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**LEADERSHIP**

**DOWNERS GROVE**  
6655 Main Street  
Downer's Grove, IL 60516

**ROLLING MEADOWS**  
3701 Algonquin Road, Ste. 650  
Rolling Meadows, IL 60008

**LIBERTYVILLE**  
1580 S. Milwaukee Ste. 312  
Libertyville, IL 60048

**TINLEY PARK**  
16345 S. Harlem St. Ste. 200  
Tinley Park, IL 60477

Phone: 630-324-8400

Fax: 630-324-8402

**FEES FOR NEW REALTOR® OFFICE MEMBERSHIP****August 2025**

New Office Initiation Fee*	\$450.00
REALTOR® Initiation Fee **	\$300.00
Association Dues August - December 2025 ***	\$365.41
Mainstreet Advantage Fee **** August-September 2025	\$83.33
SentriLock Activation Fee ****	\$100.00
<b>Grand Total</b>	<b>\$1,289.74</b>

**New Licensee - Documents Needed**

1. Application for Membership - Email to [Membership@mainstreetrealtors.com](mailto:Membership@mainstreetrealtors.com)
2. Copy of Pass Exam
3. Proof of \$150 licensing Fee paid through IDFPR Portal

**Explanation of Costs:**

**\*New Office Initiation Fee:** Current members opening new offices pay MRED New Office Start-up Fee and Mainstreet Office Application Fee. New members opening new offices must pay New Member Fees and the New Office MRED Start-up and Mainstreet Application Fees. The New Office MRED Start-up Fee is waived ONLY if the office has been inactive for less than one year.

**\*\*REALTOR® Initiation - NON-REFUNDABLE:** This is a one-time fee as long as your Association Dues remain current. This fee is waived if applicant is a current REALTOR® member in good standing with another Association and receives MRED access through that association. We will need a letter of good standing with verifying that current State and National dues are paid. Also note a \$50 Board Transfer fee will be due at time of transfer along with applicable fees.

**\*\*\*ASSOCIATION DUES - NON-REFUNDABLE: (Local, State, and National)** Association dues are subject to change, prorated MONTHLY for new members and invoiced yearly to general membership. Any member who has not paid their Association Dues for the current year must rejoin as a New Member AND pays the New Member Initiation Fee.

**\*\*\*\*Mainstreet Advantage Fee:** Are billed Semi-Annual in the amount of \$250.00 in March, and September AND due on the 24th. You may save by opting to make a one time payment of \$490.00 for a full year of MRED Fees in March of each year. You will see this fee listed on your emailed invoice as Mainstreet Advantage Fee. To ensure your invoice doesn't go into your junk mail/spam folder, please add [accounting@mainstreetrealtors.com](mailto:accounting@mainstreetrealtors.com) to your email contacts/address book.

**\*\*\*\*\*SentriLock Activation Fee:** Is a one-time non-waivable fee to the set-up of the sentrilock equipment including the mobile application.



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## WHAT TO DO NEXT

Determine if you are going to operate as a corporation, a partnership or a sole proprietorship.

- **If you choose to form a corporation**, you must first apply to the Illinois Secretary of State to receive approval of your Corporate Name, and receive a copy of your Corporate Charter.

**Office of Illinois Secretary of State** - Dept. of Business Services  
(312) 793-3380, or Corporate Name Availability Hotline (217) 782-9520

- **If you will be using an Assumed Name for your firm (otherwise known as a DBA)**, you must obtain an Assumed Name certificate from the **County Clerk's office that your office will reside in**. Then you must publish your assumed name in a newspaper with general circulation, such as the *Chicago Tribune* or *Chicago Sun-Times*.

**Illinois Department of Financial & Professional Regulation** - Real Estate Division  
320 W. Washington Street, Springfield, IL 62786 (800) 560-6420

- **To obtain all necessary forms go to IDFP's website:** <http://www.idfpr.com/profs/REALEST.asp> and choose one of the following:

- *Real Estate Firm Application*
- *Corporation/Partnership Application*
- *Limited Liability Company Application*
- *Branch Office Application*
- *Consent to Examine and Audit Special Accounts*

- **Prior to opening your office, please consult with an appropriate tax consultant and legal counsel for your own protection.** Before you can hire any licensees, you must have an IDFP issued Corporation License or an IDFP issued Sole Proprietor License.

### SOLE PROPRIETORSHIP

The following must be submitted by IDFP by Certified or Registered mail, Return Receipt Requested:

- A copy of your 45-day Sponsor Card, issues to you.
- The appropriate licensure fee, according to Section 15 of the Real Estate License Act of 2000, and corresponding rules.
- Your Real Estate exam pass score report. A completed Consent to Audit & Examine Special Accounts Form (IDFP).



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## APPLICATION FOR NEW REALTOR® OFFICE MEMBERSHIP

I hereby apply for REALTOR® membership in the *Mainstreet Organization of REALTORS®* and enclose my check in the appropriate amount, which I understand will be returned to me in the event that I am not accepted for membership. In the event that my application is approved, I agree to familiarize myself with the duty to arbitrate business disputes in accordance with Constitutions, Bylaws, and Rules and Regulations of the Mainstreet Organization of REALTORS®, the Illinois Association of REALTORS®, and the National Association of REALTORS®. I agree that my act of paying dues shall evidence my initial and continuing commitment to abide by the Code of Ethics, Constitutions, Bylaws, Rules and Regulations and duty to arbitrate all as from time to time amended. Finally, I consent to and authorize the Association to invite and receive information and comments about me from any Member or other person. I agree that responses to any such invitation shall be conclusively deemed to be privileged and not form the basis of any action by me for slander, libel, or defamation of character.

**NOTE:** Applicant acknowledges that if accepted as a member and he/she subsequently resigns or is expelled from membership in the Association with an ethics complaint or arbitration request pending, the Board of Directors may condition renewal of membership upon the Applicant's verification that he/she will submit to the pending ethics or arbitration proceeding and will abide by the decision of the hearing panel. Applicant further acknowledges that if he/she resigns or is expelled from membership without having complied with an award in arbitration, the Board of Directors may condition that renewal of membership upon his/her payment of the award, plus any costs that have previously been established as due and payable in relation thereto, provided that the award and such costs have not, in the interim, been otherwise satisfied.

**I agree as a condition of membership to complete the JumpStart course of the Mainstreet Organization of REALTORS® and NAR code of Ethics course within the dates indicated on the Jumpstart registration at the time of membership and I understand that if I do not, my access to MRED will be suspended until I do and that all MRED fees and Board dues will continue to be invoiced and due. PLEASE NOTE: IF YOU ARE DROPPED TO A SUSPENDED STATUS, YOU WILL CONTINUE TO BE INVOICED FOR YOUR MRED FEES AND THE ANNUAL DUES, WHICH WILL BE CLASSIFIED AS A SUSPENDED ASSESSMENT UNTIL SUCH TIME AS THE COURSE(S) ARE COMPLETED.**

**\*\*I understand as being the participating REALTOR® I could become liable for any agent affiliated with my office that should fail to join or once they have joined fail to make payment for the appropriate MRED/Sentrilock and Association Dues and I will become liable for such fees.**

INITIALS: \_\_\_\_\_

The New Office MRED Start-up Fee and Mainstreet Application Fee is waived ONLY if the office has been inactive for less than one year. The Realtor Member Initiation Fee is a one-time fee as long as your Association Dues remain current. I UNDERSTAND THAT ASSOCIATION DUES ARE NOT REFUNDABLE.

By my signature below I hereby have given the Mainstreet Organization of REALTORS® the consent to contact the undersigned by telephone, facsimile transmission, electronic mail, addresses and/or telephone numbers and fax numbers at the locations below.

**I UNDERSTAND THAT ALL FEES PAID AT TIME OF JOINING OR RENEWAL OF MEMBERSHIP ARE NON-REFUNDABLE.**

**SIGNED:**

**DATE:**

*\*The JumpStart course is waived if you are a current member and have attended within the past 24 months.*

# NEW REALTOR® OFFICE APPLICATION

## OFFICE INFORMATION:

Office Name:

Office Address:

Office State: IL

Office Phone:

Corporation Type:

Office License Number:

Office City:

Office Zip Code:

Office Fax:

Corporation License #:

## OTHER ASSOCIATIONS:

Association Name:

Association From Date:

Association Thru Date:

## PERSONAL INFORMATION:

Name:

Title:

Generation:

Birth Date:

Last Four(4) Digits of your Social Security #:

Home Street Address:

Zip Code:

City:

State: IL

List any additional languages spoken:

## PROFESSIONAL INFORMATION:

State of Illinois Real Estate License #:

Website:

Biography:

List any Designations:

## CONTACT INFO:

Cell Phone:

Fax #:

Phone # to appear on listings and Sentrilock:

Primary Email:

MRED/NAR Email:

Your invoices from Mainstreet will come via e-billing (email) from [accounting@mainstreetrealtors.com](mailto:accounting@mainstreetrealtors.com). Please add [accounting@mainstreetrealtors.com](mailto:accounting@mainstreetrealtors.com) to your email contacts/address book to ensure your invoice doesn't go into your junk mail/spam folder. If you forget your connectMLS password, you will only be able to receive it via email through the MRED website. As per MRED policy, the Association **does not** give out any passwords over the phone. Mainstreet **does not** give out email to non-members.

## SOCIAL MEDIA:

Facebook:

Twitter:

Instagram:

LinkedIn:

IS THERE ANY RECORD OF OFFICIAL SANCTIONS INVOLVING UNPROFESSIONAL CONDUCT AGAINST YOU WITHIN THE LAST THREE YEARS?

ANY ALLEGED VIOLATIONS OF LICENSE LAW?



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### MAINSTREET ORGANIZATION OF REALTORS® and MRED ACCESS APPLICATION

Participant hereby applies to participate in the Mainstreet Organization of **REALTORS®** access to MRED and submits the following information:

In consideration of Mainstreet acceptance of Participation and access, Participant agrees to abide by and fully comply with the Code of Ethics of the NATIONAL ASSOCIATION OF **REALTORS®**, the Bylaws of Mainstreet and the Rules and Regulations of MRED, now and which may hereafter from time to time be in effect.

I agree as a condition of participation in MRED to abide by all relevant bylaws, rules and other obligations of participation including payment of fees. I confirm that I currently, and will on a continual and ongoing basis in the operation of my real estate business activities, actively endeavor to list real property of the type filed with MRED and/or accept offers of cooperation and compensation made by other Participants through MRED. I acknowledge that failure to abide by these conditions of participation on an ongoing basis may result in potential suspension or termination of MRED participatory rights after a hearing in accordance with MRED's established procedures.

**\*\*I understand as being the participating REALTOR® I could become liable for any agent affiliated with my office should they fail to make payment for the appropriate Association dues when they become due and payable.**

INITIALS: \_\_\_\_\_

Participant further agrees to indemnify, save, defend and hold Mainstreet and MRED, their officers, directors, employees, and agents harmless from any and all liability, obligations, claims, demands or lawsuits brought or filed against Mainstreet and MRED as a result of Participant loss, use or misuse of the MRED service, or the loss, theft, damage or injury to the property or premises of any persons arising out of or any way connected to the use of Participant or by any other person of the MRED service.

Signature:

Date:

Name:

Address:

Home Phone:



## RE: Multiple Listing Service (MLS) Access for Non-Member Licensees

Dear MRED Customer/Designated Realtor® (DR):

Please be advised that MRED continues to enforce its policy that all licensees associated with MRED Broker participants must pay for MLS services.

In the past, MRED had been made aware there are a number of licensees who do not pay Realtor® dues but are sponsored by Brokers that participate in MRED. Per MRED Rules, all sponsored licensees of a participating Broker must pay for MLS services. This issue exists because some licensees choose not to be Realtors®. While they are free to do that, MRED in consultation with the National Association of Realtors® (NAR) has determined that pursuant to NAR policy it must provide these licensees MLS services and charge them for it.

What this means is you will continue to receive bills from your Association for the MLS access fees associated with these non-member licensees in your office. As the Broker you are responsible for the payment of these access fees. You are billed for these fees as procedures regarding direct agent billing do not extend to those who are not members of the local associations.

Please note that violations of this policy can result in \$2,500 fines for each occurrence. Neither your association nor MRED is interested in the issuance or collection of any of these fines, but we will proceed nonetheless if that is what it takes to insure that everyone with access to the system is paying their share.

Thank you.

-----

I have read the above information and will abide by MRED Rules and Regulations.

Signature:

Date:



REBECCA JENSEN, CHIEF EXECUTIVE OFFICER  
2443 WARRENVILLE ROAD, SUITE 600  
LISLE, IL 60532  
T 630-955-0011 F 630-955-035 MREDLLC.COM





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## JUMPSTART ONE-AND-A-HALF-DAY REGISTRATION FORM

I agree as a condition of membership to complete the JumpStart course of the Mainstreet Organization of REALTORS® and NAR code of Ethics course within the dates listed below for new membership. I understand that I must complete the NAR online COE prior to my registered course.

I also understand that if I do not, my access to the MRED will be suspended until I do and that all MRED fees and Board dues will continue to be invoiced and due. THEY WILL BE CLASSIFIED AS SUSPENDED ASSESSMENT UNTIL SUCH TIME AS THE COURSES ARE COMPLETED.

### CLASS LOCATION

**LIVESTREAM VIA ZOOM**

### TIME

Sign-in for JumpStart begins at 8:00 a.m. on both days. The **full class** (first day) starts promptly at 8:30 a.m. and lasts until 5:00 p.m. The **half-day class** (second day) starts promptly at 8:30 a.m. and lasts until 12:00 noon. To avoid disruptions, late arrivals will not be admitted.

**PLEASE NOTE:** IF YOU FAIL TO ATTEND EITHER SESSION, YOU WILL BE REQUIRED TO REPEAT BOTH DAYS.

You must reschedule **BOTH SESSIONS** at least 48 hours prior to the **FIRST** session to avoid a "no-show" fee. If you fail to attend the FULL DAY session, your Broker will be billed a \$75.00 'no show' fee. If you fail to attend the HALF-DAY session, your Broker will be billed a \$25.00 'no show' fee. Anyone leaving before the end of either class does not receive credit and must repeat BOTH sessions.

I agree as a condition of membership to complete the JumpStart course of the Mainstreet Organization of REALTORS® and NAR code of Ethics course as indicated above. And I understand that if I do not, my access to MRED/Sentrilock/Forewarn will be suspended until I do and that all MORE Advantage fees and Board dues will continue to be invoiced and due.

THEY WILL BE CLASSIFIED AS A SUSPENDED ASSESSMENT UNTIL SUCH TIME AS THE COURSES ARE COMPLETED.

Below is the date and location you can chose within your required timeline:

August 19-20, 2025 (Tu-W)  
September 11-12, 2025 (Th-F)

**LIVESTREAM**  
**LIVESTREAM**

October 14-15, 2025 (Tu-W)  
November 3-4, 2025 (M-Tu)

**LIVESTREAM**  
**LIVESTREAM**

NAME: \_\_\_\_\_

CONTACT PHONE: \_\_\_\_\_

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

Today's Date: \_\_\_\_\_



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## MAINSTREET-AGENT CREDIT CARD PARTICIPATION AUTHORIZATION

**I hereby apply for REALTORS® Membership and/or New Office Membership at Mainstreet. Enclosed is my payment for all applicable dues and fees.**

**I understand that Association of Dues are not refundable.**

In the event my application is approved, I agree to thoroughly familiarize myself with the Code of Ethics of the National Association of REALTORS®, including the duty to arbitrate business disputes in accordance with the constitutions, by-laws and rules and regulations of the Mainstreet Organization of REALTORS®, the Illinois Association of REALTORS®, and the National Association of REALTORS®.

I further acknowledge that my act of paying dues shall evidence my initial and continuing commitment to abide by the aforementioned Code of Ethics, constitutions, by-laws, rules and regulations and duty to arbitrate all as from time to time amended.

Finally, I consent to and authorize the association through its membership committee or otherwise, to invite and receive information and comment about me from any member or other person. I further agree that any information and comment furnished to the Association by any member or other person in response to any such invitation shall be conclusively deemed to be privileged and not form the basis of any action by me for slander, libel, or defamation of character.

I am aware that the initiation fee is a one-time fee **as long as my dues remain current**. I understand that if I let my membership dues lapse past the dues payment final deadline; I will be required to reapply for membership as a new member and to pay all applicable dues and fees at that time.

Signature:		Date:	
Name:			
Address:			
Card: Visa			
Name as it appears on the credit card:			
Credit Card #:		Exp Date:	





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## **Mainstreet Organization of REALTORS® SentiLock User Agreement**

Your SentiLock Lockbox System is licensed by Mainstreet Organization of REALTORS®. Mainstreet is committed to maintaining the integrity of the SentiLock System to ensure that you and your clients receive the protection you expect. To that end, Mainstreet requires SentiLock Users to be responsible and committed to the security of the lockbox system. It is important that SentiLock Users understand the security the system provides to clients as well as the responsibilities expected of them.

**SECURITY OF SENTRICARD:** SentiLock User agrees:

- To keep the SentiCard in SentiLock User's possession or in a secure place at all times;
- To not allow your PIN Number (or personal ID Number) to be attached to the SentiCard;
- not provide access to your SentiCard to any other person, for any purpose whatsoever, or permit the SentiCard to be used for any purpose by any other person (i.e. licensed or unlicensed assistant(s), co-lister(s), etc.);
- To follow any additional security procedures as may be specified by Mainstreet;

**SECURITY OF LOCKBOXES:** SentiLock User understands that when issuing or receiving a One Day Code, you should take responsible steps to ensure that the One Day Code will not be misused. SentiLock User agrees:

- To ensure One Day Codes are only given as previously approved by the seller;
- That you are the only person to use a One Day Code and should take responsible steps to ensure security of that code;
- To review Mainstreet Organization of REALTORS®' *Best Practices for Issuing One Day Codes*;
- To be responsible in communicating said best practices to any third-party showing service and understands that you are responsible for the actions of any third-party showing service.

**SECURITY OF SENTRISMART APP:** SentiLock User understands that the mobile SentiSmart app is an extension of the SentiCard, and therefore agrees to treat the app as one would the SentiCard. SentiLock User also agrees:

- To not provide access to the SentiSmart App to any other person, for any other purpose whatsoever, or permit the SentiSmart App to be used for any purpose by any other person (i.e. licensed or unlicensed assistant(s), co-lister(s) team member(s) etc);
- To not provide any mobile access code for any lockbox to any other person.

**AUTHORIZATION:** SentiLock User agrees to secure the prior authorization from an owner or tenant of any property listed for sale or lease prior to the installation and use of a Lockbox on said property.

Violation of any portion of this Agreement or of applicable rules may subject SentiLock User to a fine up to \$5,000 or possible Code of Ethics charges.

I have read the above information and agree to abide by this and any additional security procedures as may be specified by Mainstreet Organization of REALTORS®.

Signature:

Date: