



## **Application Process and Mandatory Requirements of the Seacoast Board of Realtors**

An application will not be considered complete unless accompanied with the appropriate monies and returned along with this form signed by you and your Broker.

**There are 3 requirements of membership that must be completed, please initial:**

\_\_\_\_\_ Ethics course must be completed within 90 days of your application date  
*Initial*

\_\_\_\_\_ New Member Orientation within 10 days after completion of Ethics (on-line)  
*Initial*

\_\_\_\_\_ Induction to be held on a date to be determined.  
*Initial*

*You will not be considered a member in good standing until you have completed all of these requirements.*

**You must provide a valid email address at the time of application. All notices and information will be sent to you via email. The Seacoast Board of REALTORS is not responsible for non-receipt of emailed information.**

\_\_\_\_\_ Dues shall be computed from the date of the application and are non-refundable.  
*Initial*

\_\_\_\_\_ I acknowledge that dues must be paid before membership is activated.  
*Initial*

*I \_\_\_\_\_, agree to meet all of the above requirements, failure to do so will result in denial of membership and forfeiture of dues.*

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Designated Broker Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Designated Broker is a member of the Seacoast Board.

**Submit completed application along with  
dues and non-refundable application fee to:**

Seacoast Board of Realtors  
210 Commerce Way, Ste. 200  
Portsmouth, NH 03801  
(603) 433-9990 www.SeacoastBoard.com  
jessica@seacoastboard.com



# Application for Realtor® Membership

Questions? Please contact: [jessica@seacoastboard.com](mailto:jessica@seacoastboard.com); (603) 433-9990.

To the Seacoast Board of REALTORS®, I hereby apply for REALTOR® membership in the above-named Board and enclose my payment in the amount of **\$225.00** for a one-time application fee plus \$ \_\_\_\_\_ (*contact board for prorated amount*) for my 2023 Pro-rated dues, checks may be made payable to the Seacoast Board of REALTORS®. Dues are nontransferable and nonrefundable. My application fee and 2023 dues will be returned to me in the event I am not accepted to membership. In the event my application is approved, I agree to abide by the Code of Ethics of the National Association of REALTORS®, which includes the duty to arbitrate and the Constitution, Bylaws, and Rules and Regulations of the above-named Board, the State Association and the National Association, and if required, I further agree to satisfactorily complete a reasonable and non-discriminatory written examination on such Code, Constitutions, Bylaws, Rules and Regulations. I understand membership brings certain privileges and obligations that require compliance. Membership is final only upon approval by the Board of Directors and may be revoked should completion of requirements, such as orientation, not be completed within timeframe established in the association's bylaws. I understand that I will be required to complete periodic Code of Ethics training as specified in the association's bylaws as a continued condition of membership. \*Amount shown is prorated according to month joining.

**Note:** *Applicant acknowledges that if accepted as a Member and he/she subsequently resigns or otherwise causes membership to terminate with an ethics complaint request 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®.*

I hereby submit the following information for your consideration:

Name: \_\_\_\_\_ Real Estate License #: \_\_\_\_\_

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

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

Office Telephone: \_\_\_\_\_ Business E-Mail: \_\_\_\_\_

Personal E-Mail: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Are you presently a member of any other Association of REALTORS®?  Yes  No

If "yes," name of Association and type of membership held: \_\_\_\_\_

Have you previously held membership in any other Association of REALTORS®?  Yes  No

If "yes," name of Association and type of membership held: \_\_\_\_\_

Have you been found in violation of the Code of Ethics or other membership duties in any Association of REALTORS® in the past three (3) years or are there any such complaints pending? \_\_\_\_\_ (If yes, provide details as an attachment.)

If you are now or have been a REALTOR®, indicate your NAR membership (NRDS) # \_\_\_\_\_

And last date, with year, of completion of NAR’s Code of Ethics training requirement: \_\_\_\_\_

Are you a principal, partner, corporate officer or branch office manager? \_\_\_\_\_ (If yes, you must complete application for Designated Brokers/Branch Managers.)

Is Real Estate your full-time career?     Yes       No

If NO, what is your primary career? \_\_\_\_\_

I hereby certify that the foregoing information furnished by me is true and correct, and I agree that failure to provide complete and accurate information as requested, or any misstatements of fact, shall be grounds for revocation of my membership if granted. I further agree that, if accepted for membership in the Board, I shall pay the fees and dues as from time to time established. Note: Payments to the Seacoast Board of REALTORS® are not deductible as a charitable contribution. Such payments may, however, be deductible as an ordinary and necessary business expense. No refunds.

By signing below, I consent that the REALTOR® Associates (local, state, national) and their subsidiaries, if any (e.g., MLS, Foundation) may contact me at the specified address, telephone numbers, fax numbers, email address or other means of communication available. This consent applies to changes in contact information that may be provided by me to the Association(s) 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.

*Agent Profile: Previous Work Experience*

- Accounting                                       Marketing
- Public Relations                                       Graphic Design
- Event Planning                                       Community Service                                       Other \_\_\_\_\_

May we contact you for projects where your background and skills would be beneficial?     Yes       No

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

**Please choose one:**

- YES, I want to receive Broker Open House broadcast emails.
- No, I do not wish to receive Broker Open House broadcast emails.

Please charge my credit card: \$ \_\_\_\_\_ (one-time application fee + dues)

Card # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_    Exp date: \_\_\_\_/\_\_\_\_    Sec code: \_\_\_\_\_

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

**Questions? Contact:** [jessica@seacoastboard.com](mailto:jessica@seacoastboard.com)

Please notify the Seacoast Board of any demographic changes, (address, email, agency, etc.)

## **Article V - Qualification and Election**

### **Section 3. Election.**

The procedure for election to membership shall be as follows:

- (a) Applicants for REALTOR® membership shall be granted provisional membership immediately upon submission of a completed application form and remittance of applicable association dues and any application fee. Provisional members shall be considered REALTORS® and shall be subject to all of the same privileges and obligations of membership. Provisional membership is granted subject to subsequent review of the application by the Board of Directors. If the Board of Directors determines that the individual does not meet all of the qualifications for membership as established in the association's bylaws, or, if the individual does not satisfy all of the requirements of membership (for example, completion of a mandatory orientation program) within 45-days from the association's receipt of their application, membership may, at the discretion of the Board of Directors, be terminated.
- (b) Dues shall be computed from the date of application and shall be non-refundable unless the association's Board of Directors terminates the individual's membership in accordance with subsection (a) above. In such instances, dues shall be returned to the individual less a prorated amount to cover the number of days that the individual received association services and any application fee.
- (c) The Board of Directors may not terminate any provisional membership without providing the provisional member with advance notice, an opportunity to appear before the Board of Directors, to call witnesses on his behalf, to be represented by counsel, and to make such statements as he deems relevant. The Board of Directors may also have counsel present. The Board of Directors shall require that written minutes be made of any hearing before it or may electronically or mechanically record the proceedings. (d) If the Board of Directors determines that provisional membership should be terminated, it shall record its reasons with the Secretary. If the Board of Directors believes that termination of provisional membership may become the basis of litigation and a claim of damage by a provisional member, it may specify that termination shall become effective upon entry in a suit by the Board for a declaratory judgment by a court of competent jurisdiction of a final judgment declaring that the termination violates no rights of the individual.

### **Section 4. New Member Code of Ethics Orientation.**

Applicants for REALTOR® membership and provisional REALTOR® members (where applicable) shall complete an orientation program on the Code of Ethics of not less than two hours and thirty minutes of instructional time. This requirement does not apply to applicants for REALTOR® membership or provisional members who have completed comparable orientation in another association, provided that REALTOR® membership has been continuous, or that any break in membership is for one year or less. Failure to satisfy this requirement within 90 days of the date of application (or, alternatively, the date that provisional membership was granted), will result in denial of the membership application or termination of provisional membership.

Note: Orientation programs must meet the learning objectives and minimum criteria established from time to time by the NATIONAL ASSOCIATION OF REALTORS®. (Adopted 1/01)



## Keep as reference for license renewal

### **Important information regarding your first-time license renewal.**

**ALL NEW licensees** will need to take all 5 of the ***required post licensing*** courses for their **first-time renewal**. If additional credits are needed to meet the 15 total required credits, they need to be from the ***post licensing optional*** group. This takes effect for any licensee renewing as of January 1, 2022. You should start taking these courses this year to meet this requirement as there are currently only a few instructors offering these courses.

#### ***Required courses are:***

- NH Core
- P & S Contracts
- Ethical Behavior
- Disclosure Forms
- Agency

#### ***Optional courses are:***

- Fair Housing
- New Construction
- Advertising
- Conflict & Dispute Resolution
- Negotiations
- Broker Agreements

#### ***Courses for each topic shall:***

1. Be accredited for a minimum of 2 hours no more than 3 each
2. Meet or exceed the commission's learning objective for that course
3. Be taught either in-class or by internet live-class

## Licensing Questions

NH Real Estate Commission  
(603) 271-2152  
[www.oplc.nh.gov/real-estate-commission/](http://www.oplc.nh.gov/real-estate-commission/)

The NH Real Estate Commission requires 15 hours of approved New Hampshire continuing education credits. One of these courses must be the three-hour New Hampshire Core Course. Contact the NH RE Commission for more information.

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Don't forget to contact the Seacoast Board with any demographic changes (office transfers, email, RE license status, etc.) [jessica@seacoastboard.com](mailto:jessica@seacoastboard.com)

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## Zip Forms & Dot Loop

NH Realtors  
(603) 225-5549  
[www.nhar.org](http://www.nhar.org)

**Zip Form Tech Support:**  
586-840-0140

**Dot Loop Tech Support:**  
888-DOT-LOOP

## MLS & Supra Key Questions

NEREN (Northern New England Real Estate Network)  
(800) 849-4039  
[support@neren.com](mailto:support@neren.com)

## Paragon (MLS System) Support:

(877) 657-4357 or (877) 435-7657  
[paragonsupport@bkfs.com](mailto:paragonsupport@bkfs.com)

## National Association of Realtors (NAR)

[www.nar.realtor](http://www.nar.realtor)

Requires the Code of Ethics every two years. Everyone must take the Code of Ethics once between January 1, 2022 – December 31, 2024. If you take this course outside of the Seacoast Board of Realtor's office, please email a copy of your affidavit to:  
[jessica@seacoastboard.co](mailto:jessica@seacoastboard.co)

## Registering for a class through our website:

[www.seacoastboard.com](http://www.seacoastboard.com)

Click on the **BLACK** Member button on the home page. Username: your NRDS#; the password is: welcome. Visit [www.nar.realtor](http://www.nar.realtor) if you do not know your NRDS #.

Select Education Calendar

Select the class you would like to attend, click **REGISTER/Details**

Click Proceed to **Registration**

Payment information is required to register. You will not be charged unless you do not cancel by the **Friday prior to the class or do not attend the class.**

Click the box- I have read and understand the cancellation policy. Then select add to cart.

Select **REGISTER NOW.**

A receipt will pop up on your screen if you have registered successfully and you will receive an email confirmation. *Check your spam folder if you do not receive the confirmation.*



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(603) 433-9990 [SeacoastBoard.com](http://SeacoastBoard.com)