

Broker Membership Application

The Kerrville Board of REALTORS® is an “all REALTOR®” Board meaning all applicants holding an active real estate license will be REALTOR® members when joining the Kerrville Board of REALTORS®.

Applying for Membership

Applicants for membership (primary or secondary) must complete an application form, pay the required dues and fees, attend a 2 1/2-hour new member orientation session, attend a 3-hour MLS training and be approved by the Board of Directors. Brokers-Owners who wish to participate in the MLS must complete a separate MLS application and pay the MLS application fee and applicable quarterly service fee.

Dues & Fees

Applicants must pay the REALTOR® application fee and annual membership dues at time of application. Annual dues include amounts for the local, state, and national associations, and are prorated according to month joining or if a previous NAR/TR REALTOR® member, the deactivation date if less than one year. Dues payments to the board are not tax deductible as charitable contributions. Portions of such payments may be tax deductible as ordinary and necessary business expenses.

REALTOR® Application Fee:	\$150.00 (one-time fee based on continuous membership, not pro-rated)
Annual Membership Dues:	\$508.00* (prorated monthly)

MLS Application Fee (brokers only)	\$300.00* (based on continuous membership)
Quarterly MLS Fee KBOR members:	\$108.00** (prorated monthly @ \$36/mo)
(Quarters are Jan 1-Mar 31; April 1-Jun 30; Jul 1-Sep 30; Oct 1-Dec 31)	

New Member Code of Ethics, Fair Housing, Orientation, and MLS Training

Each applicant must complete new member code of ethics training, fair housing training, new member orientation and MLS training **within 30 days of submitting an application** for membership.

For new members, code of ethics training must be taken on-line at <https://www.nar.realtor/about-nar/governing-documents/code-of-ethics/code-of-ethics-training/code-of-ethics-training-for-new-members>. You will need your National REALTOR® Member 1st (M1) number. This number will be provided once your application is processed.

For new members, fair housing training must be taken on-line at [Fairhaven.realtor](https://www.fairhaven.realtor). (same login credentials are used as the [nar.realtor](https://www.nar.realtor) website). This course is free to REALTOR® members. Click Register to begin course - estimated time 2 hours.

Local orientation is held on the **first Thursday** each month, from **9:00-11:30 a.m. at the Kerrville Board of REALTORS® Education Center located at 328 Jefferson St., Kerrville**. You will receive an email a few days before requesting your confirmation of attendance.

MLS Training is held on the **first Thursday** of each month, from **1:30-4:30 p.m. at the Kerrville Board of REALTORS® Education Center located at 328 Jefferson St., Kerrville**. You will receive an email a few days before requesting your confirmation of attendance.

MLS Participation

Brokers may subscribe to MLS services by completing an application and paying a one-time application fee with continuous service. Broker will then be assessed quarterly MLS fees for themselves and each licensee under their sponsorship. It is the broker's responsibility to collect the fees** and submit a single payment. An MLS Waiver may be signed if sponsored agent(s) will not access the MLS system.

SentriLock Service (OPTIONAL) - \$180.30/year (prorated depending on month leased)

Any MLS Participant or user may apply to participate in SentriLock. This is not a requirement from KBOR or the KBOR MLS. The billing year is August 1 through July 31. Lockboxes are provided to MLS agents with the understanding when they are done with a box on a listing it will be returned to the Board office for future assignment. SentriLock Guidelines will be provided at the New Member Orientation.

Kerrville Board of REALTORS®, 328 Jefferson St., Kerrville, TX 78028
Ph. 830-896-1255 / Fax 830-896-1271 / Website: www.kerrvillerealtors.com
Email: office@kerrvillerealtors.com

Save as a .pdf then email completed document to application@kerrvillerealtors.com
KBOR Staff will contact you for your credit card information

2026 REALTOR® Dues

Month in which your real estate license is sponsored by a member broker.
(Dues & fees are calculated from your broker sponsorship date or if less than 1 year from previous active membership date.)

REALTOR® Application Fee: \$150.00 (one-time fee based on continuous membership, not prorated)

	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
Kerrville Board of REALTORS®	\$150.00	\$137.50	\$125.00	\$112.50	\$100.00	\$87.50	\$75.00	\$62.50	\$50.00	\$37.50	\$25.00	\$12.50
Texas REALTORS®	\$117.00	\$107.25	\$97.50	\$87.75	\$78.00	\$68.25	\$58.50	\$48.75	\$39.00	\$29.25	\$19.50	\$9.75
TR Issues Mobilization	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00
Legal Fund Assessment	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
National Association of REALTORS®	\$156.00	\$143.00	\$130.00	\$117.00	\$104.00	\$91.00	\$78.00	\$65.00	\$52.00	\$39.00	\$26.00	\$13.00
NAR Public Awareness Campaign	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00

Total annual dues:

One-time new member fee \$150.00:	\$508.00	\$472.75	\$437.50	\$402.25	\$367.00	\$331.75	\$296.50	\$261.25	\$226.00	\$190.75	\$155.50	\$120.25
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Subtotal before TREPAC

Voluntary TREPAC Investment: \$35.00	\$658.00	\$622.75	\$587.50	\$552.25	\$517.00	\$481.75	\$446.50	\$411.25	\$376.00	\$340.75	\$305.50	\$270.25
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Total new member dues:

	\$693.00	\$657.75	\$622.50	\$587.25	\$552.00	\$516.75	\$481.50	\$446.25	\$411.00	\$375.75	\$340.50	\$305.25
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MLS Service Fees

When initially joining the Kerrville MLS the service fee for that quarter is collected with membership
MLS service fees are billed quarterly to the sponsoring broker after joining.

If a REALTOR® joins in the 2nd or 3rd month of the quarter the MLS service fee is pro-rated \$36.00 per month remaining in quarter.
(MLS service fees are not prorated by day in the month.)

January 1 – March 31	\$108	July 1 – September 30	\$108
April 1 – June 30	\$108	October 1 – December 31	\$108

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Application Check-List

- ☐ Application (completed including signature)
- ☐ In Case of Emergency Form Completed
- ☐ If applicable, MLS Access Form (completed including signatures)
- ☐ Attached/mailed a copy of TREC/TALCB License (not TREC profile page with education)
- ☐ Email .jpeg file of headshot photo of yourself and copy logo to application@kerrvillerealtors.com



APPLICATION FOR BOARD MEMBERSHIP

Applicant's Name:

I hereby apply for REALTOR® (primary, secondary, Designated) membership in the Kerrville Board of REALTORS® and enclose my check in the amount of \$ 150.00 for a one time application fee and

\$ ** for my 20 Dues, which I understand will be returned to me in the event I am not accepted to membership. I agree as a condition of membership to complete the indoctrination course of the Kerrville Board of REALTORS® and otherwise on my own initiative to thoroughly familiarize myself with the Code of Ethics of the NATIONAL ASSOCIATION OF REALTORS®, including the duty to arbitrate contractual and specific non-contractual disputes in accordance with Article 17 of the Code of Ethics and the *Code of Ethics and Arbitration Manual of the Board*, and the Constitution, Bylaws, and Rules and Regulations of the Kerrville Board of REALTORS®, the State Association and the National Association, and I further agree to complete satisfactorily a reasonable and nondiscriminatory written examination covering such Code, Constitutions, Bylaws, Rules and Regulations, and duty to arbitrate. I further agree that my act of paying dues shall evidence my initial and continuing commitment to abide by the aforementioned Code of Ethics, Constitutions, Bylaws, Rules and Regulations, and duty to arbitrate, all as from time to time amended. Finally, I consent and authorize the Board, through its Membership Committee or otherwise, to invite and receive information and comment about me from any Member or other person, and I agree that any information and comment furnished to the Board 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.

NOTE: Applicant acknowledges that the board will maintain a membership file of information which may be shared with other boards/associations where applicant subsequently seeks membership. This file shall include: previous applications for membership; all final findings of Code of Ethics violations and violations of other membership duties within the past three (3) years; pending complaints alleging violations of the Code of Ethics or alleging violations of other membership duties; incomplete or pending disciplinary measures; pending arbitration requests; and information related to unpaid arbitration awards or unpaid financial obligations to the board or its MLS.

NOTE: Applicant acknowledges that if accepted as a member and he/she subsequently resigns from the board or otherwise causes membership to terminate with an ethics complaint pending, the Board of Directors may condition renewal of membership upon applicant's certification that he/she will submit to the pending ethics proceeding and will abide by the decision of the hearing panel. If applicant resigns or otherwise causes membership to terminate the duty to submit to arbitration continues in effect even after membership lapses or is terminated, provided the dispute arose while applicant was a REALTOR®.

NOTE: *One time application fee is based on continuous membership. **Amount shown is prorated according to broker sponsor date or if a previous NAR & Texas REALTOR® member, the deactivation date if less than one year. Dues payments to the board are not tax deductible as charitable contributions. Portions of such payments may be tax deductible as ordinary and necessary business expenses.

Save as a .pdf then email completed document to application@kerrvillerealtors.com
KBOR Staff will contact you for your credit card information

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Section I.

Name as shown on real estate license:

Nickname:

TREC/TALCB license #:

Corporate # (if applicable):

Name of firm:

Is this office your principal place of business? ☐ Yes ☐ No

Position with firm: ☐ Principal ☐ Partner ☐ Corporate officer ☐ Branch office manager

Office street address:

City:

Zip Code:

Office mailing address:

(if different)

City:

Zip Code:

Office phone number w/area code:

Office fax number w/area code:

Office website:

Home street address:

City:

Zip Code:

Home mailing address:

(if different)

City:

Zip Code:

Cell/mobile number w/area code:

Cell Provider:

Business Email address:

Personal Email address:

Preferred mailing address: ☐ Office ☐ Home (street) ☐ Home (mailing)

Preferred phone contact: ☐ Office ☐ Cell

Are you presently a member of another Association of REALTORS® in Texas or other state? ☐ Yes ☐ No

If yes, name of Association and type of membership held:

Have you previously held membership in another Association of REALTORS® in Texas or other state?

☐ Yes ☐ No If yes, name of Association and type of membership held:

If you are now or have ever been a REALTOR®, indicate your NAR Member 1st (M1) #:

Last date (year) of completion of NAR's Code of Ethics training requirement:

Last date (year) of completion of Fair Housing training requirement:

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Are you a principal, partner, corporate officer or branch office manager?

☐ Yes ☐ No

List the names and titles of all other principals, partners, or corporate officers of your firm:

List the names and addresses of all branch offices or other real estate firms in which you are a principal, partner, or corporate officer:

Structure of firm: ☐ Sole Proprietor ☐ DBA ☐ Partnership ☐ Corporation

Business and Credit References:

Name(s) of bank(s):

Are you, or is any real estate firm in which you are a sole proprietor, general partner or corporate officer, involved in any pending bankruptcy or insolvency proceeding or have you or any real estate firm in which you are a sole proprietor, general partner or corporate officer been adjudged bankrupt in the past three (3) years?

☐ Yes ☐ No

If yes, specify the places(s) and date(s) of such action, and detail the circumstances relating thereto (attach a separate sheet if necessary):

NOTE: Applicant acknowledges if the applicant – or any real estate firm of which the applicant is a sole proprietor, general partner, or corporate officer – is involved in any pending bankruptcy or insolvency proceedings or has been adjudged bankrupt in the past three (3) years, the board may require, as a condition of membership, the applicant pay cash in advance for board and MLS fees for up to one (1) year from the date membership is approved or from the date the applicant is discharged from bankruptcy (whichever is later) or, in the event bankruptcy proceedings are initiated subsequent to obtaining membership in the board, the member may be placed on a “cash basis” from the date bankruptcy is initiated until one (1) year from the date the member has been discharged from bankruptcy.

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Do you hold, or have you ever held, a real estate license in any other state? ☐ Yes ☐ No

If yes, please specify name of state and license number:

Has your real estate license, in this or any other state, been suspended or revoked? ☐ Yes ☐ No

If yes, specify the place(s) and date(s) of such action(s), and detail the circumstances relating thereto (attach a separate sheet if necessary):

Are there now any pending or unresolved complaints, or have there been within the past 3 years, against you or the firm with which you have been associated before any state real estate regulatory agency or any other agency of government? ☐ Yes ☐ No

If yes, specify the substance of each complaint in each state, the agency before which complaint was made, and the current status or resolution of the complaint (attach a separate sheet if necessary):

Have you ever been convicted of a felony? ☐ Yes ☐ No

If yes, give details, including state and court of conviction (attach a separate sheet if necessary):

Are you a member of an Institute, Society or Council affiliated with the National Association of REALTORS®?

☐ Yes ☐ No

If yes, please indicate the name of the affiliated institute, society, and/or council:

Please attach a copy of your Real Estate License with your application.

Section II.

(Information supplied under section II will assist the board in establishing historical data regarding its members. Information furnished in section II will not be used in evaluating an applicant's qualifications for membership.)

Place of birth:

Date of birth:

Highest level of education completed:

Year first entered the real estate business: at (city):

Have you been engaged continuously in the business since then: ☐ Yes ☐ No

If not, what years were you in the business:

How many years have you held a real estate license?

As a salesperson: As a broker:

Other: (specify what area):

What professional designations, if any, do you hold?

In what other businesses have you been engaged?

Years: to

Years: to

Are you employed by or engaged in any other business or profession? ☐ Yes ☐ No

If yes, give position and location:

Resident here since: Previous residence:

All REALTOR® applicants are required to attend an orientation class within 30 days to complete the membership process.

I agree to pay the fees and dues as from time to time established. I understand by providing my mailing address, email address, telephone number (landline or cell), and fax number above, I consent to receive communications sent from the Kerrville Board of REALTORS®, Texas REALTORS®, and the National Association of REALTORS® at those numbers and locations.

I hereby certify the foregoing information furnished by me is true and correct, and I agree failure to provide complete and accurate information as requested, or any misstatement of fact, may be grounds for revocation of my membership, if granted.

Signature

Date

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Designated REALTOR® Certification Form

Name of Firm:

Is hereby naming:

TREC/TALCB License #:

as the Designated REALTOR® of this firm. This Designated REALTOR® shall be responsible for all duties and obligations of membership, including the obligation to arbitrate pursuant to Article 17 of the Code of Ethics and the payment of Board dues as established in Article X of the Bylaws. The "Designated" REALTOR® must be a sole proprietor, partner, corporate officer or branch manager acting on behalf of the firm's principal(s) and must meet all other qualifications for REALTOR® membership established in Article V, Section 2 of the Bylaws."

Name of Principal:

(print name)

Signature:

Date:

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NAME

PRIMARY BOARD

[illegible]

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In Case of Emergency

Please call the following person should an emergency happen to me while at a KBOR event or education class.

Your Name:

Name of Contact: Relationship:

Phone # with area code:

This is their: ☐ Cell ☐ Work ☐ Home

Save as a .pdf then email completed document to application@kerrvillerealtors.com
KBOR Staff will contact you for your credit card information.

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APPLICATION FOR MEMBERSHIP IN MULTIPLE LISTING SERVICE

Participant (Broker/Appraiser) Name:

Name of Firm:

Firm Street Address:

City:

Zip Code:

Firm Mailing Address:

City:

Zip Code:

Broker/Appraiser Direct Email:

General Firm Email:

Website:

Firm Phone w/area code:

Fax w/area code:

Cell phone w/area code:

Cell Provider:

Board/Association where primary membership is held:

****Application Fee of \$300 and quarterly MLS Service Fee of \$108.00**

Broker will then be assessed quarterly MLS fees for themselves and each licensee under their sponsorship. It is the broker's responsibility to collect the fees** and submit a single payment.

I understand the application fee is with continuous service. Should I cancel the service or the service is deactivated and I return after 30 days the application fee and all past due amounts must be paid before reactivation is implemented. MLS R&R Sect 6 & 7

I agree as a condition of participation in the MLS to abide by all relevant bylaws, rules and regulations and other obligations of participation, including payment of fees. I further agree to be bound by the Code of Ethics on the same terms and conditions as board/association members, as established in the *Code of Ethics and Arbitration Manual*, including the obligation to submit to ethics hearings and the duty to arbitrate contractual and specific non-contractual disputes with other REALTORS® in accordance with the established procedures of the board/association. I understand a violation of the Code of Ethics may result in suspension or termination of MLS rights and privileges and I may be assessed an administrative processing fee not to exceed \$500 which may be in addition to any discipline, including fines, may be imposed. I understand by providing the mailing address, fax number, and email address above, I am authorized and hereby consent for the company to receive fax, emails, or text messages sent by or on behalf of the Kerrville Board of REALTORS®.

Signature of Participant (Broker/Appraiser)

Date

Individual Broker/Appraiser License #:

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KERRVILLE BOARD OF REALTORS® MLS ACCESS FOR BROKERS

Your Name: License #
Firm Name:

The MLS system will show the office phone number for all agents. It can also display two other contact numbers. Which contact numbers would you like to have in the MLS System? Your name and primary phone number will be displayed at the bottom of your listings along with your e-mail and website address.

Primary phone # w/area code Secondary phone # w/area code:
☐ Office ☐ Cell/Mobile ☐ Office ☐ Cell/Mobile

Cell Phone Provider:

Broker/Appraiser Direct Email:

Website:

Each agent in the office, along with any staff (paid employees) who will be entering and maintaining MLS listings, must complete an MLS Access form. ***An MLS Waiver is available for sponsored agents not wanting KBOR MLS access. Contact KBOR for waiver form.**

Security Levels

All Brokers will be assigned Broker Security Level. It is up to the broker to assign security levels for any sponsored agents. Please indicate what security level you would like sponsored agents to be assigned. If you want different security levels for each individual include list of agent names and their security level with application.

The MLS System has 4 different security levels:

- 1 - Agent w/Listing Approval – Able to view listings, but not able to enter/maintain any listings
- 2 - Agent – Able to view listings and enter/maintain their own listings
- 3 - Broker – Able to view listings and enter/maintain all office listings

Security level for agents:

See page 4 for unlicensed Office Staff Access Form

***I acknowledge that the Logon Name and Password that are assigned to me are unique and highly confidential. I agree that I will keep the Logon Name and Password confidential and that I will not share them with, or otherwise disclose them to, any other person (including another Broker with my firm), nor will I allow another person to access the MLS using my Logon Name and Password. I acknowledge that, upon breach of this nondisclosure obligation, Systems Engineering, Incorporated (Navica) will have the right to terminate my MLS access/privileges.**

☐ **I have read and agree to this paragraph.**

Signature of Participant (Broker/Appraiser)

Date

Save as a .pdf then email completed document to application@kerrvillerealtors.com
KBOR Staff will contact you for your credit card information

Include a .jpeg file of a headshot photo of yourself and company logo along with application

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KERRVILLE BOARD OF REALTORS® MLS ACCESS FOR REALTOR®

REALTOR® Name: License #

Office Name:

Primary Board:

The MLS system will show the office phone number for all agents. It can also display two other contact numbers. Which contact numbers would you like to have in the MLS System? Your name and primary phone number will be displayed at the bottom of your listings along with your e-mail and website address.

Primary phone # w/area code:

☐ Office ☐ Cell/Mobile

Secondary phone # w/area code:

☐ Office ☐ Cell/Mobile

Cell Phone Provider:

Email:

Website:

I acknowledge that the Logon Name and Password that are assigned to me are unique and highly confidential. I agree that I will keep the Logon Name and Password confidential and that I will not share them with, or otherwise disclose them to, any other person (including another Broker with my firm), nor will I allow another person to access the MLS using my Logon Name and Password. I acknowledge that, upon breach of this nondisclosure obligation, Systems Engineering, Incorporated (Navica) will have the right to terminate my MLS access/privileges.

☐ **I have read and agree to this paragraph.**

Signature of REALTOR®

Date

Signature of MLS Participant (i.e. Broker/Appraiser)

Date

MLS Service fee is \$108 per quarter (Jan 1–Mar 31, April 1–Jun 30, Jul 1–Sep 30, Oct 1–Dec 31)
This fee will be pro-rated at \$36 per month should agent join during the quarter.

Future quarterly MLS billings will be made to the broker who will pay this service fee for the agent.

No refunds will be made should an agent cancel their KBOR MLS service during the quarter.

Save as a .pdf then email completed document to application@kerrvillerealtors.com
KBOR Staff will contact you for your credit card information

REALTOR® - Include a .jpeg file of a headshot photo of yourself along with application to be used on your listings and in SentiLock lockbox service

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KERRVILLE BOARD OF REALTORS® MLS ACCESS FOR UNLICENSED STAFF

Staff Name:

Office Name:

I understand my access to the MLS is contingent upon my abiding by the rules, regulations and policies of the Kerrville MLS, and by my continued employment with an MLS participant. I also submit I will not use my authorized access for any personal interest or gain outside of my employment hours.

Office phone #

w/area code

Cell Phone #

w/area code

Cell Phone Provider:

Email:

I acknowledge that the Logon Name and Password that are assigned to me are unique and highly confidential. I agree that I will keep the Logon Name and Password confidential and that I will not share them with, or otherwise disclose them to, any other person (including another Broker with my firm), nor will I allow another person to access the MLS using my Logon Name and Password. I acknowledge that, upon breach of this nondisclosure obligation, Systems Engineering, Incorporated (Navica) will have the right to terminate my MLS access/privileges.

☐ **I have read and agree to this paragraph.**

Signature of Staff

Date

Signature of MLS Participant (i.e. Broker/Appraiser)

Date

(Unlicensed staff are not assessed a quarterly MLS fee)

Save as a .pdf then email completed document to application@kerrvillerealtors.com