



New Office Application

COAR, 2112 NE 4th Street, Bend OR 97701
Phone: 541.382.6027 Email: candace@coar.com

All fields are required to be completed by Managing Principal Broker/Managing Principal Appraiser.

Manager's Information: _____ Mr. _____ Ms. _____ Mrs.

Name as it appears on your Oregon License: _____

Oregon License Number: _____ Date Issued: _____

Business License Number: _____ Date Issued: _____

Email Address: _____

Name of Firm or Office: _____

Complete Office Street Address: _____

Office Address City, State and Zip: _____

Office Phone Number: _____ Office Fax Number: _____

Cell Phone Number: _____

Office Website Address: _____

First Licensed in Oregon (Year): _____ Licensed in another state (Y/N)? _____ If yes, where? _____

Have you ever held REALTOR® membership in another state/local association (Y/N)? _____ If yes, where? _____

This office is applying for:

- Primary Membership with the Central Oregon Association of REALTORS® (COAR)
- Secondary Membership with the Central Oregon Association of REALTORS® (COAR)
- Membership in the Multiple Listing Service of Central Oregon (MLSCO)

Set Up Fee Structure for New Offices

***Must be a member of COAR in order to be a member of MLSCO**

Membership Type	Fee
New Office Primary Membership with COAR	\$0.00
New Office Secondary Membership with COAR	\$0.00
New Office Membership in the MLSCO	\$2000.00

I agree to pay the established new office fee(s) in accordance with the Bylaws of the Central Oregon Association of REALTORS® and the Rules and Regulations of the Multiple Listing Service of Central Oregon. The above does not include monthly dues.

My check # _____ in the amount of \$ _____ is enclosed or I hereby authorize my credit card to be

charged in the amount of \$ _____. **Initials:** _____

Complete if paying by credit card:

Card Type (MasterCard or Visa Only): _____ Name on Card: _____

Card Number: _____ Exp. Date: _____ CSV Code: _____

Signature: _____

Billing Address of the Credit Card (include City and Zip): _____

It is understood that this application and payment of required fees entitles me to membership in (1) the Central Oregon Association of REALTORS®; (2) the Oregon Association of REALTORS®; (3) the National Association of REALTORS®; and (4) the Multiple Listing Service of Central Oregon if indicated on the application by the applicant. If this application is for secondary membership it is understood that the dues and fees paid include membership in only the Central Oregon Association of REALTORS® and that my dues and fees for the Oregon Association of REALTORS® and the National Association of REALTORS® shall be paid through the applicant's primary board.

It is understood that if the applicant is applying for a new office membership in the Central Oregon Association of REALTORS® (COAR) the Managing Principal Broker or Managing Principal Appraiser will be the "Designated REALTOR®" for the office. Designated REALTORS® are the main point of contact for the office and are responsible for all the members within the office.

It is further understood that the applicant applying for a new office membership in the Multiple Listing Service of Central Oregon (MLSCO) the Managing Principal Broker or Managing Principal Appraiser will be the "Designated Participant" with respect to the MLS and will be responsible for all the participants within the office.

It is agreed that the Designated REALTOR® and/or Designated Participant is responsible for reporting and communicating weekly to the members within this firm important information provided by the board and to ensure that the members within their office are operating within the confines of the COAR Bylaws and Policies and the MLSCO Policies if members of the Multiple Listing Service.

The applicant agrees to abide by the Bylaws of the Board and the Code of Ethics of the National Association of REALTORS® and all actions pursuant thereto, specifically Article 17—which states that in the event of a controversy between REALTORS® associated with different firms, arising out of their relationship as REALTORS® shall submit the dispute to arbitration and/or mediation in accordance with the regulation of their board or boards rather than litigate the matter. It is understood and agreed that as a condition of membership, I will attend the mandatory orientation as scheduled and to familiarize myself with the Bylaws of the Central Oregon Association of REALTORS® and the REALTORS® Code of Ethics.

If applying for participatory rights within the Multiple Listing Service of Central Oregon, the applicant agrees as the "Designated Participant" to abide by all of the Rules and Regulations of the Multiple Listing Service of Central Oregon and will be responsible for all "Participants" within their office to abide by same.

Upon termination of my office membership for any reason, I will discontinue the use of the term REALTOR® (if my membership has included the right to its use) and return to the Board all certificates, signs, seals or other indication of membership to this Board, the Oregon Association of REALTORS® and the National Association of REALTORS®.

As an applicant for membership in the Central Oregon Association of REALTORS®, I certify that the information given in this application is true and correct, and I authorize said Board through its representatives to make investigation through recognized channels as may be considered advisable to verify the statement made by me herein.

Designated REALTORS® shall certify to the Board, on a form provided by the Board, a complete listing of all individuals licensed or certified with the REALTOR®'s office(s) and shall designate a primary Board for each member who holds licenses in the REALTOR®'s office(s) and if Designated REALTORS® dues have been paid to another Board based on said non-member licensees, the Designated REALTORS® shall identify the Board to which dues have been remitted. These declarations shall be used for purposes of calculating dues under the association's Bylaws. Designated REALTORS® shall notify the Board of any additional individual(s) licensed or certified with the firm(s) within the timeframe specified in the association's Bylaws.

The Designated Participant shall notify the association of any membership changes within their office within the timeframe specified within the Rules and Regulations of the Multiple Listing Service of Central Oregon and the Central Oregon Association of REALTORS® Bylaws where applicable. Furthermore, applicant agrees to pay all fees and fines assessed for non-compliance of the Rules and Regulations where applicable.

If applying for new office membership within the Central Oregon Association of REALTORS® the Managing Principal Broker/Designated REALTOR® must sign below:

I have received, read and agree to the policies set forth in the bylaws of the association as amended from time to time. Furthermore, I received, read and agree to abide by the NAR Code of Ethics as amended from time to time.

Signature: _____ Date: _____

If applying for new office membership within the Multiple Listing Service of Central Oregon the Managing Principal Broker/Designated Participant must sign below:

I have, read and agree to the policies set forth in the Rules and Regulations of the Multiple Listing Service of Central Oregon as amended from time to time. Furthermore, I agree to ensure that all "participants" within my office abide by the current Rules and Regulations of the Multiple Listing Service of Central Oregon as amended from time to time.

Signature: _____ Date: _____

FOR STAFF USE ONLY:

OFFICE CODE _____ DR/DP CODE _____ DR NRDS # _____ STAFF
INITIALS _____