



P: 630.324.8400
F: 630.324.8402



DOWNERS GROVE
Main Office
6655 Main Street
Downers Grove, IL 60516

ARLINGTON HEIGHTS
1114 N. Arlington Heights Rd.
Arlington Heights, IL 60004

LIBERTYVILLE
1580 S. Milwaukee Ave., Ste. 312
Libertyville, IL 60048

TINLEY PARK
16345 S. Harlem Ave., Ste. 200
Tinley Park, IL 60477

FEEES FOR NEW OFFICE MEMBERSHIP

JANUARY 2019

New Office Initiation Fee	\$450.00
New Member Initiation Fee*	\$275.00
Association Dues (*Jan – Dec 2019)	\$607.00
MORe Advantage Fee*** (Jan '19 thru Mar '19)	\$97.50
SENTRILOCK ACTIVATION FEE****	\$85.00

GRAND TOTAL \$1,514.50

**** Prices Subject to change ***

Explanation of Costs:

*** New Office Initiation Fee:** - Current members opening new offices pay MRED New Office Start-up Fee and MORe New Office Application Fee. New members opening new offices must pay New Member Fees and the New Office MRED Start-up and MORe Application Fees. The **New Office MRED Start-up Fee** is waived **ONLY** if the office has been inactive for less than one year

**** Realtor Initiation - NON-REFUNDABLE** - This is a one-time fee as long as your Association Dues remain current. This fee is waived if applicant is a current REALTOR member in good standing with another Association and receives MRED access through that association. We will need a letter of good standing verifying that current State and National dues are paid.

*****ASSOCIATION DUES - NON-REFUNDABLE: (Local, State and National)** Association dues are subject to change, prorated MONTHLY for new members and invoiced yearly to the general membership. Any member who has not paid their Association Dues for the current year must rejoin as a New Member AND pay the New Member Initiation Fee.

******MORe Advantage Fees :** Are billed Semi-Annual in the amount of \$195.00 in *March, and September AND due on the 24th*. You may save by opting to make a one payment of \$380.00 for a full year of MRED Fees in March of each year. You will see this fee listed on your emailed invoice as MORe Advantage. To ensure your invoice doesn't go into your junk mail/spam folder, please add *accounting@succeedwithmore.com* to your email contacts/address book.

*******Sentrilock Activation Fee:** Is a one-time non-waivable fee to the set-up of the sentrilock equipment including the mobile application.



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What to Do Next

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
(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*.

Illinois Department of Financial & Professional Regulation-Real Estate Division
320 W. Washington Street, Springfield, IL 62786 (800) 560-6420

- **To obtain all necessary forms go to IDFPR's website** : <http://www.idfpr.com/profs/REALEST.asp> and choose one of the following
[Real Estate Firm Application](#) [Corporation/Partnership Application](#)
[Limited Liability Company Application](#) [Branch Office Application](#)
[Consent to Examine and Audit Special Accounts](#)
- **Prior to opening your office, please consult with an appropriate tax consultant and legal counsel for your own protection.** Before you can hire any licensees, you must have an IDFPR issued Corporation License or an IDFPR issued Sole Proprietor License.

SOLE PROPRIETORSHIP

The following must be submitted to 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).



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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 JumpStart course of the Mainstreet Organization of REALTORS® and NAR code of Ethics course within the dates indicated on the Jumpstart registration at the time of membership and I understand that if I do not, my access to 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 FEES 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 that should fail to join or once they have joined fail to make payment for the appropriate MRED/Sentrilock and Association Dues and I will become liable for such fees.**

_____ *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 JumpStart course is waived if you are a current member and have attended within the past 24 months.*



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Please Note: ALL Fields are required.

1. Please check: Corporation LLC Partnership

Corp Lic./LLC License # _____ Partnership Lic # _____

Please attach a copy to your application

2. Are you now or have you been a member of ANY other Association of REALTORS?
Yes No If yes, provide name and dates: _____

3. **Office Name** (for which you will be the Designated REALTOR®): _____

4. Office Address: _____

Street City State Zip

5. Office Phone: _____ Office Fax: _____

6. Managing Broker **License #**: _____

7. **Name** (as it appears on your license): _____ **Mr. Mrs. Ms.**
First Middle Last

8. Nickname: _____ Agent ID# (if applicable): _____

9. **Home Address**: _____
Street City State Zip

10. Home Phone: _____ Personal Fax: _____

11. Last Four (4) Digits of your Social Security #: _____ Birth Date: _____

12. Cell Phone: _____ Pager/Other: _____

13. Phone # to appear on listings and Sentrilock box printout (office # appears automatically): _____

14. **Your invoices from MORE will come via e-billing (email) from accounting@succeedwithmore.com. Please add accounting@succeedwithmore.com to your email contacts/address book to ensure your invoice doesn't go into your junk mail/spam folder.** 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.

ACTIVE e-mail address (REQUIRED): _____

Web site: _____

15. Have you ever been convicted of a felony? Yes No (If yes, list details separately.)

16. 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).

17. Please list any additional languages spoken: _____



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MAINSTREET ORGANIZATION OF REALTORS® and MRED ACCESS APPLICATION

Participant hereby applies to participate in the Mainstreet Organization of REALTORS® access to 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 Participant application for participation in MORE & MRED access and of the service from which Participant will benefit as a result of such participation and access, Participant 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 Association dues when they become due and payable. _____ *Initial Here***

Participant 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 Participant 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 Participant or by any other person of the MRED Service.

PARTICIPANT'S SIGNATURE: _____ DATE: _____



RE: Multiple Listing Service (MLS) Access for Non-Member Licensees

Dear MRED Customer/Designated Realtor® (DR):

Please be advised that MRED continues to enforce its policy that all licensees associated with MRED Broker participants must pay for MLS services.

In the past, MRED had been made aware there are a number of licensees who do not pay Realtor® dues but are sponsored by Brokers that participate in MRED. Per MRED Rules, all sponsored licensees of a participating Broker must pay for MLS services. This issue exists because some licensees choose not to be Realtors®. While they are free to do that, MRED in consultation with the National Association of Realtors® (NAR) has determined that pursuant to NAR policy it must provide these licensees MLS services and charge them for it.

What this means is you will continue to receive bills from your Association for the MLS access fees associated with these non-member licensees in your office. As the Broker you are responsible for the payment of these access fees. You are billed for these fees as procedures regarding direct agent billing do not extend to those who are not members of the local associations.

Please note that violations of this policy can result in \$2,500 fines for each occurrence. Neither your association nor MRED is interested in the issuance or collection of any of these fines, but we will proceed nonetheless if that is what it takes to insure that everyone with access to the system is paying their share.

Thank you.

I have read the above information and will abide by MRED Rules and Regulations.

PARTICIPANT SIGNATURE

DATE



REBECCA JENSEN, CHIEF EXECUTIVE OFFICER
2443 WARRENVILLE ROAD, SUITE 600
LISLE, IL 60532
T 630-955-0011 F 630-955-035 MREDLLC.COM



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JumpStart ONE AND A HALF DAY REGISTRATION FORM

I agree as a condition of membership to complete the JumpStart course of the Mainstreet Organization of REALTORS® and NAR code of Ethics course within the dates listed below for new membership. I understand that I must complete the NAR online COE prior to my registered course.

I also understand that if I do not, my access to MRED/Sentrilock will be suspended until I do and that all MORE Advantage 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.

LOCATIONS: **Downers Grove:** 6655 Main Street, Downers Grove, IL 60516
 Arlington Heights: 1114 N. Arlington Hts. Rd, Arlington Heights, IL 60004
 Tinley Park: 16345 S. Harlem Ave., 2nd Fl, Tinley Park, IL 60477
 Libertyville: 1580 S. Milwaukee Ste. 312, Libertyville, IL 60048

TIME: Sign-in for JumpStart 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 5:00 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.

Please circle below which date and location you choose:

NO CLASSES HELD IN JANUARY OR FEBRUARY 2019

March 21-22, 2019 (TH-F) 2019 - CIRCLE LOCATION CHOICE BELOW:
DOWNERS GROVE, ARLINGTON HEIGHTS, TINLEY PARK OR LIBERTYVILLE

April 24-25, 2019 (W-TH) 2019 - CIRCLE LOCATION CHOICE BELOW:
DOWNERS GROVE, ARLINGTON HEIGHTS, TINLEY PARK OR LIBERTYVILLE

May 29-30, 2019 (W-TH) 2019 - CIRCLE LOCATION CHOICE BELOW:
DOWNERS GROVE, ARLINGTON HEIGHTS, TINLEY PARK OR LIBERTYVILLE

NAME: _____

AGENT ID#: _____ **CONTACT PHONE:** _____

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, you will be billed a \$75.00 'no show' fee. If you fail to attend the HALF-DAY session, your Broker will be billed a \$25.00 'no show' fee. 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 JumpStart course of the Mainstreet Organization of REALTORS® and NAR code of Ethics course as indicated above. And I understand that if I do not, my access to the MRED/Sentrilock will be suspended until I do and that all MORE Advantage 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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MORE-AGENT CREDIT CARD PARTICIPATION AUTHORIZATION
(to be completed and signed *ONLY WHEN FAXING* and paying by credit card)

Initial here _____

I hereby apply for Membership at MORE. 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®, including the duty to arbitrate business disputes in accordance with the constitutions, by-laws and rules and regulations of the Mainstreet Organization of REALTORS®, the Illinois Association of REALTORS®, and the National Association of REALTORS®. 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: _____ MLS #: _____

Address: _____

Phone: _____ Fax: _____

VISA MC AMEX DISCOVER

Name as it appears on the credit card: _____

Credit Card # _____ Exp Date: _____



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Mainstreet Organization of REALTORS®
SentriLock User Agreement

Your SentriLock Lockbox System is licensed by Mainstreet Organization of REALTORS® (MORe). MORe is committed to maintaining the integrity of the SentriLock System to ensure that you and your clients receive the protection you expect. To that end, MORe requires SentriLock Users to be responsible and committed to the security of the lockbox system. It is important that SentriLock Users understand the security the system provides to clients as well as the responsibilities expected of them.

SECURITY OF SENTRICARD: SentriLock User agrees:

- To keep the SentriCard in SentriLock User's possession or in a secure place at all times;
- To not allow your PIN Number (or personal ID Number) to be attached to the SentriCard;
- To not provide access to your SentriCard to any other person, for any purpose whatsoever, or permit the SentriCard to be used for any purpose by any other person (i.e. licensed or unlicensed assistant(s), co-lister(s), team member(s) etc.);
- To follow any additional security procedures as may be specified by MORe.

SECURITY OF LOCKBOXES: SentriLock User understands that when issuing or receiving a One Day Code, you should take responsible steps to ensure that the One Day Code will not be misused. SentriLock User agrees:

- To ensure One Day Codes are only given as previously approved by the seller;
- That you are the only person to use a One Day Code and should take responsible steps to ensure security of that code;
- To review Mainstreet Organization of REALTORS®' *Best Practices for Issuing One Day Codes*;
- To be responsible in communicating said best practices to any third-party showing service and understands that you are responsible for the actions of any third-party showing service.

SECURITY OF SENTRISMART APP: SentriLock User understands that the mobile SentriSmart app is an extension of the SentriCard, and therefore agrees to treat the app as one would the SentriCard. SentriLock User also agrees:

- To not provide access to the SentriSmart App to any other person, for any purpose whatsoever, or permit the SentriSmart App to be used for any purpose by any other person (i.e. licensed or unlicensed assistant(s), co-lister(s), team member(s) etc.);
- To not provide any mobile access code for any lockbox to any other person.

AUTHORIZATION: SentriLock User agrees to secure the prior authorization from an owner or tenant of any property listed for sale or lease prior to the installation and use of a Lockbox on said property.

Violation of any portion of this Agreement or of applicable rules may subject SentriLock User to a fine up to \$5,000 or possible Code of Ethics charges.

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: _____ Date: _____

Member Number: _____