

# Primary REALTOR® Membership Application

North Bay Association of REALTORS® | Effective October 13, 2025



## Important Information

- All questions must be completed to process the application; please submit to [info@nba.realtor](mailto:info@nba.realtor).
- Applicant information must be updated with the CA Department of Real Estate prior to processing.
- Dues and assessments are set forth separately in [Exhibit A: Membership Dues and Assessments](#)

## I am applying for the following category of membership:

- Designated REALTOR®:** The Designated REALTOR® is the individual responsible for the real estate office and is authorized to act on behalf of the firm. This includes the authority to sign contracts, make binding decisions for the company, and represent the firm in all official matters. In accordance with National Association of REALTORS® (NAR) policy, a "principal" - and therefore eligible to be a Designated REALTOR® - includes sole proprietors, partners in partnerships, corporate officers, and majority shareholders in corporations.
- REALTOR®: I am:**
  - Branch/Office Manager
  - Authorized Contact
  - Licensed Agent

## Applicant License Information

1. **Name** (as it appears on your license): \_\_\_\_\_

2. **Brokerage Name:** \_\_\_\_\_

*This is the broker/brokerage under which you will be doing business, and under which the DRE has issued your license and/or approved your DBA.*

3. **Address (brokerage):** \_\_\_\_\_  
Street City State Zip Code

4. **Phone Numbers:** \_\_\_\_\_  
Phone (brokerage main) Phone (brokerage direct)

- SMS opt-in:** I agree to receive text messages (SMS) from the North Bay Association of REALTORS® related to membership communications, events, dues reminders, and Association updates. Message frequency may vary. Message and data rates may apply. Reply STOP to opt out at any time or HELP for help. View our Privacy Policy: <https://nba.realtor/membership/join/>

5. **List all other DBAs:** \_\_\_\_\_

6. **List your applicable license/s corresponding with this application:**

|                | DRE License Number | Expiration Date |
|----------------|--------------------|-----------------|
| Broker License | _____              | _____           |

Salesperson License \_\_\_\_\_

7. Other Professional Designations (e.g., GRI, CRS, etc.): \_\_\_\_\_

| 8. Primary Specialty (select all that apply):     |  |                                      |
|---|--|--------------------------------------|
| <input type="checkbox"/> Ag/Farm and Land         | <input type="checkbox"/> Commercial/Industrial | <input type="checkbox"/> Residential |
| <input type="checkbox"/> Appraising               | <input type="checkbox"/> Mortgage Financing    | <input type="checkbox"/> Other:      |
| <input type="checkbox"/> Building and Development | <input type="checkbox"/> Property Management   |                                      |
| Description of Specialty:                         |  |                                      |
|   |  |                                      |

9. List all REALTOR® Boards/Associations and MLSs to which you currently or previously belonged:

10.NAR Member ID/My NRDS #: \_\_\_\_\_

### Applicant General Information

11. Name (preferred): \_\_\_\_\_

12. Address (home): \_\_\_\_\_

Street City State Zip Code

Preferred Primary Mailing Address:  Home  Brokerage/Office

13. Phone Numbers: \_\_\_\_\_

Phone (mobile) Phone (home/other)

Preferred Primary Phone:  Mobile  Home/Other  Brokerage Main  Brokerage Direct

14. Email Address (primary): \_\_\_\_\_

15. Website Address (primary): \_\_\_\_\_

16. Date of Birth (MM/DD/YYYY): \_\_\_\_\_

| 17. Chapter/Market Area Selection   |  |  |
|---|--|--|
| 17a. Please select your PRIMARY chapter/market area (select only one):    |  |  |
| <input type="checkbox"/> Mendocino/Lake                                   | <input type="checkbox"/> Petaluma            | <input type="checkbox"/> Sonoma Valley                                     |
| <input type="checkbox"/> Napa County                                      | <input type="checkbox"/> Rohnert Park/Cotati | <input type="checkbox"/> West Sonoma County<br>(Sebastopol, Russian River) |
| <input type="checkbox"/> North Sonoma County<br>(Healdsburg, Cloverdale)  | <input type="checkbox"/> Santa Rosa          | <input type="checkbox"/> Windsor   |
| 17b. Please select your SECONDARY chapter/market area (select up to two): |  |  |
| <input type="checkbox"/> Mendocino/Lake                                   | <input type="checkbox"/> Petaluma            | <input type="checkbox"/> Sonoma Valley                                     |
| <input type="checkbox"/> Napa County                                      | <input type="checkbox"/> Rohnert Park/Cotati | <input type="checkbox"/> West Sonoma County                                |

|                          |   |                          |                             |
|--------------------------|---|--------------------------|-----------------------------|
|                          |   |                          | (Sebastopol, Russian River) |
| <input type="checkbox"/> | North Sonoma County<br>(Healdsburg, Cloverdale) | <input type="checkbox"/> | Santa Rosa                  |
| <input type="checkbox"/> |   | <input type="checkbox"/> | Windsor                     |

**18. I hereby certify as follows:**

- a) I have no record of official sanctions rendered within the last three (3) years by any court or other lawful authority for any violation of any **civil rights law**.
  - Yes, I certify.
  - No, I cannot certify.
  
- b) I have no record of official sanctions rendered within the last three (3) years by any court or other lawful authority (including, without limitation, the California Department of Real Estate) for any violation of any **real estate license law**.
  - Yes, I certify.
  - No, I cannot certify.
  
- c) I have no record of any **criminal conviction** within the past ten (10) years where the crime was punishable by death or imprisonment in excess of one (1) year under the law under which the applicant was convicted. The ten (10) year period is measured from the date of the conviction or the date the applicant was released from the confinement imposed for that conviction, whichever is the later date.
  - Yes, I certify.
  - No, I cannot certify.

**If you cannot certify any of the above, please attach additional sheets with all relevant details about the violation/s, including the date/s, type/s of violation/s, and a copy of the discipline, if any.**

- d) Have you ever been **disciplined by any Board/Association** or MLS?
  - Yes. *If yes, attach copies of the discipline.*
  - No

**19. Designated REALTOR®:** Persons other than principals, partners, corporate officers, or branch office managers of real estate firms must remain employed by or affiliated with a Designated REALTOR® to be eligible for REALTOR® membership. If applicable, please complete below. (Note: At the end of the application, those named below will be necessary application signers).

Name of Designated REALTOR® Broker: \_\_\_\_\_  
Please Print

Designated REALTORS® DRE License #: \_\_\_\_\_

**20. DESIGNATED REALTOR® APPLICANTS ONLY**

- a) Each sole proprietor, partner, or corporate officer of the real estate firm who is actively engaged in the real estate business within California or within the state in which the real estate firm is located shall be required to become a REALTOR® member if any other principal of such firm, partnership or corporation is a REALTOR® member with those states. **I certify that each sole proprietor, or corporate officer of the real estate firm, if any, who is actively engaging in the real estate business within California or with the state in which the real estate firm is located is a REALTOR® member.**
  - Yes, I certify.
  - No, I cannot certify.

- b) Designated REALTOR® applicants must provide the Association a list of licensees employed by or affiliated with them and must also regularly update the Association on any changes, additions, or deletions from the list. On a separate sheet or form, please list all licensees under your license, including their name, the type of license, and their DRE License #.
- i. Are you or your firm subject to any pending bankruptcy proceedings?  
 Yes                       No
  - ii. Have you or your firm been adjudged bankrupt within the last three (3) years?  
 Yes                       No
  - iii. If you answered yes to (i) or (ii), you may be required to make cash dues payments in advance.

### Acknowledgements and Agreement: Primary REALTOR® Membership

1. **Bylaws, Policies, and Rules:** When applying for Designated REALTOR® and REALTOR® membership, upon acceptance and payment of all dues and assessments, I will automatically become a member of the California Association of REALTORS® and the National Association of REALTORS®, as well as my local Association. I agree to abide by the current bylaws, policies and rules of the Association, the bylaws, policies and rules of the California Association of REALTORS®, including the [California Code of Ethics and Arbitration Manual](#) and the constitution, bylaws, policies and rules of the National Association of REALTORS®, including the NAR Code of Ethics, all as may from time to time be amended.
2. **Use of the Term REALTOR®:** I understand that the professional designations REALTOR® and REALTORS® are federally registered trademarks of the National Association of REALTORS® (N.A.R.) and use of these designations is subject to N.A.R. rules and regulation. I agree that I cannot use these professional designations until this application is approved, all my membership requirements are completed, and I am notified of membership approval in one of these designations. I further agree that should I cease to be a REALTOR®, I will discontinue use of the term REALTOR® in all certificates, signs, seals or any other medium.
3. **Orientation.** I understand that the Association requires orientation and that I must complete such orientation by the deadline set by the Association for provisional membership (120 days from join date). I understand that unless or until I complete required orientation in a timely manner, said provisional membership will be dropped upon expiration of the deadline set.
4. **License Validity:** I understand that if my license is terminated, lapses or inactivated at any time, my REALTOR® membership is subject to immediate termination.
5. **Member Records:** I understand that I am responsible for ensuring my **member record and contact information** are up to date. This can be accomplished by accessing my member dashboard on the Association’s website, or emailing the information to [info@nba.realtor](mailto:info@nba.realtor).

Applicant’s Initials: \_\_\_\_\_

**6. Dues & Refunds.** I understand that I am responsible for submitting dues payments annually on or before January 1, and that a non-refundable late fee is automatically assessed when dues are 14-days delinquent. I understand that my Association dues and fees are non-refundable. In the event I fail to maintain eligibility for membership for any reason, I understand I will not be entitled to a refund of my dues or fees.

**Applicant's Initials:** \_\_\_\_\_

**7. Authorization to Release and Use Information (Waiver):** I authorize the Association or its representatives to verify any information provided by me in this application by any method including contacting the California Department of Real Estate, my current or past responsible broker or designated REALTOR®, or any Association or MLS where I held, or continue to hold, any type of membership. I further authorize any Association or MLS where I held, continue to hold, any type of membership to release all my membership or disciplinary records to this Association, including information regarding (i) all final findings of Code of Ethics violations or other membership duties within the past three (3) years; (ii) pending ethics complaints (or hearings); (iii) unsatisfied discipline pending; (iv) pending arbitration requests (or hearings); and (v) unpaid arbitration awards or unpaid financial obligations. I understand that any information gathered under this authorization may be used in evaluating my application for membership and future disciplinary sanctions. I waive any legal claim or cause of action against the Association, its agents, employees or members including, but not limited to, slander, libel or defamation of character, that may arise from any action taken to verify, evaluate or process this application or other use of the information authorized and released hereunder.

**8. Communications:** I expressly authorize the Association, including the local, state, and national, or their subsidiaries or representatives to email, telephone, text, or send by U.S. mail to me, at the e-mail address, telephone number, text number, and physical addresses above, for any and all Association (including the local, state and national, or their subsidiaries or representatives) communications, including but not limited to those for political purposes and/or material advertising the availability of or quality of any property, goods or services offered, endorsed or promoted by the Association (including the local, state and national, or their subsidiaries or representatives).

**9. Arbitration Agreement:** A condition of membership in the Association as a REALTOR® is that I agree to binding arbitration of disputes. As a REALTOR® (including Designated REALTOR®) member, I agree for myself and the corporation or firm for which I act as a partner, officer, principal, or branch office manager to binding arbitration of disputes with (i) other REALTOR® members of this Association; (ii) with any member of the California or National Association of REALTORS®; and (iii) any client provided the client agrees to binding arbitration at the Association. Any arbitration under this agreement shall be conducted using the Association facilities and in accordance with the Association rules and procedures for arbitration, pursuant to the [California Code of Ethics and Arbitration Manual](#).

**10. Certifications and Signatures:** I certify that I have read and agree to the terms and conditions of this application and that all information given in this application is true and correct.

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

\_\_\_\_\_  
Date of Signature

\_\_\_\_\_  
Designated REALTOR® / Broker Signature

\_\_\_\_\_  
Date of Signature

Please submit completed application to [info@nba.realtor](mailto:info@nba.realtor). Incomplete applications cannot be processed. Please contact our Member Services team with any questions, thank you.