



Instructions for New Members

Gallatin Association of REALTORS® Big Sky Country MLS

Welcome to the Gallatin Association of REALTORS® (GAR) and the Big Sky Country Multiple Listing Service (BSCMLS). To become a member of GAR and subscribe to the BSCMLS, please follow the steps below. You must complete membership paperwork with the GAR office **within ten days of joining a real estate firm**. Please note that we require a minimum of 3 business days after receipt of all completed forms to process your membership application.

FORMS:

- Step 1**
- A. Complete the following form & email it in PDF format to danielle@gallatinrealtors.com, along with a copy of your State Real Estate license:
 - a. REALTOR®/Appraiser Application for Membership (page 2 of this application)
 - B. Payment: Once GAR Staff processes your application, you will be emailed your corresponding invoices (pro-rated by the month you join) with hyperlinks to pay the following online:
 - a. BSCMLS fees and a one-time \$1000 MLS Application Fee. *We accept personal checks and credit cards (Visa, MC, or AMEX).*
 - **Checks for BSCMLS need to be made to BSCMLS.**
 - b. Pay GAR/MAR/NAR dues and a one-time \$1000 GAR Application Fee. *We accept personal checks and credit cards (Visa, MC, or AMEX.)*
 - **Checks for GAR need to be made to GAR.**

CODE OF ETHICS:

- Step 2**
- A. After your GAR Dues and BSCMLS Fees have been paid in full, we will email you a link to take the online Code of Ethics course through the National Association of REALTORS®. You must email confirmation to GAR of completion within 30 days of joining.
 - A letter of Good Standing from your current "Primary" REALTOR Association is required if you are a member of another local association.

ORIENTATION:

- Step 3**
- A. After you have paid your membership fees, you will also receive an email from us with instructions on accessing BSCMLS and the link to the online orientation. The orientation is a mandatory course, and you have 30 days to complete it from the day you are enrolled. Your membership will be suspended if you do not complete the orientation by the deadline.
 - B. Failure to take the online orientation class and pass with a score of 80% or better will result in all of your BSCMLS services being suspended. If you miss the original deadline and do not complete the orientation within a total of 45 days from the enrollment date, your membership with both GAR and the BSCMLS will be terminated. You would need to pay all your application fees again to reinstate your membership.

Additional Information

- Membership as a REALTOR®/Appraiser requires you to be a member of a state association and the National Association of REALTORS® (NAR).
- If you transfer offices, there will be a \$100 Transfer fee.
- Reactivating your membership:
 - If you reactivate within the first three months of going inactive, you will not be charged a reinstatement fee for the MLS.
 - If you reactivate with the BSCMLS within the subsequent nine months, you will be charged a \$1000 reinstatement fee.
 - If you reactivate after 12 months, you will be charged a \$1000 reinstatement fee for each corporation you join (excluding MAR and NAR), pro-rated GAR dues, pro-rated BSCMLS fees, and any outstanding late fees or fines that may have been assessed before going inactive with either corporation.



Application for REALTOR®/Appraiser Membership

FOR GAR/MLS OFFICE USE ONLY

AMS Member # _____
 NRDS # _____
 New Member Reactivating
 Associations:
 GAR & MLS MLS Only GAR Only
 GAR \$ _____ MLS \$ _____

Gallatin Association of REALTORS® Big Sky Country MLS

First Name: _____ Last Name: _____

I am a licensed: REALTOR® Appraiser MT License # (if applicable) _____

I am a: New Applicant Reactivating Member

*****You must attach a copy of your license to this application (REQUIRED)*****

Gallatin Association of REALTORS® will be my: Primary Association Secondary Association* Neither – MLS Only*

*If applying for a Secondary Membership with GAR or BSCMLS membership Only, please name your Primary Association:

Are you licensed in other states? Yes No If Yes, where? _____

Do you belong to another MLS(s)? Yes No If Yes, where? _____

Would you like to register for a Supra Key? Yes No I already have a Supra Key: serial # _____ PIN# _____

If you answered Yes to the question above, please call the GAR office to get your Supra key activated.

Home Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Preferred Contact Number: Home Cell Phone Office (see Office information at the bottom)

Email Address: _____

Billing Email (if different): _____

Preferred Mailing Address: Home Office

Personal website URL (if applicable): _____

Do you want to allow other REALTORS® and Affiliate members to contact you via email marketing? Yes No

Please assign yourself a Username that will be used to access the
 Gallatin Association of REALTORS® Member Services Menu and the Big Sky Country MLS Dashboard
(12 Characters or LESS!)

Username: _____

Real Estate / Appraisal Office Name: _____

Office Address: _____

City: _____ State: _____ Zip: _____

Office Phone: _____

Office website URL: _____

Applicant

Office

During the past three years, have you had an official sanction involving civil rights, real estate license, or other laws?

- Yes No

Do you have any outstanding Code of Ethics complaints, unsatisfied ethics or arbitration decisions, unpaid awards, or unpaid financial obligations to any REALTOR® association or multiple listing service?

- Yes No

If you answered Yes to any of the questions above, please provide details: _____

Have you ever served in a leadership position in a business or Association?

- Yes No

If you answered Yes, please provide details: _____

PRIMARY FIELD OF BUSINESS

Please select **ONE (1)** of the fields below that best describes your PRIMARY field of business

DO NOT SELECT MORE THAN ONE (1) PRIMARY FIELD OF BUSINESS

RESIDENTIAL

- 100: General Sales
- 104: Manufactured/Mobile Homes
- 105: Vacant Lots
- 109: Appraisal
- 113: Farm & Ranch
- 123: Residential Trainer/Instructor
- 125: Office Support Staff (Licensed)
- 132: Condos; Resorts; Timeshares

COMMERCIAL/LAND

- 200: General Sales
- 201: Industrial Sales/Lease
- 202: Office Sales/Lease
- 203: Retail Sales/Lease
- 204: Land Sales/Lease
- 207: Appraisal
- 211: Investment Sales
- 213: Residential Investment (non-owner occupied)
- 222: Commercial Trainer/Instructor
- 224: Office Support Staff (Licensed)

COMMERCIAL/RESIDENTIAL

- 301: General Appraisal
- 302: General Real Estate
- 310: Personal Assistant (Licensed)
- 410: Builder/Develop. (Commercial)
- Builder/Develop. (Residential)
- 475: Surveyor

SECONDARY FIELD(S) OF BUSINESS

(OPTIONAL)

A MAXIMUM OF THREE (3) MAY BE SELECTED

RESIDENTIAL

- 101: Existing Homes (resales)
- 102: New homes
- 103: Buyer Broker
- 104: Manufactured/Mobile Homes
- 105: Vacant Lots
- 109: Appraisal
- 113: Farm & Ranch
- 123: Residential Trainer/Instructor
- 125: Office Support Staff (Licensed)
- 132: Condos; Resorts; Timeshares

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Certification

I agree to abide by the Code of Ethics of the National Association of REALTORS®, and the constitution, bylaws, rules, and regulations of the Gallatin Association of REALTORS® (GAR), Big Sky Country Multiple Listing Service (BSCMLS), Montana Association of REALTORS® (MAR), and the National Association of REALTORS® (NAR).

I agree to arbitrate when required by the Code of Ethics and to abide by the decision of the professional standards committee of the Association, or the decision of the appeals board in the event of an appeal. I irrevocably waive all claims against the Association, or any of its officers, directors, members, or employees, for any act in connection with the business of the Association, and particularly as to its or their acts in electing or failing to elect, advance, suspend, expel, or otherwise discipline me as an applicant member. I acknowledge that if accepted as a member, and I subsequently resign from the Association or otherwise cause membership to terminate with an ethics complaint pending, the Board of Directors may condition renewal of membership upon my certification that I will submit to the pending ethics proceeding and will abide by the decision of the hearing panel. If I resign or otherwise cause membership to terminate, the duty to submit to arbitration continues in effect even after membership lapses or is terminated, provided the dispute arose while I was a REALTOR®.

I consent that the Gallatin Association of REALTORS® and/or Big Sky Country MLS may contact me at the specified address, telephone number, email address, or other means of communication available. This consent applies to changes in contact information that may be provided by me to one or both corporations in the future. This consent recognizes that certain state and federal laws may place limits on communications that I am waiving to receive all communications as part of my membership.

I will complete the NAR Ethics Course and the GAR and/or BSCMLS New Member Orientation Program within **Thirty (30) days** of application processing. Failure to meet this requirement will result in having my membership suspended from the GAR and/or BSCMLS. My membership will remain in a suspended status until these requirements are met. However, if I fail to meet the requirements for membership within **Forty-Five (45) days** of application processing, my membership with GAR and/or BSCMLS will be terminated. My right to reapply for membership will be subject to review by the GAR Board of Directors and/or BSCMLS Board of Directors. If reapplication is approved, I must pay a \$1000 reinstatement fee for GAR and/or a \$1000 reinstatement fee for the BSCMLS, and any late fees or association dues still outstanding. After all necessary fees have been paid, membership will be treated the same as a new applicant, including my requirement to complete the mandatory orientation within Thirty (30) days of when my reinstatement fees are paid in full.

I acknowledge that all application fees are non-refundable.

NOTE – all references to "and/or" apply to your type of membership (GAR & BSCMLS, BSCMLS only, or GAR Only)

Applicant ("Subscriber") Name

Applicant Signature

Date

Broker in Charge ("Participant") Name

Broker in Charge Signature

Date



The access issued to each Participant or Subscriber is unique and strictly confidential to that person. The authorized Participant/Subscriber agrees that should disclosure of account information result in access by an unauthorized party, authorized Participant/Subscriber may be subject to penalties as follows:

- (1) An immediate fine in the amount of \$1000.00 will be assessed to the Participants account.
(2) If the Participant/Subscriber violates the same rule a 2nd time in a 12-month rolling calendar, a \$3000.00 fine will be assessed to the Participant's account.
(3) If the Participant/Subscriber violates the same rule a third time within the same 12-month rolling calendar, a \$5000.00 fine will be assessed to the Participants account, and the entire office will lose access to the MLS and lockbox system until all fines have been paid.
(4) Any additional violations by the participant/subscriber of the same rule within a 12-month rolling calendar will result in the BSCMLS Board of Directors determining the appropriate course of action..

In compliance with BSCMLS Rules and Regulations, this Agreement provides for the Authorized Participant/Subscriber to gain immediate access to the MLS and public record database for the use in listing, searching, and retrieving the data contained therein. This right is contingent upon the Participant/Subscriber completing the required training course within the 30 days allowed. Failure to do so will result in suspending the right to access the MLS database.

MLS Participant/user agrees to comply with BSCMLS Rules and Regulations. Any other use, reuse, or resale of this data is prohibited. The term of this Agreement shall commence upon initiation of service to the Participant/Subscriber. This Agreement is not assignable. The Participant/Subscriber hereby indemnifies the service and any reciprocal service and agrees to hold harmless from and against all claims, losses, damages, costs, and expenses of any kind, including attorney's fees, and from liability to any person arising from a Participant/Subscriber.

BSCMLS reserves the right to disseminate member information as it deems appropriate for the purposes of association management.

Definition of MLS "Participant": Any REALTOR® of any Montana association/board shall be eligible to participate in the BSCMLS upon agreeing in writing to conform to the rules and regulations thereof and to pay the costs incidental thereto. However, under no circumstances is any individual or firm, regardless of membership status, entitled to Multiple Listing Service "membership" or "participation" unless they hold a current, valid Montana real estate broker, salesperson, or appraisal license and offer or accept cooperation and compensation to and from other Participants or are licensed or certified by an appropriate state regulatory agency to engage in the appraisal of real property.

Use of information developed by or published by BSCMLS is strictly limited to the activities authorized under a Participant's licensure(s) or certification, and unauthorized uses are prohibited. Further, none of the foregoing is intended to convey "participation" or "membership" or any right to access information developed by or published by a board multiple listing service where access to such information is prohibited by law.

- I have been given this information in writing regarding the deadlines for dues, fees, and orientation;
I understand the reinstatement fees if I fail to complete my requirements for membership within the specified timeframe;
I certify that I am a licensed real estate salesperson, broker, or appraiser associated with a broker or appraiser who is a "Participant" of the BSCMLS (signature of Participant required below);
I understand that all application and subscription fees must be paid with this signed application before I can access the MLS;
I understand that failure to comply with all Big Sky Country MLS Policies and Procedures may result in fines or other sanctions as approved by the BSCMLS Board of Directors.

Applicant ("Subscriber") Name

Applicant Signature

Date

Participant ("Broker in Charge") Name

Broker in Charge Signature

Date



GAR Dues and BSCMLS Fees Schedule

One-time GAR Application fee: \$1000.00

One-time BSCMLS Application fee: \$1000.00

Quarterly MLS Subscription fee: \$150.00 for REALTORS (prorated \$50/month) | \$105 for Appraisers (prorated \$35/month)

Reinstatement fee: \$1000.00 (applies if you have been inactive with the BSCMLS for more than 90 calendar days)

BSCMLS Office Transfer Fee: \$100.00

New company processing fee: \$2,100.00 (if applicable)

New Members: The Application Fees & Dues Schedule below shows the application fees with REALTOR® dues for GAR, MAR, and NAR. GAR operates on a fiscal year (October 1st to September 30th); MAR and NAR operate on a calendar year. As a primary or secondary REALTOR® member with GAR, your annual dues are due by September 30th. (Primary members pay their state and national dues through GAR and whose principal broker also holds membership in GAR. Secondary membership is available only to REALTORS® who already have primary membership in another association.)

Returning Members: GAR Membership dues shall be pro-rated for any licensee included on a certification form submitted to the Association who during the same calendar year applies for REALTOR® membership in the Association. However, membership dues shall not be pro-rated if the licensee held REALTOR® membership during the preceding calendar year.

All GAR, MAR, and NAR Annual Membership Dues and Application Fees are non-refundable and subject to change. The NAR Annual Ad Campaign is NOT pro-rated

ASSOCIATIONS	Application Month	GAR Annual Dues and Application Fee	MAR Annual Dues and Application Fee	NAR Annual Dues and REALTOR® Ad Campaign*	TOTAL
	January	\$318.80	\$369	\$150.00	\$1,902.80
	February	\$283.40	\$338.25	\$137.50	\$1,824.15
	March	\$248.00	\$307.50	\$125.00	\$1,745.50
	April	\$212.60	\$276.75	\$112.50	\$1,666.85
	May	\$177.20	\$246.00	\$100.00	\$1,588.20
	June	\$141.80	\$215.25	\$87.50	\$1,509.55
	July	\$106.40	\$184.50	\$75.00	\$1,430.90
	August	\$71.00	\$153.75	\$62.50	\$1,352.25
	September	\$35.60	\$123.00	\$50.00	\$1,273.60
	October	\$425.00	\$92.25	\$37.50	\$1,619.75
	November	\$389.60	\$61.50	\$25.00	\$1,541.10
December	\$354.20	\$30.75	\$12.50	\$1,462.45	

BSCMLS	Member Type	Quarterly Fee	Application Fee	Total
	REALTOR®	\$150.00	\$1000.00 (one-time)	\$1,150.00
	Appraiser	\$105.00		\$1,105.00

Subscription Fees are pro-rated monthly. The Application Fee is non-refundable.

BSCMLS Subscription Fees are billed quarterly to the Broker in Charge ("Participant") for each office

- Q1: October 1st – December 31st
- Q2: January 1st – March 31st
- Q3: April 1st – June 30th
- Q4: July 1st – September 30th