

# MEMO

To: REALTOR® Applicants  
From: Heather Verran, Membership Director

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Thank you for your interest in REALTOR® Membership with the Jackson Area Association of REALTORS® (JAAR). An application and orientation enrollment form are attached along with information about membership fees. This checklist will assist you with the membership process. Please review and contact Membership at [heather@jacksonmihomes.com](mailto:heather@jacksonmihomes.com) or 517-787-6175 ext. 4 if you have any questions.

- ✓ The amount of payment is derived from the Board-determined REALTOR® dues schedule. This payment will include your membership dues for JAAR, the Michigan REALTORS®, the National Association of REALTORS® and the Jackson Multiple Listing Service Fees.
- ✓ Options for paying JAAR dues and MLS fees are available. Contact Sarah at the office if payment options are needed. She can be reached at (517) 787-6175 ext. 2.
- ✓ Read the member orientation enrollment form carefully before you and your Designated REALTOR® (broker) sign it. Please enter the dates of the orientation you plan to attend.
- ✓ Application for REALTOR® Membership to JAAR should be submitted to our office within 30 days from the date of license issuance to avoid additional fees. You may apply prior to receiving a license, with payment of the application fee.
- ✓ You may obtain your license issue date at <https://aca-prod.accela.com/MILARA/GeneralProperty/PropertyLookUp.aspx?isLicensee=Y&TabName=APO> or by phone by calling the State of Michigan Real Estate Licensing Division (517-241-9263).
- ✓ You must be a member of JAAR to obtain lockbox access.

Upon receipt of your completed application and payment, you will be enrolled in JAAR Member Orientation.

## WELCOME!

**Jackson Area Association of REALTORS®**  
3465 Ann Arbor Rd., Suite A, Jackson, MI 49202  
Phone: 517-787-6175 Fax: 517-787-2223



## **Jackson Area Association of REALTORS® REALTOR® Member Benefits**

The term REALTOR® is a registered collective membership mark that identifies a real estate professional who is a member of the National Association of REALTORS® and subscribes to its strict Code of Ethics. As a member of the Jackson Area Association of REALTORS®, you join a close-knit community of real estate professionals who work actively to promote the Jackson community and protect the rights of property owners.

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### **JAAR Member Benefits Include:**

- **Membership to Michigan REALTORS® (MR) and the National Association of REALTORS® (NAR)**
- **Use of the REALTOR® trademark on business cards, promotional materials, etc.**
- **Continuing education opportunities for license renewal**
- **Extensive networking opportunities to enhance your business**
- **MLS Integrated Standard Forms Library using ZipLogix and Dotloop**
- **Community involvement activities**
- **Leadership opportunities**
- **Professional development opportunities**
- **Access to important industry news**
- **Enhanced member & public website**
- **Exclusive public records access**
- **YPN membership opportunity and activities**
- **Jackson Multiple Listing Service Access through MichRIC, with access to 11 different MLSs, including FREE MLS services such as RPR, Showingtime, Market Stats and HomeSnap.**
- **CBOR/CPIX Commercial Listing Alliance**
- **Trusted automatic listing syndication to hundreds of websites using ListHub**
- **State of the art electronic lockbox system for seller security**
- **Great Lakes Repository Single Sign-on Access (Ann Arbor, Downriver, Hillsdale, Jackson, Lenawee, Monroe, MiRealSource, Realcomp, Shiawassee and Saginaw)**
- **FOREWARN security app**
- **FREE IDX websites using Placester**
- **Weekly featured properties promotion**
- **HomeSnap/Facebook Marketplace rental listing showcase**
- **Insurance discounts**
- **Group email service**
- **Discounted room rental**
- **Technology Discounts from PC Solutions**

### **Additional Member Benefit Resources:**

- **Michigan REALTORS® Benefits – [www.MIRealtors.com](http://www.MIRealtors.com)**
- **National Association of REALTORS® Benefits – [www.NAR.realtor](http://www.NAR.realtor)**

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# JACKSON AREA ASSOCIATION OF REALTORS®

www.JacksonMIHomes.com

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Appendix B

## Application for REALTOR® Membership

To the Jackson Area Association of REALTORS®, I hereby apply for REALTOR® Membership in the above-named Board and am enclosing my check in the amount of \$\_\_\_\_\_ for a one-time application fee and \$\_\_\_\_\_ \*for my Dues payable to the Jackson Area Association of REALTORS®. My application fee and dues will be returned to me in the event of non-election. In the even 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 board, the State Association and the National Association, and if required, I further agree to satisfactorily complete a reasonable and non-discriminatory written examination on such Code, Constitutions, Bylaws and Rules and Regulations. I understand membership brings certain privileges and obligations that require compliance. Membership is final only upon approval by the Board of Directors and may be revoked should completion requirements, such as orientation, not be completed within timeframe established in the association’s bylaws. I understand that I will be required to complete periodic Code of Ethics training as specified in the association’s bylaws as continued condition of membership.

*NOTE: Applicant acknowledges that if accepted as a member and he/she subsequently resigns from the Board or otherwise causes 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®.*

\*Amount shown is prorated according to the month the license was issued. I hereby submit the following information for your consideration:

Name: \_\_\_\_\_ Real Estate License #: \_\_\_\_\_

Licensed/certified appraiser:  Yes  No Appraiser License #: \_\_\_\_\_

Office Name: \_\_\_\_\_

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

Office Phone: \_\_\_\_\_ Agent E-Mail: \_\_\_\_\_

Residence Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Residence Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Preferred Mailing:  Home  Office Preferred Phone:  Home  Office  Cell

May the Association, as well as the State and National Associations,

communicate with you via text message? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you presently a member of any other Association of REALTORS®? \_\_\_\_\_

If yes, name of Association and type of membership held: \_\_\_\_\_

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

If yes, name of Association and type of membership held: \_\_\_\_\_

Have you been found in violation of the Code of Ethics or other membership duties in any Association of REALTORS® in the past three (3) years or are there any such complaints pending? \_\_\_\_\_ (If yes, provide details as an attachment.)

If you are now or have ever been a REALTOR®, indicate you NAR membership (NRDS) #: \_\_\_\_\_ and last date (year) of completion of NAR’s Code of Ethics training requirement: \_\_\_\_\_

**Are you a principal, partner, corporate officer or branch office manager? \_\_\_\_\_ If yes, you must also complete information on the 2<sup>nd</sup> page of this application under the Designated Brokers/Branch Managers section.**

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 Board, I shall pay the fees and dues as from time to time established. **NOTE:** Payments to the Jackson Area Association of

REALTORS® are not deductible as charitable contributions. Such payments may, however, be deductible as an ordinary and necessary business expense. No refunds.

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 numbers, 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 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.

Dated: \_\_\_\_\_ Signature: \_\_\_\_\_

Specialty: [ ] Residential [ ] Commercial [ ] International [ ] Other: \_\_\_\_\_

Previous real estate firm (if applicable): \_\_\_\_\_

Number of years engaged in the real estate business: \_\_\_\_\_

(Optional Information): Date of Birth: \_\_\_\_\_

**APPLICATION FOR REALTOR® MEMBERSHIP: FOR DESIGNATED BROKERS/BRANCH MANAGERS**

*This section is only to be filled out if the applicant is the broker/Designated REALTOR® for a member office. Other applicants can skip to the next page.*

Company information: \_\_\_ Sole Proprietor \_\_\_ Partnership \_\_\_ Corporation \_\_\_ LLC (Limited Liability Company)

Your position: \_\_\_ Principal \_\_\_ Partner \_\_\_ Corporate Officer \_\_\_ Branch Office Manager

Names of other Partners/Officers of your firm: \_\_\_\_\_

Have you ever been refused membership in any other Association of REALTORS®? \_\_\_\_\_

If yes, state the basis for each such refusal and detail the circumstances related thereto: \_\_\_\_\_

Is the Office Address, as stated, your principal place of business? \_\_\_\_\_

If not, or if you have any branch offices, please indicate and give address: \_\_\_\_\_

Do you hold, or have you ever held, a real estate license in any other state? \_\_\_\_\_

If so, where: \_\_\_\_\_

Have you or your firm been found in violation of state real estate licensing regulations within the last three years? \_\_\_\_\_

If yes, provide details: \_\_\_\_\_

Have you or your firm been convicted, adjudged, or otherwise recorded as guilty by a final judgment of any court of competent jurisdiction of a felony or other crime. If yes, provide details: \_\_\_\_\_

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 Board, I shall pay the fees and dues as from time to time established. **NOTE:** Payments to the Jackson Area Association of REALTORS® are not deductible as charitable contributions. Such payments may, however, be deductible as an ordinary and necessary business expense. No refunds.

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 numbers, 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 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.

Dated: \_\_\_\_\_ Signature: \_\_\_\_\_

## 2023/2024 JAAR & JMLS REALTOR® Dues & Fees

### **JAAR/JMLS Membership:**

Association dues are billed on an annual basis. Invoices are emailed June 1st each year and are due by July 1st. This invoice includes: Local (JAAR) dues, MLS fees, State (MR) dues, National (NAR) dues, and voluntary RPAC contribution.

A new member is invoiced prorated dues based on the date of licensure with a member office.

Date of Licensure: \_\_\_\_\_

Application Fee: \$400 \_\_\_\_\_

The \$400 application fee is due at time of licensure with a member office.

Pro-rated Dues/Fees: \$ \_\_\_\_\_

I realize that by signing this form, I have read and understand the above membership fees. I also realize that if dues and/or fees are not paid by the due date I am subject to a 10% late fee and membership suspension.

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

*Payment can be made conveniently over the phone at (517) 787-6175 ext. 2*



## Jackson Area Association of REALTORS® JAAR Member Orientation Enrollment Form

The 2-day New Member Orientation Class is held at the Association office. The dates for 2024 are:

March 12 & 13

June 11 & 12

September 10 & 11

November 12 & 13

To enroll for Orientation, please complete this form along with the REALTOR® Membership application and return them to the Association with your dues payment. It is recommended that you attend the first available Orientation class following your date of application in order to be assured of fulfilling the Orientation REQUIREMENT. Orientation begins at 9:00 a.m. with registration and continental breakfast beginning at 8:45 a.m. each day. Please submit your application and payment at least 2 business days prior to Orientation. If you have registered and cannot attend, please email [heather@jacksonmihomes.com](mailto:heather@jacksonmihomes.com) as soon as possible.

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**NOTE: THIS TWO-DAY CLASS MUST BE COMPLETED IN THE FIRST OR SECOND OPPORTUNITY FROM YOUR APPLICATION DATE. If the course is not completed within that time, you will need to pay a \$50 late fee. If the class is not completed by the third opportunity, you must reapply and pay another application fee for membership. Please complete this form below to signify that you and your Designated REALTOR® have read and agree to comply.**

Name: \_\_\_\_\_ License #: \_\_\_\_\_

Firm Name: \_\_\_\_\_

I will attend New Member Orientation on \_\_\_\_\_  
(choose from dates listed above)

I realize that by signing this form, I have read and understand the above paragraph which states that if I do not complete New Member Orientation within the next two opportunities, I will pay an additional \$50 late fee. I also understand that if I do not complete New Member Orientation by the third opportunity, I will have to reapply for Membership and pay another application fee.

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

**Designated REALTOR® (Broker) Signature\*** \_\_\_\_\_ Date \_\_\_\_\_

*\*required for processing*

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### Suggestions for New Member Orientation

1. Please avoid scheduling any personal/professional appointments on these two days, as that may put you in jeopardy of not completing the Class within the requirement.
2. Please dress comfortably and in layers so that you can control your temperature comfort level.
3. Please put the Orientation dates on your calendar and keep a copy of this form for your reference.
4. Plenty of parking is available behind the JAAR office (on the blacktop).

## **I have my new license and am submitting my application and payment. Now what?**

Congratulations! You are well on your way to becoming a JAAR member. You can expect an email containing your MLS login and password 24-48 hours after your correctly completed application and payment have been submitted. Your membership approval will be voted on by the JAAR Board of Directors at their next monthly meeting, and you will receive an email after the meeting to let you know you were officially approved. Membership communications will begin hitting your inbox, keeping you informed of important industry news, upcoming educational and networking opportunities, and Association updates.

### **New Member Checklist**

#### **First steps:**

- Verified real estate salesperson (or broker) license with the State of Michigan
- Submit completed JAAR/JMLS application to [heather@jacksonmihomes.com](mailto:heather@jacksonmihomes.com)
- Pay new member dues/fees by calling (517) 787-6175 ext. 2
- Add your JAAR member orientation dates to your calendar

#### **After receiving your MLS login information:**

- Log in to FLEX MLS, familiarize yourself with the system, and complete the self-paced training outlined in your welcome email
- Contact MLS Director Kelly at [kelly@jacksonmihomes.com](mailto:kelly@jacksonmihomes.com) to schedule your one-on-one MLS training and forward your self-paced training completion dates in the email
- Set up your members-only InfoHub login (instructions can be found on the next page)
- Download the SentiKey app and activate your SentiLock lockbox system login
- Download the Forewarn safety app and use the email you provided on your application to create your login
- Complete mandatory Fair Housing training at <https://fairhaven.realtor/> and forward proof of completion to [heather@jacksonmihomes.com](mailto:heather@jacksonmihomes.com)
- Attend the next JAAR Membership Update meeting and become sworn in as a JAAR member (an invitation will be emailed to you)
- Like the [JAAR Facebook page](#) so you don't miss a thing!

## **InfoHub: The Members Only Portal to All JAAR-related Activities**

**If you haven't already created your Infohub Member Portal account: your resource for networking, paying invoices, viewing member only events, sharing your contact information with other members, and using our site to access vital resources, please create your login: <https://tinyurl.com/yh3yzxuv>**

Log in and make sure your contact profile is complete and update-to-date so others can successfully connect with you.

Explore the site and have fun taking advantage of special members only access:

- Search the directory listing - your contact information and our other members are available in the "members only" hub.
- Personalized member listing page - included in the directory is your own information page on the website which can include a description area, location, logo, photos and contact details based on your membership level.
- Resources- being part of our association includes access to key sites, documents (all JAAR forms) and other information to help you thrive in our community. Committee documents are uploaded here. Check out the resource area to learn more.
- Events - advertise your upcoming events to other members and/or on our public site. Login to create your event page and submit to us for review/approval. Also, check out and register for upcoming events on our calendar.
- Easy Payments - Securely save your payment information for recurring payments and a quick way to pay for events and classes.

**Content is always changing; please help us ensure that yours is always updated so that we and others in the community can reach you.**