

New Membership Application Checklist:

1124 Hartman Lane, Suite 120 | Shiloh, IL 62221
618-277-1980 |



Thank you for your interest in membership with Southwestern Illinois Board of REALTORS®.

To expedite the processing of your membership application, please include the following documents to activate your membership services. Please return the completed and signed forms to general@sibrealtors.com.

- A copy of your license or 45-Day Permit Sponsor Card from your Managing Broker
- Membership Application
- Communication Consent Form
- MARIS New MLS Member Application or MLS Waiver from your Managing Broker
- Supra Lockbox Agreement (If using the Supra eKey service)
- 2024 Quarterly vs. Annual Billing Form
- Credit Card Authorization Form for optional automatic billing
- Full payment of all applicable fees and dues must be paid prior to membership services being activated. Partial payments will not be accepted.
- If you are currently a primary member or are transferring from another Association, we will need a Letter of Good Standing from your primary or former association.
- If you are a new office, a copy of your firm's license (if applicable) and/or DBA.

All new members who have not taken a New Member Orientation in the past 2 years with another association are required to attend the in person only New Member Orientation class.

Upon completion of your membership paperwork, we will register you for this New Member Orientation in person class being held on April 26, 2023.

(Location and times will be emailed to you after your registration is complete.)

If you cannot attend this class on this date, you must notify us to reschedule for a future class date.



2023 Membership Application

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I hereby apply for full membership in the Southwestern Illinois Board of REALTORS® and enclose my payment in the amount of \$ _____, which I understand will be returned to me in the event I am not accepted for membership. If my application is approved, I agree as a condition to membership to complete the New Member Orientation course of the Southwestern Illinois Board of REALTORS®.

Name as shown on license: _____

Name as you would like it to appear on member records and MLS: _____

Date of Birth: _____

Real estate/appraiser license number: _____ If Pending supply AMP#: _____

E-mail address: _____

Primary / Cell phone: _____

Home address: _____

Sponsoring Office Name: _____

Office address: _____

Office phone: _____ Office fax: _____

NAR-approved professional designations held: _____

Are you a current or past member of another association? Yes No If so, Where? _____

Are you a past member of this association? Yes No NRDS# _____

Do you have a pending arbitration or ethics complaint (or hearing) against you? Yes No

Do you have an unsatisfied discipline against you? Yes No

Do you have an unpaid financial obligation to this or any other association/MLS? Yes No

I agree that if accepted for membership in the Southwestern Illinois Board of REALTORS®, I shall pay the fees and dues as from time to time established. 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 misstatement of fact may be grounds for revocation of my membership, if granted. Furthermore, I understand that my membership with the Southwestern Illinois Board of REALTORS® is subject to receiving a letter of good standing from any association(s) of which I was/am a member.

Date: _____ Signature: _____



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1. Applicant is required to submit full payment for all applicable fees when applying for membership. A breakdown of these fees is listed below.

Month Joining Association	SIBR App. Fee	Local Dues	State Dues	State RVOICE	National Dues	National NAR	Forewarn	Supra Activation Fee	Supra Quarterly Fee	TOTAL SIBR FEES	MARIS Activation Fee	MARIS Quarterly Fee	TOTAL MARIS FEES
Prorated	1 Time	Prorated	Prorated		Prorated			1 Time			1 Time	Prorated	
January	\$200	\$375.00	\$199.00	\$85	\$150.00	\$45	\$20	\$100	\$60	\$1,234.00	\$50	\$90	\$140
February	\$200	\$343.75	\$182.42	\$85	\$137.50	\$45	\$20	\$100	\$40	\$1,153.67	\$50	\$60	\$110
March	\$200	\$312.50	\$165.83	\$85	\$125.00	\$45	\$20	\$100	\$20	\$1,073.33	\$50	\$30	\$80
April	\$200	\$281.25	\$149.25	\$85	\$112.50	\$45	\$20	\$100	\$60	\$1,053.00	\$50	\$90	\$140
May	\$200	\$250.00	\$132.67	\$85	\$100.00	\$45	\$20	\$100	\$40	\$972.67	\$50	\$60	\$110
June	\$200	\$218.75	\$116.08	\$85	\$87.50	\$45	\$20	\$100	\$20	\$892.33	\$50	\$30	\$80
July	\$200	\$187.50	\$99.50	\$85	\$75.00	\$45	\$20	\$100	\$60	\$872.00	\$50	\$90	\$140
August	\$200	\$156.25	\$82.92	\$85	\$62.50	\$45	\$20	\$100	\$40	\$791.67	\$50	\$60	\$110
September	\$200	\$125.00	\$66.33	\$85	\$50.00	\$45	\$20	\$100	\$20	\$711.33	\$50	\$30	\$80
October	\$200	\$93.75	\$49.75	\$85	\$37.50	\$45	\$20	\$100	\$60	\$691.00	\$50	\$90	\$140
November	\$200	\$62.50	\$33.17	\$85	\$25.00	\$45	\$20	\$100	\$40	\$610.67	\$50	\$60	\$110
December	\$200	\$31.25	\$16.58	\$85	\$12.50	\$45	\$20	\$100	\$20	\$530.33	\$50	\$30	\$80

2. Applicants must complete the New Member Orientation course within the next two scheduled classes after application has been submitted. You are also required to complete a Code of Ethics course to meet the NAR requirement as a new member within 90 days of joining an association. *Due to scheduling conflicts or space restrictions, the dates are subject to change; attendees will be notified of any changes.*

Failure of applicant to complete the New Member Orientation course within the allotted timeframe will be reported to the Board of Directors. At the discretion of the Board, local dues may be returned to the applicant on a prorated basis minus the application fee. In the event membership is denied, the applicant will have their MARIS and Supra ekey service immediately suspended.

If you are applying for secondary membership, you may not be required to attend the New Member Orientation program. A letter of good standing from your primary REALTOR® association will be requested.

3. If a member resigns from another association with a pending ethics complaint or arbitration against them, the Southwestern Illinois Board of REALTORS® may restrict membership. The applicant shall submit to the pending ethics complaint or arbitration proceedings (in accordance with the established procedures of the association) and will abide by the decision of the hearing panel.

Membership Application will not be processed until full payment is received. Partial payments are not accepted. Joining fees are pro-rated on a monthly basis to New Members Only.

Quarterly Fees are invoiced to members in March, June, September & December and may include, Supra fees and REALTOR® dues.

Note: In the event of my election, I agree to abide by the Code of Ethics of the National Association of REALTORS®, which includes the duty to arbitrate. Also, I agree to abide and adhere to the Constitution, Bylaws, and Regulations of the Southwestern Illinois Board of Realtors®, the Southwestern Illinois Regional Multiple Listing Service, the Illinois Association of REALTORS® and the National Association of REALTORS®. I understand membership brings certain privileges and obligations that require compliance. Membership shall be granted upon submission of application as provisional and be revoked should completion of requirements, such as the orientation, not be completed within times indicated in the Bylaws. Following the initial New Member Orientation requirement, a Code of Ethics course is required within specific 3-year periods.



Communication Consent Form

Name: _____

Company: _____

Address: _____

City: _____ State: _____ ZIP Code: _____

E-mail: _____

Contact Number: _____ Fax Number: _____

Please provide social media information that you will be using for your business

Twitter: _____

Facebook: _____

Instagram: _____

LinkedIn:

I understand that by providing the information above, I consent to receive communication, advertisements, and solicitations sent by or on behalf of the Southwestern Illinois Board of REALTORS®, Illinois REALTORS®, and National Association of REALTORS®. I understand that this information will not be shared with or sold to other organizations.

I consent to accept communication from the Southwestern Illinois Board of REALTORS®.

Signature: _____ Date: _____

MARIS

1716 Hidden Creek Ct
Suite 150
St. Louis, MO 63131
Ph: 314-984-9111 Fax: 314-984-8848
membership@marismls.com

New MLS Member Application

NRDS# _____ LICENSE# _____

Name: _____ (As shown on license)
(First) (MI) (Last)

Home Address _____
(Street) (City) (State) (Zip Code)

Office Name _____ Office MLS ID _____

E-mail Address (REQUIRED): _____

MARIS will email new member ID and password information to the email address provided.

PRIMARY PHONE (REQUIRED)

SECONDARY PHONE

1. YES NO Does the office that holds your license want you to work as an office assistant ONLY?
(Will not be selling, listing or showing property, only assisting entire office agents/staff)
2. YES NO Will you primarily be personally assisting an agent or team within the office that holds your license?
(If 1 or 2 checked 'YES' inform member to contact MLS Membership staff for further assistance.)

MLS New Member Fee

MLS membership requires all licensed agents and state certified appraisers to pay a \$50.00 New Member Fee. For prior members, if you have been terminated from MLS for more than 30 days, you are required to pay the new member fee.

MLS Membership Quarterly Fees

MLS quarterly fees are \$90.00 per quarter for each active agent/appraiser. Quarterly amount due will depend on join date. Association/Board staff will determine the dues amount. MARIS policy provides for Full Quarter Refunds only.

Total New Member MLS Charges

New Member Fee \$ 50.00 Quarterly Prorated Fees \$ _____

Total MLS Amount Due \$ _____

Please make checks/money orders payable to MARIS and mail to:

MARIS
P.O. Box 802776
Kansas City, MO 64180

Please use physical address (found at the top of this form) for all mailings that do NOT include a check/money order payment.

CC# _____ EXP DATE _____
(AMEX, MasterCard, Visa, Discover)

My signature below acknowledges that I am authorizing MARIS to charge my card the above specified MLS membership fees amount. If there are any discrepancies I understand that I am to contact MARIS directly for further explanation.

Applicant Signature

Date

AUTO PAYMENT OPTION – check box and sign below: I hereby authorize MARIS to charge the above credit card each quarter for my MLS member fees, until further written notice by me. I understand that it is my responsibility to notify MARIS of any change to my charge card, i.e., expiration date, charge card type, etc.

Applicant Signature

Date

Southwestern Illinois Board of REALTORS

SUPRA Lockbox Agreement



Supra Keys are the property of the Supra Corporation and are being subleased by the Southwestern Illinois Board of REALTORS (SIBR). Supra Keys are leased only to authorized members. Every REALTOR®, non-principal broker, licensed or certified appraiser, licensed home inspector and pest control expert affiliated with an Association of REALTORS®, shall be eligible to hold a key subject to their execution of a lease agreement with SIBR.

1. Use of the Supra Keybox System is entirely voluntary, both for the member office and for each individual seller.
2. Supra Keys are programmed with a four-digit PIN number provided by the key holder and can be retrieved from the Association office if forgotten or misplaced.
3. Supra Keys require an update every twenty-four hours to function properly. As of January 1, 2007, key holders have been restricted to two consecutive phone updates.
4. Lost Supra Keys must be reported to the Association office. The cost to replace a lost Supra Key shall be \$150 payable to SIBR, unless Member has current Supra Insurance. If they do not have current Supra Insurance, then the Member will pay \$150 for the Supra Key and then can purchase the Insurance
5. A key holder must notify the Association office of any change of address (yours or your firm's) or any change in your firm name.
6. Supra Keyboxes may be purchased from the Association office by both Managing Brokers of offices or individual brokers within any of the member offices.
7. The signed "Lockbox Authorization" form must be obtained and kept on file at the listing office for each seller who authorizes use of the lockbox.
8. EXISTENCE OF A LOCKBOX ON A PROPERTY DOES NOT AUTOMATICALLY GRANT ACCESS TO ANY SUPRA KEY HOLDER. APPOINTMENTS MUST BE MADE THROUGH THE LISTING OFFICE OR OTHER DESIGNATED SHOWING SERVICE TO SHOW ANY PROPERTY USING THE SUPRA KEYBOX SYSTEM.
9. Supra Keyboxes can be transferred as long as written notice is provided to the Association. The notice must make it clear which lockboxes to transfer and to whom they are transferring to. The notice must be signed by the original owner of the keyboxes.
10. Each lockbox owner is responsible for keeping track of their own Supra Keybox serial numbers and shackle codes.
11. Supra Keybox System violations include, but are not limited to, unauthorized use of the lockbox, not returning the listing key and/or lockbox drawer, not removing the lockbox from a property within 24 hours after the listing either expires or closes, taking the key from the lockbox of a former listing agency to put in a new listing agency lockbox, allowing an unauthorized person to use your lockbox key, handing over the key to another broker for showing after your showing, unauthorized removal of the lockbox, entering a lockbox property without setting up an appointment with the listing office or other designation showing service, attaching the Supra key's PIN number to the device, or compromising the security of the property and/or the integrity of the system. Those key holders found in violation will be fined/penalized in the following manor:

1st violation—\$100	3rd violation—\$500
2nd violation—\$250	4th violation—suspension or termination of access rights to Supra

The CEO will appoint a task force to review the complaint and assess the fine/penalty.

12. Key holders are completely responsible for all disciplinary action resulting from the lending of the key or compromising of the system.
13. Violations should be reported to the Association immediately in writing.
14. Keys must be returned to RASI within 30 days from the date membership is dropped. Failure to comply will result in a \$300 fine.
15. A Member using a Supra Key will be invoiced on a quarterly basis for the key access. Nonpayment of this invoice will result in termination per this policy.
16. Only one Supra device per member to access the Supra Lockboxes.

Print Name: _____

Member Signature: _____ Date: _____

2024 Quarterly vs. Annual Dues & Fees

Members Who Pay Their Membership Dues Annually

Quarter Start Date (1st of the month)	Supra Service Fee*	RPAC (Recom'd)	State Contrib. (Recom'd)	SIBR Dues	State Dues	State RVOICE	Nat'l. Dues	National Image Awareness	Total
March	\$ 60.00	\$ 15.00	---	---	---	---	---	---	\$ 75.00
June	\$ 60.00	\$ 15.00	---	---	---	---	---	---	\$ 75.00
September	\$ 60.00	\$ 15.00	---	---	---	---	---	---	\$ 75.00
November	---	---	\$ 5.00	\$ 375.00	\$ 199.00*	\$ 85.00	\$ 150.00*	\$ 45.00	\$ 859.00
December	\$ 60.00	\$ 15.00	---	---	---	---	---	---	\$ 75.00

*Supra eKEY Professional users are invoiced \$85.00 per quarter for their Supra Services.

**If you are billed annually and do not have Supra, RPAC and RPA will be included in your Annual Dues invoice in November.

*Dues amounts in red are subject to change when we receive updated 2024 schedules from State and National Associations.

Members Who Pay Their Membership Dues Quarterly

Quarter Start Date (1st of the month)	Supra Service Fee	RPAC (Recom'd)	SIBR Dues (1st half)	SIBR Dues (2nd half)	State Dues	State RVOICE	State Contrib. (Recom'd)	Nat'l. Dues	National Image Awareness	Total
March	\$ 60.00	\$ 15.00	\$ 187.50	---	---	---	---	---	---	\$262.50
June	\$ 60.00	\$ 15.00	---	\$ 187.50	---	---	---	---	---	\$262.50
September	\$ 60.00	\$ 15.00	---	---	\$ 199.00*	\$ 85.00	\$ 5.00	---	---	\$364.00
December	\$ 60.00	\$ 15.00	---	---	---	---	---	\$ 150.00*	\$ 45.00	\$270.00

*Supra eKEY Professional users are invoiced \$85.00 per quarter for their Supra Services.

*Dues amounts in red are subject to change when we receive updated 2024 schedules from State and National Associations.

Please initial next to each section below, indicating you have read and understand each policy:

- All members are billed quarterly for Supra.
- MARIS MLS fees are billed quarterly and come directly from MARIS.
- Any change to your invoice schedule must be submitted in writing by either email, letter, or this form.
- Dues are not refundable after January 1st of the new membership year. They are only refundable if the Association office receives a signed off license by December 31st. If the member is a secondary member, the Association needs the request to terminate membership in writing, by February 15th, for next year's membership.

Please initial next to each policy below ONLY if you wish to enroll in QUARTERLY Invoicing:

- Quarterly invoicing is the option to have your *next year's (2024)* membership dues invoiced on a quarterly basis as opposed to paying them annually, in one lump sum, at the end of the year. Quarterly billing simply breaks the amount due into 4 installments throughout the year.
- The *Quarterly* payment option **cannot** be applied to past due invoices.
- The *Quarterly* billing cycle begins in March and ends in December. It is broken into the first half of local dues (March), the second half of local dues (June), state dues (September), and then national dues (December), along with quarterly Supra fee and recommended RPAC contribution each quarter. Optional RRF donation is invoiced in September.
- The deadline to opt-in to quarterly invoicing is **February 15**, for next year's membership.

Please initial each policy above and check here to indicate which billing cycle you'd like to be enrolled in:

- Bill my membership dues **ANNUALLY**
- Bill my membership dues **QUARTERLY**

Print Name: _____

Signature: _____ Date: _____



Credit Card Authorization Form

Complete this form to setup automatic bill pay for your quarterly and/or annual invoices from the Association.

Member Name: _____

Credit Card Type: American Express Discover MasterCard Visa

Expiration Date: ____/____/____ Credit Card #: _____ CVV _____

Name on Card: _____

Billing Address: _____
Street City State Zip

I certify all information to the Southwestern Illinois Board of REALTORS® is true and correct to the best of my knowledge and hereby authorize the Southwestern Illinois Board of REALTORS® to charge the credit card as specified below for my dues and Supra Fees.

Signature: _____ Date: ____/____/____

I would like to be automatically charged for my:

NOTE: In order to change your billing cycle (from Annual to Quarterly or vice versa) you must complete the Quarterly vs. Annual Dues & Fees form. Please confirm your current billing cycle before completing this form. (Please check all that apply.)

Quarterly Membership Dues
(March, June, September, & December)

← OR →

Annual Membership Dues
(November)

Quarterly Supra fees
(March, June, September, & December)

Credit cards will be charged within 2-3 business days after invoices are created each quarter at which time a receipt will be emailed to you.

RPAC: Fighting for YOU

The REALTORS® Political Action Committee (RPAC) collects voluntary investments from members and uses those funds in a bipartisan manner to support pro-REALTOR® candidates for public office who help ILLINOIS REALTORS® win the fight on public policy issues affecting your business, including private property rights, government regulation of the industry, and taxes and fees affecting real estate.

REEF: Assist your REALTOR® community with a voluntary contribution to REEF which will expand Real Estate research and provide assistance to qualified students.

I would not like to contribute \$5 each year to REEF

I would not like to contribute \$15 each quarter to RPAC

This information contained in this transmission is privileged and confidential. It is intended only for the use of the Southwestern Illinois Board of REALTORS®. If the reader of this information is not the intended recipient, you are hereby notified that any dissemination, distribution, or copy of this information is strictly prohibited. If you have received this document in error, please notify the Southwestern Illinois Board of REALTORS® immediately by telephone at 618.277.1980 and return the original document to the Southwestern Illinois Board of REALTORS® at 1124 Hartman Lane, Suite 120, Shiloh, IL 62221 via the U.S. Postal Service.