

**TO: *New Applicants, MLS Only***  
***Lynchburg Association of REALTORS®***

**RE: *Membership in the Lynchburg Association of REALTORS®***

In accordance with the Bylaws of the Lynchburg Association of REALTORS® the following requirements must be met to achieve membership:

- I. Must qualify for one of the classes of membership indicated in Article IV of the Association's bylaws. (copy is provided in this kit)
- II. Must make written application (form provided) and pay all applicable dues and/or fees at time of application. (see other side for dues/fees)
- III. Must pay appropriate new firm (if applicable) and quarterly inclusive fees (see other side). *Note: MLS fees must be on company check.*

**\*\*If applicant chooses to get a keypad, the "Keypad Agreement" must be signed and returned with a \$50.00 deposit and the appropriate new key and quarterly fees (see other side) *Note: If keypad is lost, keyholder must pay a \$249.00 replacement fee.***

**NOTE: If you are applying as a Designated REALTOR of a new firm, please make sure you get a copy of:**

- 1. "Equal Housing"...poster**
- 2. Must sign MLS Participation agreement (if applicable) and submit along with application.**

## 2021 LAR MLS APPLICATION FEES

<b>NEW FIRM INITIATION FEE</b>	<b>\$500.00</b>
<b>NEW "MLS ONLY" FIRM APPLICATION FEE</b>	<b>\$100.00</b>
<b>ACTIVATE FEE (FROM WAIVER TO ACTIVE)</b>	<b>\$100.00</b>

Quarterly service fees prorated based on join date, please see fee schedule below.

<b>January 2021</b>	<b>Fees</b>
As of 1st Day	\$153.25
2nd-10th	\$140.48
11th-20th	\$127.71
21st-End of the month	\$114.94

<b>February 2021</b>	<b>Fees</b>
As of 1st Day	\$102.17
2nd-10th	\$89.40
11th-20th	\$76.63
21st-End of the month	\$63.86

<b>March 2021</b>	<b>Fees</b>
As of 1st Day	\$51.09
2nd-10th	\$38.32
11th-20th	\$25.55
21st-End of the month	\$12.78

<b>April 2021</b>	<b>Fees</b>
As of 1st Day	\$153.25
2nd-10th	\$140.48
11th-20th	\$127.71
21st-End of the month	\$114.94

<b>May 2021</b>	<b>Fees</b>
As of 1st Day	\$102.17
2nd-10th	\$89.40
11th-20th	\$76.63
21st-End of the month	\$63.86

<b>June 2021</b>	<b>Fees</b>
As of 1st Day	\$51.09
2nd-10th	\$38.32
11th-20th	\$25.55
21st-End of the month	\$12.78

<b>July 2021</b>	<b>Fees</b>
As of 1st Day	\$153.25
2nd-10th	\$140.48
11th-20th	\$127.71
21st-End of the month	\$114.94

<b>August 2021</b>	<b>Fees</b>
As of 1st Day	\$102.17
2nd-10th	\$89.40
11th-20th	\$76.63
21st-End of the month	\$63.86

<b>September 2021</b>	<b>Fees</b>
As of 1st Day	\$51.09
2nd-10th	\$38.32
11th-20th	\$25.55
21st-End of the month	\$12.78

<b>October 2021</b>	<b>Fees</b>
As of 1st Day	\$153.25
2nd-10th	\$140.48
11th-20th	\$127.71
21st-End of the month	\$114.94

<b>November 2021</b>	<b>Fees</b>
As of 1st Day	\$102.17
2nd-10th	\$89.40
11th-20th	\$76.63
21st-End of the month	\$63.86

<b>December 2021</b>	<b>Fees</b>
As of 1st Day	\$51.09
2nd-10th	\$38.32
11th-20th	\$25.55
21st-End of the month	\$12.78

## 2021 SUPRA KEY SERVICE FEES

### Supra Lockbox Key Options and Fees

<b>Supra eKey Service Fees (Recommended)</b>	
One-Time Activation Fee	\$50.00
Basic eKey Service (Recommended)	\$18.81
Professional eKey Service	\$27.94
*Supra eKey services are auto-billed monthly by Supra. You must provide a credit/debit card or checking account.	

<b>Supra XpressKey Service Fees</b>	
One-Time New Key Fee	\$50.00
One-Time Deposit (returned upon key return)	\$50.00
<b>Quarterly Fees (Pro-rated on join date - see below)</b>	
1st Month of Quarter (Jan, Apr, Jul, Oct)	\$60.00
2nd Month of Quarter (Feb, May, Aug, Nov)	\$50.00
3rd Month of Quarter (Mar, June, Sept, Dec)	\$40.00

\*\*\*AS OF JANUARY 1, 2019, A 2% PROCESSING FEE IS APPLIED TO ALL CREDIT CARD TRANSACTIONS\*\*\*



### MLS ONLY APPLICATION

**NOTE: Applicants must be a REALTOR® member in good standing of another Association and must also participate in an MLS to qualify for this type of membership. Principal Broker/Firm of Applicant must be a Participant in Lynchburg MLS.**

NAME: \_\_\_\_\_ LICENSE NO.: \_\_\_\_\_ (10 digits)  
(As shown on license)

MEMBER NRDS# \_\_\_\_\_ FIRM NRDS# \_\_\_\_\_

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

FIRM ADDRESS: \_\_\_\_\_  
(Street/P.O.Box) (City) (State) (Zip)

OFFICE PHONE: (\_\_\_\_\_) \_\_\_\_\_ OFFICE FAX: (\_\_\_\_\_) \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_ CELL PHONE: (\_\_\_\_\_) \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_  
(Street/P.O.Box) (City) (State) (Zip)

WEB ADDRESS: \_\_\_\_\_

I certify that I am a REALTOR Member in good standing of \_\_\_\_\_  
(Primary Association)  
and also participate in \_\_\_\_\_ Multiple Listing Service.

\_\_\_\_\_  
(Signature of Applicant) (Date)

PASSWORD \_\_\_\_\_ (between 4-10 characters, numbers/letters/characters)

**FEES ATTACHED: Please make all checks payable to: "LAR"**

- |          |   |   |
|----------|---|---|
| \$500.00 | Initiation Fee for Firm                     | OPTIONAL:   |
| \$100.00 | Application Fee                             | \$100.00 Activekey \$50.00 deposit and \$50.00 new key fee.         |
| \$ _____ | Current Quarterly Fees (per attached table) | \$ _____ Current Quarterly Lockbox keypad Fees (per attached table) |
| \$ _____ | TOTAL FEES ATTACHED/ENCLOSED (ck# _____)    |   |

# REALTOR® FAIR HOUSING DECLARATION



I agree to:

Provide equal professional service without regard to the race, color, religion, sex, handicap, familial status, or national origin of any prospective client, customer, or of the residents of any community.

Keep informed about fair housing law and practices, improving my clients' and customers' opportunities and my business.

Develop advertising that indicates that everyone is welcome and no one is excluded; expanding my clients' and customers' opportunities to see, buy, or lease property.

Inform my clients and customers about their rights and responsibilities under the fair housing laws by providing brochures and other information.

Document my efforts to provide professional service, which will assist me in becoming a more responsive and successful REALTOR®.

Refuse to tolerate non-compliance.

Learn about those who are different from me, and celebrate those differences.

Take a positive approach to fair housing practices and aspire to follow the spirit as well as the letter of the law.

Develop and implement fair housing practices for my firm to carry out the spirit of this declaration.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

This agreement is between HUD & NAR.



3639 Old Forest Road  
Lynchburg, Virginia 24501  
(434) 385-8760  
FAX (434) 385-4459

---

## REALTOR® Association Marketing Consent Form

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

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

City, State, Zip: \_\_\_\_\_

Telephone Number: (     ) \_\_\_\_\_

Fax Number (     ) \_\_\_\_\_

Email: \_\_\_\_\_

I understand that by providing above my mailing address(es), email address(es), telephone number(s), and fax numbers(s), I consent to receive communications sent from the Lynchburg Association of REALTORS®, the Virginia REALTORS®, and the National Association of REALTORS® via U.S. mail, email, telephone or fax at those number(s)/location(s).

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

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

**LYNCHBURG ASSOCIATION OF REALTORS®**  
**Supra Products**

Name: \_\_\_\_\_ Agent ID: \_\_\_\_\_

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

Number of Supra Lockboxes Purchased: \_\_\_\_\_ X \$99 = \$ \_\_\_\_\_

\*\*REMINDER: Always make a duplicate key before placing in lockbox!\*\*

Lockbox Serial Number(s): \_\_\_\_\_

XpressKey Car Charger:  \$ 25.00

XpressKey Wall Charger:  \$ 20.00

XpressKey Issued: \_\_\_\_\_ E-Key Issued: \_\_\_\_\_

E-Key fee Billed Monthly by Supra—Basic or Professional Service Available  
One Time Activation fee of \$50.00

XpressKey Quarterly Lease Fee: \$60.00, \$50.00, \$40.00

XpressKey New Key Fee: \$ 50.00

XpressKey New Key Deposit: \$ 50.00

Payment Method:  Check#/Cash \_\_\_\_\_

Credit(V, MC, D) \_\_\_\_\_

**\*Be sure to read and complete your lease agreement!**

\_\_\_\_\_  
Agent Signature

\_\_\_\_\_  
Date