



## 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 are required to complete membership paperwork with the GAR office **within 10 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 application for membership.

#### Step 1

##### FORMS:

- A. Complete the following forms & email them to **danielle@gallatinrealtors.com**, along with a copy of your State Real Estate license.
  - a. REALTOR®/Appraiser Application for Membership
  - b. BSCMLS Subscriber Application or Reactivation Form
- B. Pay BSCMLS fees (prorated by the month you join,) and a one-time \$900 MLS Application Fee. *We accept personal checks and credit cards (Visa, MC, or AMEX).*
  - **Checks for BSCMLS need to be made to BSCMLS.**
- C. Pay GAR/MAR/NAR dues (prorated by the month you join,) and a one-time \$900 GAR Application Fee. *We accept personal checks and credit cards (Visa, MC, or AMEX.)*
  - **Checks for GAR need to be made to GAR.**

#### Step 2

##### CODE OF ETHICS:

- 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.
  - If you are a member of another local association, you will need to provide a Letter of Good Standing stating that you are current with your REALTOR® dues (local, state, and national), and your Code of Ethics.

#### Step 3

##### ORIENTATION:

- A. After you have paid your membership fees, you will receive an email from us with instructions on how to access the BSCMLS along with a Welcome email from Adobe Captivate Prime. This is the system we use for all New Member Orientations. This is a mandatory online course and you have 60 days to complete it from the day you are enrolled.
- B. Failure to take the online orientation class and pass with a score of 80% or better will result in suspension of all BSCMLS services, including access to the lockbox security system. If you miss the deadline and do not complete the orientation within a total of 90 days of when you are enrolled your membership with both corporations will be terminated.

### Additional Information

- Membership as a REALTOR®/Appraiser requires you to also be a member of a state association and the National Association of REALTORS® (NAR).
- If you are transferring office's there will be a \$100 Transfer fee.
- Going inactive:
  - If you reactivate within the first 3 months of going inactive, you will not be charged a reinstatement fee.
  - If you reactivate with the BSCMLS within the subsequent 9 months, you will be charged a \$900 reinstatement fee.
  - If you reactivate after 12 months you will be charged a \$900 reinstatement fee for each corporation you join (excluding MAR and NAR), prorated GAR dues, prorated BSCMLS fees, and any outstanding late fees or fines that may have been assessed prior to going inactive with either corporation.



# Application for REALTOR®/Appraiser Membership

## Gallatin Association of REALTORS® Big Sky Country MLS

### FOR GAR/MLS OFFICE USE ONLY

AMS Member # \_\_\_\_\_

NRDS # \_\_\_\_\_

New Member  Reactivating

Associations:

GAR & MLS  MLS Only  GAR Only

GAR \$ \_\_\_\_\_ MLS \$ \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

I am a licensed:  REALTOR® MT Real Estate License # \_\_\_\_\_

Appraiser MT Appraisal License # (if applicable) \_\_\_\_\_

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

If you answered Yes to the question above, please schedule an appointment with GAR staff to get your Supra key activated

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

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

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Preferred Contact Number:  Home  Cell Phone  Office

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 which will be used to access the

Gallatin Association of REALTORS® Member Services Menu and the Big Sky Country MLS Dashboard

*(can be a **MAXIMUM** of 12 characters)*

**Username:** \_\_\_\_\_

**Default Password: pa55word** (you will need to change your password after you log in)

Applicant

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

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

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

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

Office website URL: \_\_\_\_\_

Office

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

Yes  No

Do you have any outstanding Code of Ethics complaints or unsatisfied ethics or arbitration decisions, unpaid awards, 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: \_\_\_\_\_

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

Yes  No

If you answered Yes, please provide details: \_\_\_\_\_

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### 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) 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)
- 126: Office Support Staff (Unlicensed)
- 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)
- 225: Office Support Staff (Unlicensed)

#### GENERAL

- 301: General Appraisal
- 302: General Real Estate
- 310: Personal Assistant (Licensed)
- 311: Personal Assistant (Unlicensed)
- 475: Surveyor

### SECONDARY FIELDS OF BUSINESS

(OPTIONAL)

A **MAXIMUM** OF THREE (3) MAY BE SELECTED

#### 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)
- 126: Office Support Staff (Unlicensed)
- 132: Condos; Resorts; Timeshares

#### COMMERCIAL/LAND

- 200: General Sales
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- 211: Investment Sales
- 213: Residential Investment (non-owner occupied)
- 222: Commercial Trainer/Instructor
- 224: Office Support Staff (Licensed)
- 225: Office Support Staff (Unlicensed)

#### GENERAL

- 301: General Appraisal
- 302: General Real Estate
- 310: Personal Assistant (Licensed)
- 311: Personal Assistant (Unlicensed)
- 475: Surveyor

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), the Big Sky Country Multiple Listing Service (BSCMLS), the Montana Association of REALTORS® (MAR), and 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, that 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 numbers, 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 **sixty (60) 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 **ninety (90) 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 \$900 reinstatement fee for GAR and/or a \$900 reinstatement fee for the BSCMLS, and any late fees or association dues still outstanding. After all reinstatement fees have been paid, I must complete the NAR Ethics Course and the GAR and/or BSCMLS New Member Orientation Program within **thirty (30) days** of reinstatement processing. Failure to meet this requirement will result in having my membership terminated from the Gallatin Association of REALTORS® and/or the Big Sky Country Multiple Listing Service, and I may not reapply for membership for a period no less than twelve (12) months from the date of my termination.

To complete the application process, I will be required to pay membership dues and/or BSCMLS fees prior to application processing. I acknowledge that all application fees are non-refundable.

**NOTE** – all references to “and/or” apply to your type of membership (GAR only, GAR & BSCMLS, or BSCMLS 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. Authorized Participant/Subscriber agrees that should a 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 Participants account;
- (3) If the Participant/Subscriber violates the same rule a third time within a 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 MLS 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 60-day period allowed. Failure to do so will result in suspension of 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.

**Definition of MLS “Participant”:** Any REALTOR® of any other 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 of access to 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 BSCMLS.
- 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

\_\_\_\_\_  
Broker in Charge (“Participant”) Name

\_\_\_\_\_  
Broker in Charge Signature

\_\_\_\_\_  
Date



## GAR Dues and BSCMLS Fees Schedule



**One-time GAR Application fee:** \$900.00

**One-time BSCMLS Application fee:** \$900.00

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

**Reinstatement fee:** \$900.00 (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 1<sup>st</sup> to September 30<sup>th</sup>); MAR and NAR operate on a calendar year. As a primary or secondary REALTOR® member with GAR, your annual dues are due by September 30<sup>th</sup> each year. (Primary members are those who 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 hold primary membership in another association.)

**Returning Members:** GAR Membership dues shall be prorated 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 prorated 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.

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	\$900.00 (one-time)	\$307.00	\$20.00 (one-time)	\$150.00	\$35.00 (annual)	\$1,730.80
	February	\$283.40		\$281.00		\$137.50		\$1,656.90
	March	\$248.00		\$256.00		\$125.00		\$1,584.00
	April	\$212.60		\$230.00		\$112.50		\$1,510.10
	May	\$177.20		\$205.00		\$100.00		\$1,437.20
	June	\$141.80		\$179.00		\$87.50		\$1,363.30
	July	\$106.40		\$154.00		\$75.00		\$1,290.40
	August	\$71.00		\$128.00		\$62.50		\$1,216.50
	September	\$35.60		\$102.00		\$50.00		\$1,142.60
	October	\$425.00		\$92.13		\$30.00		\$1,502.13
	November	\$389.60		\$61.42		\$20.00		\$1,426.02
December	\$354.20	\$337.71		\$160.00		\$1,806.91		

BSCMLS	Member Type	Quarterly Fee	Application Fee	Total
	REALTOR®	\$150.00	\$900.00 (one-time)	\$1,050.00
	Appraiser	\$105.00		\$1,005.00

BSCMLS Subscription Fees are prorated monthly. Application Fee is non-refundable.

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

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