

North Central Board of REALTORS® & MH MLS

Membership Process Checklist

721 N College | Mountain Home, AR 72653

Application Link: <https://ncborar.org/realtor-resources/join-ncbor/>

NORTH CENTRAL BOARD OF REALTORS®

Below you will find a detailed overview of how the membership process works when you are looking to join our Association. If at any time you have a question, please reach out to us at 870-425-6999 or email ncbrae@gmail.com

FOR ALL NEW MEMBERS

1. Complete North Central Board of REALTORS® new Member Application.
2. Submit completed and signed application to NCBOR w/copy of current AREC license.
3. If you are applying for secondary Board membership, (Not Primary with NCBOR), you will need to have your PRIMARY Board of Association send NCBOR a “letter in Good Standing” that ALL annual dues (NAR, ARA, and Primary Board) have been paid for the current year. (If you are reactivating after longer than two years, the requirement for a Letter of Good Standing is waived.) Also, if you have previously met the Board Associations requirement for New Member Orientation class with your Primary Board, have them let us know so that NCBOR may waive that requirement and any fee associated with that. (See Secondary Board Membership for more information.)
4. Once we have all the above documentation, NCBOR will complete your application process. You will be added to the M1/NRDS database and provided details on how to log in to pay your dues. A welcome email with this information will be sent to you once added to M1/NRDS.
5. NCBOR will forward your application to the MH MLS office manager once confirmation of dues has been paid. They will then proceed with documentation and the collection of fees needed to participate in MH MLS.
6. All **new agents** will be required to participate in our New Agent Orientation program. The fee for this in-person training is \$35.

NEW PRINCIPAL BROKER

In addition to the information above, the Principal Broker must provide the following information.

1. If you are a NEW office, the applicant must be the Principal Broker at the office location shown on your AREC license.
2. If you are the Principal Broker at more than one location, send NCBOR a copy of the 'duplicate' license showing you as the Principal Broker at the location you are applying for.
3. **PRINCIPAL BROKERS ONLY**: Membership must be approved by the NCBOR Board of Directors. Once approved, NCBOR will provide written documentation to the MH MLS of their vote of approval.

SECONDARY BOARD MEMBERSHIP

If you want to become a secondary member to our Board, your Principal Broker is required to seek membership first and be licensed in Arkansas to participate, and all fees must be paid. Any active licensee within the firm who wishes to access our MH MLS database may also apply. REALTORS in the office who **DO NOT** wish to access MH MLS data can sign a waiver assuring they will not access the MH MLS database. An individual licensee may not participate in the MH MLS without the Principal Broker participating.

The following items will be necessary to join as a secondary member:

1. Membership application (Secondary Member Application) to be completed by **EACH ACTIVE LICENSEE** planning to participate.
2. Copy of Arkansas Real Estate License for each applicant.
3. Letter from Primary Association stating each applicant is in good standing and is a current Association member having paid their NAR & ARA dues.
4. Confirmation of Orientation & Indoctrination class completed.
5. Once we receive your application, we'll send your invoice to be paid,

NCBOR DUES SCHEDULE

Dues for NCBOR are due each year by December 31st. If dues are not received by January 31st of the following year, membership to NCBOR will be terminated, which will affect your access to MH MLS. Invoices are sent out at the beginning of November each year.

There will be an application fee of \$150 in addition to the dues.

Local Dues	\$250.00
State Dues (Arkansas Realtors Association)	\$160.00
National Realtors Association	\$195.00
Optional: ARPAC	\$50.00

Optional: Hearts & Homes	\$10.00

*Optional items are highly encouraged. ARPAC contributions are tax deductible.

MOUNTAIN HOME MULTIPLE LISTING SERVICE, INC.

Contact Information

Phone: 870-425-4500

Email: office@mtnhomemls.com

1. All annual dues (NAR/ARA/Local Primary & Secondary, if applicable) must be paid, and a confirmation of payment provided to MH MLS, prior to MH MLS activation/access. The MH MLS application form will need to be completed, signed & returned with a check to the MH MLS for the processing fee and one-time Paragon Access fee to deposit, prior to MH MLS Activation.
2. Once the Principal Broker of a new office has been approved and made active in NCBOR/MH MLS, licensees with that office location as stated on their AREC license (may need to apply for 'duplicate' license with AREC if operating in more than one location), may submit their application for NCBOR/MH MLS participation.
3. If there are any additional licensees with a Principal Brokers office that do not wish to participate in our MH MLS, then the Principal Broker will need to complete and sign our MH MLS Waiver of Subscriber fees application for each of those licensees that qualify for the waiver. Once applications are received, the MH MLS Board of Directors will review and vote on approval or not, at their regular scheduled monthly meeting by a majority vote. If the waiver is not approved by the MH MLS Board members, the Principal Broker of the office will be notified.
4. A new Principal Broker of the MH MLS will need to initial and sign the OPT IN/OPT OUT agreement, prior to any listings being input into our MH MLS. (Must OPT IN if you wish to have your listings in the feeds to websites).
5. The Principal Broker will need to complete, sign, and return the MH MLS SentiLock authorized Participant User Agreement for distribution of SentiLock lock boxes.
6. The Principal Broker and each of the licensees within an office will need to complete, sign, date and return to the MH MLS the SentiLock SentiKey Authorized User Agreement prior to receiving access.

7. Once the User Agreements are received by the MH MLS, and the SentiLock has processed the new participant, the SentiKey App will be made available.
8. If the Billing Address will be anything other than what the MH MLS application states, please inform the MH MLS immediately.
9. If you have a webpage, you may want to inquire about our IDX Rets feed provided for your MH MLS Principal Brokers. The MH MLS has an IDX contract that must be completed, signed returned and approved prior to a Rets feed being set up. (This will also require the signature of the IDX consultant with access to the website and our MH MLS data).
10. All active licensees, including the Principal Broker will need to sign the MH MLS Affidavit stating they have received a copy of the recommended procedures to follow in measuring GLA, square footage for the MH MLS data and return to MH MLS prior to input of new listings for them.