



Primary Membership

APPLICATION FOR REALTOR® MEMBERSHIP

To the Huntington Board of REALTORS®, I hereby apply for REALTOR® membership in the above named Board and am enclosing my check in the amount of \$_____ payable to the Huntington Board of REALTORS®. My _____ dues will be returned to me in the event of non-election. 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), and the Constitution, Bylaws and Rules and Regulations of the above named Board, the West Virginia Association and the National Association, and if required, I further agree to satisfactorily complete a reasonable and non-discriminatory written examination on the Code of Ethics. 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 time-frame established in the HBOR Bylaws as a continued condition of membership.

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 the membership lapses or is terminated, provided the dispute arose while applicant was a REALTOR®. Amount shown is prorated according to month/quarter joining. I hereby submit the following information for your consideration:

Name: _____ Real Estate License #: _____

Are you a licensed/certified appraiser? Yes No Appraisal License #: _____

Office Name: _____

Office Address: _____

Phone: _____ Fax: _____ E-mail: _____

Residence Address: _____

Phone: _____ Fax: _____ E-mail: _____

Cell Phone: _____ Preferred Mailing: Home Office Preferred Phone: Home Office Cell

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 years or are there any such complaints pending? Yes No (If yes, please provide details as an attachment)

If you are now or have ever been a REALTOR®, indicate your NRDS # _____ and last year of completion of NAR's Code of Ethics training requirement: _____

Are you a principle, partner, corporate officer or branch office manager? Yes No

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, 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 established.

Note: Payments to the Huntington Board of REALTORS® are not deductible as charitable contributions. Such payment may, however, be deductible as an ordinary or necessary business expense.

Huntington Board of REALTORS®

15185 US Rt. 60, Suite 21
Huntington, WV 25705

Phone: 304-302-0242
Fax: 304-302-0244

www.huntingtonboardofrealtors.com

By signing below, I consent the REALTOR® Associations (local, state & national) and their subsidiaries, if any (e.g. MLS, Foundation) may contact me at the specified address, telephone numbers, fax numbers, e-mail 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.

Signature _____

Date _____



Multiple Listing Service Application

I, _____ Broker/Appraiser Principal of _____
(Name) (Company Name)
hereby apply for participation in the Multiple Listing Service of the Huntington Board of REALTORS®

Enclosed is the total amount of \$500.

I agree to abide by the Rules and Regulations of the Multiple Listing Service and agree to observe the bylaws and the Code of Ethics of the Huntington Board of REALTORS® and the National Association of REALTORS®. I irrevocably waive all claims against the Multiple Listing Service or the Huntington Board of REALTORS® and any of its officers, directors or members for any act in connection with the business of the Multiple Listing Service or the Huntington Board of REALTORS® and particularly as to its or their acts in electing or failure to elect, advancing, suspending, expelling or otherwise discipline me as an applicant or as a member upon the expiration of said membership for any cause.

I (___ do / ___ do not) authorize the Huntington Board of REALTORS® Multiple Listing Service to release company's listings to designated server on the internet.

Please mark the position you maintain in your company:

___ Principal ___ Partner ___ Corporate Officer

Notice of Opt In/Out of IDX

___ I intend to opt in to IDX ___ I intend to opt out of IDX

Office Name: _____

Broker Name (Please Print): _____

Broker Signature: _____

Date: _____

Please list an alternate contact person in the even that you, the broker, can not be reached. This would only take effect if your were out of town and a complaint would be filed. You may select your office manager, data input person or other. If this alternate contact should ever change, please inform the Huntington Board of REALTORS® office staff as soon as possible.

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Alternate Contact Name: _____

Alternate Contact Phone: _____

Alternate Contact E-mail: _____



Downloading Agreement

Huntington Board of REALTORS® Multiple Listing Service (“HBRMLS”) and

_____ participant of HBRMLS agree as follows:
(Complete Office Name)

- 1) **Grant of Annual, Revocable, Limited License.** HBRMLS hereby grants Participant a limited license to receive information from HBRMLS IDX enabled database (“download”) commencing as of the Effective Date.
- 2) **Term.** The initial term of this Agreement shall be for an initial period of twelve (12) months from the Effective Date. Thereafter, this Agreement shall be automatically extended for periods of twelve (12) months unless this Agreement has been terminated as set forth herein, or unless either party notifies the other party in writing of its election to have this Agreement expire at least sixty (60) days in advance of the end of the initial Term or any Renewal Term.
- 3) **Warranty that Consultant is Party to the Agreement.** Participant hereby warrants that the name(s) of all third party computer experts, consultants, or Internet Service Providers and subcontractors to the foregoing (collectively “Consultant”) who have access to the Download and who are not employees of Participant are listed below and that each Consultant has executed this Agreement and agrees to abide by the terms hereof. Participant and Consultant further warrant that the information provided below is complete and accurate. However, Participant remains liable for Consultants’ adherence to the Agreement.
- 4) **Duty to Advise if Change in Information.** Participant and Consultant agree to advise HBRMLS of any change in the information provided in the Agreement including, but not limited to, names, addresses, and contact information. The failure to promptly advise HBRMLS of such changes will result in the termination of downloading privileges.
- 5) **Consultant Has No Rights to HBRMLS IDX Enabled Database– No Third Party Beneficiary Right Created.** The parties agree that Consultant has no right to HBRMLS’s IDX Enabled Database whatsoever and that this Agreement creates no third party beneficiary rights in Consultant.
- 6) **Information to be Retained by Participant Subject to HBRMLS’s Rules.** Participant and Consultant agree that Participant will retain possession of all information obtained pursuant to this Agreement. Participant and Consultants further agree that all HBRMLS Rules, Bylaws and policies pertaining to the use of HBRMLS’s information, but not limited to apply to such information, even though it may be processed by Participant’s or Consultant’s computer(s).
- 7) **Downloading Procedure.** The process for downloading shall be by such equipment and procedure as may be determined by HBRMLS from time to time in its sole discretion.
- 8) **Use of IDX Enabled Database.** Participant and Consultant may use the database for only the following:
 - A. **Republication of IDX Enable Database.** Participant, with or without assistance of Consultant, may republish all of HBRMLS’s IDX enabled database on no more that two (2) internet sites.
 - B. **Internet Purposes.** Participant may, with or without consultant’s assistance, use the database for participant’s accounting, statistical and auto-populating applications for the use of participant and licensees licensed to member only.
- 9) **Right to Terminate License.** HBRMLS SHALL HAVE THE RIGHT AT ANY TIME AND IN HBRMLS’s SOLE DISCRETION TO terminate the license granted herein immediately and without notice. Both Participant and Consultant agree to cease downloading upon notice of termination.
- 10) **Termination of Membership.** Upon termination of membership or transfer to inactive status, Participant and/or Consultant shall deliver all information theretofore transferred from HBRMLS’s IDX enabled database (downloaded) by Participant to HBRMLS.

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Downloading Agreement

11) **Attorney's Fees and Injunctive Relief.** The parties agree that, in the event of a breach of this Agreement by participant or Consultant, the damages suffered by HBRMLS and its Participant would be difficult to calculate and that injunctive relief is appropriate. Accordingly, the parties agree that preliminary and permanent injunctive relief should be issued without need for bond. The parties further agree that in the event of a dispute regarding this Agreement, the prevailing party is entitled to an award of its attorney's fees and costs.

12) **Order of Signature of Agreement.** This Agreement shall be signed by the Participant and all Consultants.

PARTICIPANT

Participant's Name (Please Print) _____ Phone Number _____

E-mail for Contact _____ Fax Number _____

Participant's Signature _____ Date _____

AGENT

Agent's Name (Please Print) _____ Phone Number _____

E-mail for Contact _____ Fax Number _____

Agent's Signature _____ Date _____

Name of Agent's Tech Rep. (Please Print) _____ Phone Number _____ E-mail Address _____

Participant's Website URL #1 _____ Maintained Where? _____

Participant's Website URL #2 _____ Maintained Where? _____

CONSULTANT

Company #1 Name (Please Print) _____ Address _____

Responsible Contact _____ Phone Number _____ E-mail Address _____

Company #1 URL _____ IP Address _____ Signature _____

Company #2 Name (Please Print) _____ Address _____

Responsible Contact _____ Phone Number _____ E-mail Address _____

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Company #2 URL _____ IP Address _____

Signature _____

Huntington Board of REALTORS® Multiple Listing Service

By: _____ Effective Date: _____



Orientation Agreement

As stated in the Board Bylaws of the Huntington Board of REALTORS®, applicant must complete a code of ethics training session within ninety (90) days from date of application.

I, therefore, certify that I will either attend one of the sessions organized by the Board or complete the NAR New Member Code of Ethics course online within ninety (90) days after the date of my application.

I understand that if I should fail to complete the New member Code of Ethics course, my application for membership will automatically be disapproved, and my Board application fee in the amount of \$50.00 will be forfeited.

Applicant Signature: _____

Date: _____

Witness: _____
(Broker/MLS Participant/Board Staff)

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Confidential Use of MLS Information

I hereby acknowledge that I have been instructed by:

(Broker/MLS Participant/Board Staff)

in the proper use of the Multiple Listing Service computer database information and any other form containing said information that is owned by the Huntington Board of REALTORS®. I understand that the data contained therein is of a confidential nature, copyrighted, for use by Multiple Listing Participants and their authorized associates only and not for distribution to the public unless stated in the governing documents of the Huntington Board of REALTORS®. I also understand that to release or give such Multiple Listing Service information to the public, that is anyone other than a member of the Huntington Board of REALTORS® Multiple Listing Service, is a violation of Board Bylaws and the Rules and Regulations of such Multiple Listing Service.

Applicant Signature: _____

Date: _____

Witness _____

(Broker/MLS Participant/Board Staff)

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Board of REALTORS®

Computer Membership Records

Brokers & Sales Agents

NRDS#: _____

First Name: _____

Last Name: _____

Name to Appear in Roster: _____

Office Name: _____

Office Address: _____

City/State/Zip: _____

Office Phone #: _____

Home Address: _____

City/State/Zip: _____

Phone # to Appear in MLS: _____

E-mail Address: _____

Month & Year License Issued: _____

Month & Year Joined Firm: _____

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Send Mail To: Office Home

Membership Class: Designated Realtor Realtor



Keybox Agreement

All loaned keyboxes are the property of the Huntington Board of REALTORS® (HBOR). Keyboxes will be assigned to the active listings of a participating Multiple Listing Service Firm. All sold keyboxes are subject to the same rules established by the HBOR.

Broker's Name: _____

Office Name: _____

The participant of the MLS assumes responsibility for the keyboxes which are loaned or sold to the Participant.

The Participant acknowledges that if the loaned keybox should be lost, damaged or stolen, the HBOR will bill, via the Broker's Statement, for the current cost of its replacement.

Broker must select one of the options below and initial:

_____ I authorize the HBOR, upon receipt of proper documentation, to release keyboxes to Listing Agent or an authorized person affiliated with my firm, and therefore agree that I assume liability thereof.

_____ I do not authorize the HBOR to release keyboxes to anyone other than myself and will assume the liability thereof.

Please indicate persons other than agents who are authorized to receive keyboxes:

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INDEMNIFICATION: Participant covenants and agrees to indemnify and hold the Huntington Board of REALTORS® and all its respective Officers, Directors and employees harmless from any and all liability, obligations, or demands against them as a result of Participant's (and their affiliated "Users") utilization of the keybox system, including attorney's fees, incurred by them as a result of damage or injury to premise or persons arising out of the use by Participant or by any other of their affiliated "Users."

Broker's Signature _____ Date: _____

This Sub-License Agreement dated as of the ____ day of _____, 200____, by and between **Huntington Board of REALTORS®** ("Organization") and the undersigned member or participant in Organization ("Member"), regarding the Member's receipt and use of the DisplayKEY, eKEY Professional Software, or eKEY Basic Software (Serial # _____) ("Equipment"). Organization and Member agree as follows:

1. **USE OF THE EQUIPMENT.** The Equipment is designed to open keyboxes manufactured by GE using a personal identification number ("PIN"). Member agrees to limit the use of the Service to the geographic area served by the Organization.
2. **GRANT OF SUB-LICENSE.** Organization grants to Member (i) a limited non-exclusive, non-transferable sub-license to use the network, the use of which Organization licenses from GE, which is necessary for the use and operation of the Equipment (the "Network") for the Term (as defined in Section 3 below) and (ii) a limited, non-exclusive, nontransferable sub-license to use the software Organization licenses from GE (the "Software") for the Term. The Equipment, Software and Network are collectively referred to herein as the "Service." The Service is more fully described in the applicable User's Guide published by GE and which is incorporated herein by reference.
3. **TERM.** Unless previously terminated as herein provided, the initial term of this Agreement shall be for **one (1) year** commencing on the date shown above and shall automatically be renewed for successive additional terms of **one (1) year** unless terminated by either party or unless terminated in accordance with the provisions of this Agreement.
4. **RULES AND REGULATIONS.** Member acknowledges and agrees that she or he must comply with the Rules and Regulations relating to the use of the Service which are set forth in the User's Guide and the Rules and Regulations of Organization in addition to Section 10, "Security of Equipment", as set forth below. By executing this Sub-License Agreement ("Agreement"), Member acknowledges that it is necessary to maintain the security of the Equipment to prevent the use of the Equipment by unauthorized persons. Member further acknowledges that neither the Service, nor any other GE product used in connection with the Service (including the Equipment), is a security system. The Service is a marketing convenience key-control system, and as such, any loss of Equipment compromises the integrity of the Service.
5. **SERVICE.** Member acknowledges that, in order to make the Service available to Member, Organization and GE entered into a Master Agreement that provides the terms under which GE will provide the Service to Organization. Member understands that, if the Master Agreement is terminated for any reason during the Term of this Agreement, the Service will no longer be available to Member and this Agreement will terminate in accordance with Section 6 below. Member further acknowledges and agrees that, under the terms of the Master Agreement, Organization may elect a different Service or choose to upgrade the Service at any time during the Term of this Agreement, which may result in the termination of this Agreement. Except as the rights and obligations of Member and Organization under this Agreement may be affected as described in the two preceding sentences, the rights and obligations between Member and Organization with respect to the Service are governed solely by the terms and conditions of this Agreement. Member acknowledges that failure of Organization to perform its obligations under the Master Agreement may detrimentally affect Member's use of the Service.
6. **TITLE AND USE OF SERVICE.** The Service, including all its components, except the DisplayKEY (including DisplayKEY Cradle) (collectively the "DisplayKEY") and keyboxes, shall at all times remain the property of GE. The Software and all applicable rights in patents, copyrights, trade secrets, and trademarks are and shall at all times remain the property of GE.
7. **PAYMENT.**
 - a. During the Term of this sub-license, member shall pay to Organization a fee as established from time to time by the Board of Directors for the use of the Equipment, plus applicable tax.
 - b. The Organization reserves the right to bill the Keyholder, in advance, on a monthly, quarterly, semiannual or yearly basis.
 - c. EXCEPT AS OTHERWISE PROVIDED HEREIN, KEYHOLDER'S OBLIGATION TO MAKE PAYMENTS TO OR AT THE DIRECTION OF ORGANIZATION SHALL BE ABSOLUTE, UNCONDITIONAL, NONCANCELABLE AND INDEPENDENT AND SHALL NOT BE SUBJECT TO ANY SETOFF, CLAIM OR DEFENSE FOR ANY REASON, INCLUDING ANY CLAIMS KEYHOLDER MAY HAVE RELATING TO PERFORMANCE OR FOR LOSS OR DAMAGE OF OR TO THE SERVICE OR THE EQUIPMENT OR ANY REPLACEMENTS.
8. **TERMINATION.** This Agreement shall automatically terminate upon the occurrence of any of the following events:
 - a. Termination of the Master Agreement between the Organization and GE, for any reason, including without limitation, a default by Organization under the Master Agreement, or an upgrade of the Service by Organization;
 - b. Default by the Member in the observance or performance of any of the Member's obligations under this Agreement;
 - c. Default by the Member under the Member's obligations to the Organization; or
 - d. Suspension or termination of the Member from participation in the Organization or of the right of the Member to use the Organization multiple listing service.
9. **LOST OR DAMAGED EQUIPMENT; REPLACEMENT OF EQUIPMENT**
 - a. Lost DisplayKEY Equipment: If the Member's DisplayKEY Equipment is lost or stolen and the Member thereafter desires replacement, the Member shall secure replacement DisplayKEY Equipment exclusively from the Organization upon payment of the then current charge of the Organization for such replacement;
 - b. Damaged DisplayKEY Equipment: If the Member's DisplayKEY Equipment should become damaged, the Member shall return the damaged DisplayKEY Equipment to the Organization and secure replacement DisplayKEY Equipment exclusively from the Organization, upon payment of the then current charge of the Organization for such replacement.
10. **STATUS.** If at any time Member no longer is authorized to use the Service, or if Member is determined to be in violation of this Agreement, then the Equipment and Service shall be deactivated.
11. **SECURITY OF EQUIPMENT.** The Member acknowledges that it is necessary to maintain security of the Equipment to prevent its use by unauthorized persons and agrees:
 - a. to keep the Equipment in the Member's possession or in a safe place at all times;
 - b. to maintain the security of the PIN;
 - c. to not loan the Equipment to any person, whether or not a real estate licensee, for any purpose whatsoever, or to permit the Equipment to be used for any purpose by any other person;
 - d. to not duplicate the Equipment or allow other persons to do so;
 - e. to not assign, transfer or pledge this Agreement or the Equipment;
 - f. to immediately notify the Organization in writing of the loss or theft of the Equipment and the circumstances surrounding such loss or theft;

- g. to follow all additional security procedures or relevant operating procedures as specified from time to time by the Organization; and
- h. to not damage or deface the Equipment.

12. REPRESENTATIONS AND COVENANTS. Member covenants and agrees:

- a. If Member misuses the Service or any component thereof, including without limitation, use of the Service in violation of the User's Guide, and a third party brings an action against Organization relating to such misuse, Member agrees to indemnify, defend and hold harmless Organization, and its respective directors, officers, agents, representatives, employees, affiliates, successors and assigns, from and against any and all claims, demands, actions, losses, damages, injuries, obligations, liabilities and costs and expenses of every kind or nature (including reasonable attorneys' fees, whether incurred at the trial or appellate level, in an arbitration proceeding, in bankruptcy, including without limitation, any adversary proceeding, contested matter or motion or otherwise) incurred by Organization in such proceeding. The Member expressly waives, releases and agrees to hold harmless the Organization, its affiliates, its officers, directors and employees from any actual damages, consequential damages, lost business or any other claim arising out of the use or implementation of the Service.
- b. That neither Organization nor GE shall be liable for any compensatory, indirect, incidental, consequential, punitive, reliance or special damages, including, without limitation, damages for lost profits, advantage, savings or revenues of any kind or increased cost of operations, arising out of the use or inability to use the Service for any purpose whatsoever whether or not Member has been advised of the possibility of such damages.
- c. That Member will not (i) use or gain access to the source code for the Software; (ii) alter, reproduce, modify, adapt, translate, reverse engineer, de-compile, disassemble or prepare derivative works based upon the Software; or (iii) provide or otherwise make available the Software or any part or copies thereof to any third party.
- d. To provide Organization and GE with written notice of any legal proceeding or arbitration in which Member is named as a defendant and that alleges defects in the Equipment or the keyboxes within five (5) days after Member receives written notice of such action.

The obligations set forth in this Section shall survive termination of this Agreement.

13. DEFAULT.

- a. If the Member fails to observe, keep or perform any obligation or provision of this Agreement, the Organization, in addition to any specific rights set forth herein, shall have the further right to exercise any and all of the following:
 - i. to direct GE to deactivate the Equipment, or to deactivate Member's access to the Service or any component of the Service;
 - ii. to terminate one or both of Member's sub-licenses to use the Network and to use the Software;
 - iii. to terminate this Agreement;
 - iv. to take legal action against the Member to recover all damages incurred by the Organization resulting from such default and/or improper use of the Equipment.
- b. An event of Default by Organization under this under this Agreement will occur upon the termination for any reason of the Master Agreement. Upon the occurrence of an Event of Default by Organization or termination of this Agreement, all of Member's obligations under this Agreement shall terminate.
- c. If Organization deactivates the Service because of a default by Member under this Agreement, but does not otherwise terminate this Agreement, Member will be entitled to seek to have the Service reactivated. In order to so, Member shall be required to cure any and all existing defaults, and to pay any and all outstanding amounts owed under this Agreement and the reasonable costs and attorneys' fees incurred by Organization in connection with collecting under this Agreement. After confirmation of the curing of such defaults and the receipt of payment of such amounts, Organization shall direct GE to reactivate the Equipment and Service within twenty-four (24) hours.

14. AUTHORIZATION OF OWNER OR TENANT. The Member will secure written authorization from the owner or tenant in possession of any property listed for sale or lease prior to the installation and use of a Keybox on such property. The Member agrees to disclose that keyboxes are not designed or intended as security devices.

15. RULES AND REGULATIONS. Those portions of the Organization By-Laws, Regulations or other regulations that pertain to keyboxes/lockboxes and keys/Equipment, and their use, are incorporated herein by reference, as they now exist and as they may be amended from time to time. The Member covenants and agrees to comply with all provisions contained therein, as well as any and all rules and regulations promulgated by the Organization and contained within the Organization By-Laws and Regulations or other regulations as they relate to the Service as the same may be amended from time to time. The Member agrees that the violation of this Agreement shall constitute a violation of the Organization Regulations.

16. GOVERNING LAW. This Agreement shall be governed by and construed under the laws of the State of West Virginia.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as provided above.

MEMBER:

ORGANIZATION:

Member's Signature Date

By: _____

Member's Name (please print)

Title: _____

Name of Firm

Firm Street Address

City State Zip

Phone

OFFICE USE ONLY
Sub-License _____
Purchase _____