUES ARE NOT REFUNDABLE.

By my signature below I hereby have given the Mainstreet Organization of REALTORS® the consent to contact the undersigned by telephone, facsimile transmission, electronic mail, addresses and/or telephone numbers and fax numbers at the locations below.

**I understand that ALL FEES paid at time of joining or at renewal of membership are NON-REFUNDABLE.**

**SIGNED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

*\*The Orientation course is waived if you are a current member and have attended within the past 24 months.*

**Please Note: ALL Fields are required.**

1. Classification of desired membership – please check: Primary Association  Secondary Association   
Association Only  MRED Only
2. **Office Name** (for which you will be the Designated REALTOR®): \_\_\_\_\_
3. Office Address: \_\_\_\_\_  
Street City State Zip
4. Office Phone: \_\_\_\_\_ Office Fax: \_\_\_\_\_
5. Check whether: Sole Owner  Corporation  Partnership  Trustee  Principal   
Corporate Officer  Independent Contractor  Employee  Appraiser
6. Broker or Certified RE Appraiser **License #**: \_\_\_\_\_
7. Do you hold, or have you held, membership in another Board/Association of Realtors®? Yes  No
8. If yes, provide name and date: \_\_\_\_\_
9. **Name** (as it appears on your license): \_\_\_\_\_ **Mr. Mrs. Ms.**  
First Middle Last
10. Nickname: \_\_\_\_\_ Agent ID# (if applicable): \_\_\_\_\_
11. Home Address: \_\_\_\_\_  
Street City State Zip
12. Home Phone: \_\_\_\_\_ Personal Fax: \_\_\_\_\_
13. Last Four (4) Digits of your Social Security #: \_\_\_\_\_ Birth Date: \_\_\_\_\_
14. Cell Phone: \_\_\_\_\_ Pager/Other: \_\_\_\_\_
15. Phone # to appear on listings and Sentrilock box printout (office # appears automatically): \_\_\_\_\_
16. Prefer billing address: HOME  OFFICE
17. **You will receive your invoices from MORE via ebilling (email)** – In addition, if you forget your connectMLS password, you will only be able to receive it via e-mail through the MRED website. As per MRED policy, the Association ***does not*** give out any passwords over the phone. MORE ***does not*** give out e-mail addresses to non-members  
E-mail address (REQUIRED): \_\_\_\_\_  
Web site: \_\_\_\_\_
18. List any professional Real Estate Designations you hold: \_\_\_\_\_
19. Have you ever been convicted of a felony? Yes  No  (If yes, list details separately.)
20. Within the past ten years, have you been involved in any questions of ethics in any real estate Board/Association either as a complainant or as a respondent? Yes  No  (If yes, provide circumstances in each instance in a separate attachment).
21. If applicable, please complete the attached Certification of Licensee form to list all licensed persons including Sales, Broker or Appraisers associated with your firm.
22. Please list any additional languages spoken: \_\_\_\_\_



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## MAINSTREET ORGANIZATION OF REALTORS® and MRED ACCESS APPLICATION

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Subscriber hereby applies to participate in the Mainstreet Organization of REALTORS® access to the MRED and submits the following information:

Name: \_\_\_\_\_ Illinois RE License #: \_\_\_\_\_

Home Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Business Name: \_\_\_\_\_ Position: \_\_\_\_\_

Business Address: \_\_\_\_\_ Business Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

In consideration of MORE acceptance of Subscriber's application for participation in MORE & MRED access and of the service from which Subscriber will benefit as a result of such participation and access, Subscriber agrees to abide by and fully comply with the Code of Ethics of the NATIONAL ASSOCIATION OF REALTORS®, the Bylaws of MORE and the Rules and Regulations of MRED, now and which may hereafter from time to time be in effect.

I agree as a condition of participation in MRED to abide by all relevant bylaws, rules and other obligations of participation including payment of fees. I confirm that I currently, and will on a continual and ongoing basis in the operation of my real estate business activities, actively endeavor to list real property of the type filed with MRED and/or accept offers of cooperation and compensation made by other Participants through MRED. I agree that I must continue to engage in such activities during my participation in MRED. I acknowledge that failure to abide by these conditions of participation on an ongoing basis may result in potential suspension or termination of MRED participatory rights after a hearing in accordance with MRED's established procedures. \_\_\_\_\_ **Initial Here**

**\*\* I understand as being the participating REALTOR I could become liable for any agent affiliated with my office should they fail to make payment for the appropriate MRED (MLS) access when they become due and payable. \_\_\_\_\_ Initial Here**

Subscriber further agrees to indemnify, save, defend and hold MORE and MRED, their officers, directors, employees, and agents harmless from any and all liability, obligations, claims, demands or lawsuits brought or filed against MORE and MRED and any and all costs, expenses, fees or judgments, including reasonable attorney's fees incurred by MORE and MRED as a result of Subscriber's loss, use or misuse of the MRED service, or the loss, theft, damage or injury to the property or premises of any persons arising out of or any way connected to the use by Subscriber or by any other person of the MRED Service.

**SUBSCRIBER'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_



**Downers Grove**  
6655 Main Street, Downers Grove, IL 60516  
630-324-8400 Phone  
630-324-8401 Main Fax  
630-324-8402 Membership Fax  
630-324-8403 Education/Technology/Store Fax

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630-324-8400 Phone  
630-428-8470 Fax

**Tinley Park**  
16345 S. Harlem Ave, Suite 200, Tinley Park, IL 60477  
630-324-8400 Phone  
708-342-0620 Fax

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## CERTIFICATION OF LICENSEES

Office Name: \_\_\_\_\_ **MRED Office #:** \_\_\_\_\_

Office Phone: \_\_\_\_\_

Office Address: \_\_\_\_\_

### PRINCIPALS, PARTNERS OR CORPORATION OFFICERS ONLY

Agent #: \_\_\_\_\_ Name: \_\_\_\_\_ Title: \_\_\_\_\_

IL Lic. #: \_\_\_\_\_

Agent #: \_\_\_\_\_ Name: \_\_\_\_\_ Title: \_\_\_\_\_

IL Lic. #: \_\_\_\_\_

Agent #: \_\_\_\_\_ Name: \_\_\_\_\_ Title: \_\_\_\_\_

IL Lic. #: \_\_\_\_\_

### UNLICENSED OFFICE PERSONNEL ONLY (i.e. Secretaries, etc.)

Name

Title

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### LIST ALL FULL AND PART TIME PERSONNEL IN ALPHABETICAL ORDER

Agent ID#

Name

License #

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*Use provided additional sheet to add additional names, if necessary.*

**I do hereby certify that this list is an accurate and complete roster of all persons licensed in this office.**

**SIGNED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**OFFICE MRED # \_\_\_\_\_**

**(REQUIRED to ensure personnel are listed in the correct office.)**

**LIST ALL FULL AND PART TIME SALES PERSONNEL (AGENTS) IN ALPHABETICAL ORDER**

**Agent ID#**

**Name**

**License #**

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**I do hereby certify that this list is an accurate and complete roster of all persons licensed in this office.  
(You may make additional copies of this sheet as necessary.)**

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

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



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## **2009/2010 ORIENTATION ONE AND A HALF DAY REGISTRATION FORM**

- WHO:** To qualify as a REALTOR® member of Mainstreet Organization of REALTORS® each applicant must complete a new member orientation within three months effective from the date of joining.
- REALTOR TRANSFERS:** The orientation requirement does not apply to new members who are currently or were, within the immediately preceding year, a member of another REALTOR® Board or Association; and can provide proof of completion of such orientation course. Ask your former Board for a Letter of Good Standing and send it to our office to be included in your membership file. Please be advised that until this letter is received you will be responsible to register and attend this course.
- WHAT:** This course covers topics necessary for you, as a REALTOR®, to conduct yourself professionally and ethically: Professional Standards, Anti-trust, Technical Services, Agency and Fair Housing, the Code of Ethics and Forms and Contracts.
- WHERE:** MORe Main Office Location: **6655 Main Street, Downers Grove, IL 60516 P: (630) 324-8400**
- TIME:** Sign-in for Orientation begins at 8:00 a.m. on both days. The **full day class** (first day) starts promptly at 8:30 a.m. and lasts until 4:30 p.m. The **half-day class** (second day) starts promptly at 8:30 a.m. and lasts until 12:00 noon. To avoid disruptions, late arrivals will not be admitted. All beepers and cell phones must be turned off during class to avoid interruptions to concentration. Phones are available for use at the break or for an emergency.

**DATES:**

**\*\* PLEASE CIRCLE DATES YOU WILL ATTEND \*\***

MARCH 15 AND 16, 2010 (M-T) OR APRIL 8 AND 9, 2010 (TH-F)

**NAME:** \_\_\_\_\_ **CONTACT PHONE:** \_\_\_\_\_

**AGENT ID#:** \_\_\_\_\_ **OFFICE MRED #:** \_\_\_\_\_ **OFFICE NAME:** \_\_\_\_\_

**PLEASE NOTE:** IF YOU FAIL TO ATTEND EITHER SESSION, YOU WILL BE REQUIRED TO REPEAT BOTH DAYS. You must reschedule **BOTH SESSIONS** at least **48 hours prior** to the **FIRST** session to avoid a "no-show" fee. If you fail to attend the FULL DAY session, your Broker will be billed a \$50.00 'no show' fee. If you fail to attend the HALF-DAY session, your Broker will be billed a \$25.00 'no show' fee. Because completion of this course is a requirement of membership and is so important in laying the groundwork for your career, anyone leaving before the end of either class does not receive credit and must repeat BOTH sessions.

**I agree as a condition of membership to complete the Orientation course of the Mainstreet Organization of REALTORS® and NAR code of Ethics course within 90 days of membership. And I understand that if I do not, my access to the MRED will be suspended until I do and that all MRED fees and Board dues will continue to be invoiced and due. THEY WILL BE CLASSIFIED AS A SUSPENDED ASSESSMENT UNTIL SUCH TIME AS THE COURSES ARE COMPLETED.**

**Signature:** \_\_\_\_\_ **Today's Date:** \_\_\_\_\_



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## BROKERS COLLEGE REGISTRATION FORM

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Mainstreet Organization of REALTORS® requires that all new **BROKERS** opening **NEW OFFICES** must register for and complete the **ONE-DAY** Brokers College Training. This course covers topics beneficial to you, as a Broker to conduct yourself professionally and ethically. Some of the topics covered are: office policy manual, recruiting, signage and advertising, escrow and written agreements (independent contractor agreements).

*ALL BROKERS COLLEGE CLASSES ARE HELD AT OUR DOWNERS GROVE OFFICE.*

**DOWNERS GROVE LOCATION**

January 27, 2010 (10BR0127)

**NAME:** \_\_\_\_\_ **CONTACT PHONE:** \_\_\_\_\_

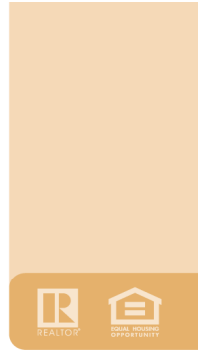
**AGENT ID#:** \_\_\_\_\_ **OFFICE NAME:** \_\_\_\_\_

Sign-in begins at **8:15 a.m.** The class begins promptly at **9:00 a.m.** and lasts until **3:30 p.m.** Continental breakfast and lunch will be provided.

To avoid disruptions, late arrivals will not be admitted. All beepers and cell phones must be turned off during class to avoid interruptions to concentration. Phones are available for use at the break or for an emergency.

**PLEASE NOTE:** If you fail to attend on your selected dates, you will be billed a \$50.00 'no show' fee. However, if you reschedule at least 24 hours prior to the class, there will not be a charge. Because completion of this course is a requirement of membership and is so important in laying the groundwork for your career, anyone leaving before the end of class does not receive credit and must repeat the entire day.

**SIGNED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_



**Mainstreet Organization of REALTORS®**  
**SentriLock Smart Card Agreement and Notice**

An electronic lockbox system is important for both the homeowner and the REALTOR®. SentriLock lockboxes offer unique options for access control, security, and data management.

It is important that you understand the security the system provides to clients and the responsibility of the Smart Card holder.

1.     **SECURITY OF SMART CARD:** Smart Card holder agrees:
  - a. To keep the Smart Card in Card holder’s possession or in a safe place at all times;
  - b. To not allow your PIN Number (or personal ID Number) to be attached to the Smart Card (see fines);
  - c. To not loan your Smart Card to any person, for any purpose whatsoever, or permit the Smart Card to be used for any purpose by any other person (see fines);
  - d. To follow any additional security procedures as may be specified by Mainstreet Organization of REALTORS®.
  
2.     **SECURITY OF LOCKBOXES:** Smart Card holder agrees:
  - a. To provide access codes for any lockbox **ONLY** to authorized person(s) (see fines);
  - b. To review Mainstreet Organization of REALTORS®’ “Lockbox Best Practices.”
  
3.     **AUTHORIZATION:** Smart Card holder agrees to secure the prior authorization from the owner or tenant in possession of any property listed for sale or lease prior to the installation and use of a Lockbox on such property.
  
4.     **FINES:** Smart Card holder shall pay a \$1,000.00 fine for each breach in the security of the SentriLock System by:
  - a. Attaching your PIN Number to the Smart Card;
  - b. Keeping your PIN Number with the Smart Card;
  - c. Loaning your Smart Card to another person;
  - d. Providing any code for any lockbox to any unauthorized person(s).

Mainstreet Organization of REALTORS® is committed to maintaining the integrity of the SentriLock System to ensure that you and your customers receive accurate records.

I have read the above information and agree to abide by this and any additional security procedures as may be specified by Mainstreet Organization of REALTORS®.

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

**Member Number:** \_\_\_\_\_

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

**Board Transfers please provide MORe with the old SentriLock or Supra card #**

**Serial #** \_\_\_\_\_



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## MORE<sup>®</sup> - CREDIT CARD PARTICIPATION AUTHORIZATION

(to be completed and signed

**ONLY WHEN FAXING IN YOUR APPLICATION OR TRANSFER PAPERWORK**

and paying by credit card)

(A) \_\_\_\_\_  
Initial here

**When transferring within MORE<sup>®</sup>- (or changing the Designated Realtor of an office):**

I hereby authorize MORE and/or its agent to bill \$25.00 automatically to my credit card account listed below.

**OR**

(B) \_\_\_\_\_  
Initial here

**I hereby apply for REALTOR<sup>®</sup> Membership and/or New Office Membership at MORE<sup>®</sup>. Enclosed is my payment for all applicable dues and fees. I understand that Association Dues are not refundable.** In the event my application is approved, I agree to thoroughly familiarize myself with the Code of Ethics of the National Association of REALTORS<sup>®</sup>, including the duty to arbitrate business disputes in accordance with the constitutions, by-laws and rules and regulations of the Mainstreet Organization of REALTORS<sup>®</sup>, the Illinois Association of REALTORS<sup>®</sup>, and the National Association of REALTORS<sup>®</sup>. I further acknowledge that my act of paying dues shall evidence my initial and continuing commitment to abide by the aforementioned Code of Ethics, constitutions, by-laws, rules and regulations and duty to arbitrate all as from time to time amended. Finally, I consent to and authorize the association through its membership committee or otherwise, to invite and receive information and comment about me from any member or other person. I further agree that any information and comment furnished to the Association 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. I am aware that the initiation fee is a one-time fee **as long as my dues remain current**. I understand that if I let my membership dues lapse past the dues payment final deadline; I will be required to reapply for membership as a new member and to pay all applicable dues and fees at that time.

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

Name: \_\_\_\_\_ Agent ID #: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

VISA  MC  AMEX  DISCOVER

Name as it appears on the credit card: \_\_\_\_\_

Credit Card # \_\_\_\_\_ Exp Date: \_\_\_\_\_



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 630-324-8400 Phone  
 708-342-0620 Fax

## MEMBERSHIP QUESTIONNAIRE

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

**AGENT ID #** \_\_\_\_\_

The following information is optional. However, providing it will help us to find and design meaningful programs, products and

**1. Education Level:**

- High School
- Some College
- College Degree
- Advanced Degree

**2. Former Occupation:**

- |  |   |
|--|---|
| <input type="checkbox"/> Advertising Agency              | <input type="checkbox"/> Real Estate                |
| <input type="checkbox"/> Marketing Research              | <input type="checkbox"/> Government                 |
| <input type="checkbox"/> Consumer Product Mfg.           | <input type="checkbox"/> Utility                    |
| <input type="checkbox"/> Business Product Mfg            | <input type="checkbox"/> Transportation             |
| <input type="checkbox"/> Financial Services / Ins.       | <input type="checkbox"/> Communications             |
| <input type="checkbox"/> Print Media                     | <input type="checkbox"/> Rec. Entertainment         |
| <input type="checkbox"/> Broadcast Media                 | <input type="checkbox"/> Non-Profit Organization    |
| <input type="checkbox"/> Healthcare Services             | <input type="checkbox"/> Education                  |
| <input type="checkbox"/> Retail <input type="checkbox"/> | <input type="checkbox"/> Legal/Social/Personal Svc. |
| <input type="checkbox"/> Wholesaler                      | <input type="checkbox"/> Business Services          |

**3. Skill in former occupation:**

- |   |   |
|---|---|
| <input type="checkbox"/> Management         | <input type="checkbox"/> Technical            |
| <input type="checkbox"/> Administrative     | <input type="checkbox"/> Computer Programming |
| <input type="checkbox"/> Sales              | <input type="checkbox"/> Accounting           |
| <input type="checkbox"/> Secretary          | <input type="checkbox"/> Appraisal            |
| <input type="checkbox"/> Customer Relations | <input type="checkbox"/> Professional         |
| <input type="checkbox"/> Training           |   |

**4. In-house training taken:**

- Basic Real Estate
- Advanced Real Estate

**5. Pre-License Course Location:**

- MORe
- Chicago Real Estate Education Co.
- Company Owned School
- Correspondence Course
- Local College

**6. What would you like this Association to help you with?  
 Check all that apply.**

- |   |   |
|---|---|
| <input type="checkbox"/> Continuing Education     | <input type="checkbox"/> Appointment Setting  |
| <input type="checkbox"/> Technology               | <input type="checkbox"/> Commercial RE        |
| <input type="checkbox"/> Personal Financial Mgmt. | <input type="checkbox"/> International RE     |
| <input type="checkbox"/> Office Financial Mgmt.   | <input type="checkbox"/> Marketing Assistance |
| <input type="checkbox"/> Business Planning        | <input type="checkbox"/> Cust. Serv. Training |
| <input type="checkbox"/> Recruiting & Hiring      | <input type="checkbox"/> Statistical Info.    |

**7. What are the reasons you chose the Real Estate Industry?**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**8. What are your plans and goals as a REALTOR®?**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_