



OVERVIEW & APPLICATION CHECKLIST

We are pleased that you are interested in joining the Champaign County Association of REALTORS® (CCAR). Membership with CCAR opens the door to a wide variety of services and opportunities that are available nowhere else. It also carries with it financial and ethical responsibilities designed to enhance the professionalism of the industry. The application process is a relatively simple one; however, there are some procedures and policies with which you should be familiar with.

If you have any questions regarding the process and/or fees, please contact Shelly at 217-356-1389 ext. 1003 or shellyf@illinihomes.com.

Application Checklist

- 1) **CCAR Application**
- 2) **45 Day Permit / IDFP License**
- 3) **Application Acknowledgment (Including Managing Broker Signature)**
- 4) **Orientation Schedule**
- 5) **Payment of total annual dues, (credit card payments are processed through NAR E-Commerce). (See Annual Dues Schedule)** Once all five elements of your application have been received and processed, your application will be reviewed by Darcie Fox, The CEO and the CCAR Board of Directors. Upon Approval basic training (via zoom or in person) will be set up for MLS and Key access.

New Member Orientation Requirement

Orientation courses are conducted a minimum of six times per year. You **must** attend the next available two-day **Mandatory CCAR Orientation** following approval of your application. Following orientation, you will be formally inducted at our next luncheon into the Champaign County Association of REALTORS® (CCAR). If you are late or miss any of the mandatory course segments, you will be required to make up the entire segment the next time it is offered. **NOTE:** Failure to complete the required orientation courses within the specified time frame will result in your services being turned off until the next final filing date. Please check with the association office to confirm the next available session.

Membership Classifications

- 6) **Primary Designated Managing REALTOR® Membership:** Licensed real estate managing broker or real estate appraiser, not currently affiliated with another REALTOR® Board/Association.
- 7) **Primary REALTOR® Membership:** Licensed in the state of Illinois who is affiliated with a current CCAR member office but does not hold current membership in another Board/Association.
- 8) **Secondary Designated REALTOR® Membership:** Designated REALTOR® who is currently a primary member of another Board/Association who also chooses to be a member of **CCAR**. You must include a letter in good standing from your primary Board/Association.
- 9) **Secondary REALTOR® Membership:** REALTOR® who is currently a primary member of another Board /Association who also chooses to be a member with **CCAR**. You must include a letter in good standing from your primary Board / Association. **Note:** Your Broker must hold primary or secondary membership with **CCAR** in to order for you to qualify for secondary membership.



CHAMPAIGN COUNTY ASSOCIATION OF REALTORS®
APPLICATION FOR (CCAR) MEMBERSHIP

Lic # B ☐ MB ☐ A ☐ _____ / ____ / ____
License # Exp. Date Additional License # Exp. Date

First Name _____ MI _____ Last Name _____

Full Name as it Appears on License _____ Gender: Male ☐ Female ☐ Decline to answer ☐

Home Address _____ Office Name _____

City/State/Zip _____ / ____ / ____ Office Address _____

Home Phone _____ City/State/Zip _____ / ____ / ____

Cell Phone _____ Office Phone _____

Email _____ Office Direct Line _____

Web address www. _____ Office Fax _____

Preferred Mailing Address ☐ Home ☐ Office Preferred Phone ☐ Cell ☐ Home ☐ Office ☐ Direct Line

1. Are you now, or have you ever been a member of any Association or REALTORS®? ☐ No (If no, skip to #2) ☐ Yes.

A. If yes, what Board/Association of REALTORS® are/were you a member of? _____

B. Please provide your NRDS (National REALTOR® Data System) Number _____

C. Are you ☐ Active or ☐ Inactive (inactive date: _____) with the above named board?

D. If active, will you be retaining your membership there? ☐ No ☐ Yes

E. If yes, please indicate your desired membership status at **CCAR**:

☐ Primary- Local, State and National dues paid to **CCAR**.

☐ Secondary- Local dues paid to **CCAR**. A letter of good standing and proof of paid state and national dues must be included.

F. Please list any professional designations you hold (i.e., GRI, CRS)? _____

G. 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? ☐ No ☐ Yes
(If yes, please provide details as an attachment).

H. Has your real estate license, in this or any other state, been suspended or revoked? ☐ No ☐ Yes
If "Yes", specify the place(s) and date(s) of such action, and detail the circumstances relating thereto

2. Where did you complete your Pre-License Classes: ☐ In Person ☐ Online ☐ Other _____
Location: _____

3. Place of Birth _____ Date of Birth _____ / ____ / ____
(City) (State) (Country)

Resident here since (M/D/Y) _____ Previous residence _____

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4. Are you fluent in a foreign language? ☐ No ☐ Yes, fluent in _____
5. Have you ever been convicted of a felony? ☐ No ☐ Yes If so, please give details: _____
- _____

I understand that by providing the Champaign County Association Of REALTORS® (CCAR) with my email, fax number, and cell phone, I consent to receive communications from CCAR, Illinois REALTORS® and the National Association of REALTORS®. I understand that standard text messaging rates may apply to any messages received from CCAR. I agree not to hold CCAR liable for any electronic messaging charges or fees generated by this service.

I understand that the association will not share my information with third parties' organizations.

I understand that it is my responsibility to keep my information updated.

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 agree that, if accepted for membership in the association, I shall pay the fees and dues (as from time to time established).

Dated: _____ Signature: _____
(Applicant Signature)

Below is Information to be Completed by CCAR Staff

Member Type ☐ DR ☐ R ☐ A

Date _____ Member ID # _____ Agent NRDS # _____

Office ID # _____ Office NRDS # _____

Application Fee \$ _____ NAR Paid \$ _____ State Paid \$ _____ Local Paid \$ _____

New Office Fee \$ _____ Key Fee \$ _____ EKEY- Pin # _____ Serial # _____

Total Amount Received \$ _____ Payment Method: ☐ Check (# _____) ☐ Credit Card ☐ Cash

Attended Orientation on _____ And or _____

☐ \$ ☐ GZ ☐ GZ Billing ☐ SUPRA ☐ Key Training ☐ MRED ☐ MRED Training ☐ Membership Book
☐ Sent Dues to IR & NAR ☐ M1 ☐ FOREWARN ☐ IDFPR ☐ Paid New Member Initial Fees



CHAMPAIGN COUNTY ASSOCIATION OF REALTORS®
APPLICANT ACKNOWLEDGEMENT

I, _____ hereby apply for active membership in the Champaign County Association of REALTORS® (CCAR). Membership through CCAR means that I am also a member of the ILLINOIS REALTORS® (IR) and National Association of REALTORS® (NAR). As a member I agree to abide by the NAR Code of Ethics, which includes the duty to arbitrate, as well as the CCAR, IR and NAR, Constitution, Bylaws and Rules and Regulations. I agree to satisfactorily complete the NAR Code of Ethics and CCAR Bylaws training.

_____ (Initial Here) I am enclosing my payment of \$ _____. I understand that the annual dues must be submitted with my application, and there shall be **no refund** of the dues once paid, with the exception of local dues. I also understand that annual dues must be paid by January 31 of each year or my membership. Membership is final only upon approval by the Board of Directors and may be revoked should completion of any membership requirements, such as orientation, not be completed within the timeframe established in the Association's Bylaws.

_____ (Initial Here) I agree to attend the Mandatory CCAR Orientation. **There are no exceptions.** By signing below, I understand that failure to complete the mandatory two (2) day orientation, my services could be suspended until the next final filing date. Failure to complete orientation will result in a non-active status with no association services. I understand that a violation of the Code of Ethics may result in termination of my MLS privileges and that I may be assessed an administrative processing fee which may be in addition to any discipline, including fines, that may be imposed.

_____ (Initial Here) I acknowledge that as a member of the association, I will be licensed to use the REALTOR® trademark to indicate such membership, and I agree to abide by the rules governing use of the trademarks. I understand the term REALTOR® is a federally registered collective membership mark which identifies a real estate professional who is a member of the National Association and subscribes to its strict Code of Ethics. The National Association's Trademark Rules are set forth in the Membership Marks Manual, available at: www.realtor.org/mmm. Upon termination of my membership in the association for any reason, my license to use the REALTOR® trademark is automatically revoked and I will immediately discontinue use of the REALTOR® trademark.

I hereby confirm that I am in compliance with the following requirement of membership as a broker of record or an associate of an established REALTOR® office **and** I am licensed to sell real estate or a licensed appraiser under the laws of the State of ILLINOIS.

Applicant Signature _____ **Date** _____

I, (Managing Broker Name) _____ as employing broker recommend the acceptance of this applicant for membership in the Champaign County Association Of REALTORS® (CCAR), and hereby affirm that the applicant is a real estate broker or licensed real estate appraiser with this firm. I ensure that the above applicant will complete the orientation course within the required time.



Managing Broker Signature _____ **Date** _____

(Print Name)



2024 ANNUAL DUES SCHEDULE- (DUE WITH APPLICATION)

Annual Dues Schedule

Dues Pro-ration from	January	February	March	April	May	June
Illinois REALTORS® (IR)	\$205.00	\$187.92	\$170.83	\$153.75	\$136.67	\$119.58
IR Mandatory Advocacy	\$85.00	\$85.00	\$85.00	\$85.00	\$85.00	\$85.00
National Association Of REALTORS® (NAR)	\$156.00	\$143.00	\$130.00	\$117.00	\$104.00	\$91.00
NAR Mandatory Advertising	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00
Champaign County Association Of REALTORS® (CCAR)	\$215.00	\$215.00	\$215.00	\$163.75	\$163.75	\$163.75
CCAR Key Fee- One Time	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00
TOTAL ANNUAL DUES	\$856.00	\$825.92	\$795.83	\$714.50	\$684.42	\$654.33
Dues Pro-ration from	July	August	September	October	November	December
Illinois REALTORS® (IR)	\$102.50	\$85.42	\$68.33	\$51.25	\$34.17	\$17.08
IR Mandatory Advocacy	\$85.00	\$85.00	\$85.00	\$85.00	\$85.00	\$85.00
National Association of REALTORS® (NAR)	\$78.00	\$65.00	\$52.00	\$39.00	\$26.00	\$13.00
NAR Mandatory Advertising	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00
Champaign County Association Of REALTORS® (CCAR)	\$112.50	\$112.50	\$112.50	\$61.25	\$61.25	\$61.25
CCAR Key Fee- One Time	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00
TOTAL ANNUAL DUES	\$573.00	\$542.92	\$512.83	\$431.50	\$401.42	\$371.33

*Secondary Member annual dues are local (CCAR) \$215.00; and are not prorated.

Note: If any new member cancels their membership prior to attending the new member orientation, within the current fiscal year, only the local dues are refundable, at a prorated amount, minus a \$75.00 processing fee. This is not an automatic refund. Requests must be submitted in writing to the association by the member. Dues payments to the Champaign County Association of REALTORS® are not tax deductible as charitable contributions. Portions of such payments may be tax deductible as ordinary and necessary business expenses.



CCAR MEMBERSHIP FEES

CCAR Monthly Fees

Monthly MLS Fee	\$30.00
Monthly Assessment	\$40.00
TOTAL MONTHLY FEES	\$70.00

Agent is responsible for paying the monthly fees.

*Secondary Members who already have MRED will only be responsible for the \$40.00 Monthly Assessment.

SUPRA Monthly fees

Monthly Supra Fee	\$17.18
SUPRA Activation Fee- One Time	\$50.00

The SUPRA monthly fee is prorated through the month. Supra requires a credit card on file. The monthly fee will be automatically deducted.

CCAR New Office Fee

CCAR New Office Fee	\$500.00
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If you drop your office with us and come back in after one year, you are subject to the new office fee per MRED'S rules & regulations.

CCAR New Member Initial Fee

New Member Initial Fee- One Time Fee	\$1,515.00
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This is a one-time fee for CCAR new members due upon completion of orientation. If you drop your membership and come back in after one year you will be subject to pay the initial fee again.



2024 ORIENTATION SCHEDULE

MARCH 2024

02/05/24	Final Filing Date
03/04/24	Orientation / Bylaws; Contract Training; MRED Training
03/05/24	Orientation / Code of Ethics; Affiliate Seminar during Lunch Break
04/18/24	CCAR Member Luncheon- where New Members will be inducted

MAY 2024

04/08/24	Final Filing Date
05/13/24	Orientation / Bylaws; Contract Training; MRED Training
05/14/24	Orientation / Code of Ethics; Affiliate Seminar during Lunch Break
08/08/24	CCAR Member Luncheon- where New Members will be inducted

JULY 2024

06/03/24	Final Filing Date
07/08/24	Orientation / Bylaws; Contract Training; MRED Training
07/09/24	Orientation / Code of Ethics; Affiliate Seminar during Lunch Break
08/08/24	CCAR Member Luncheon- where New Members will be inducted

SEPTEMBER 2024

08/05/24	Final Filing Date
09/09/24	Orientation / Bylaws; Contract Training; MRED Training
09/10/24	Orientation / Code of Ethics; Affiliate Seminar during Lunch Break
10/17/24	CCAR Member Luncheon- where New Members will be inducted

NOVEMBER 2024

10/07/24	Final Filing Date
11/04/24	Orientation / Bylaws; Contract Training; MRED Training
11/05/24	Orientation / Code of Ethics; Affiliate Seminar during Lunch Break
TBD	CCAR Member Luncheon- where New Members will be inducted

JANUARY 2025

12/02/24	Final Filing Date
01/06/25	Orientation / Bylaws; Contract Training; MRED Training
01/07/25	Orientation / Code of Ethics; Affiliate Seminar during Lunch Break
TBD	CCAR Member Luncheon- where New Members will be inducted



CCAR New Member MANDATORY Orientation Schedule

Day One (1):

9:00 am to 10:30 am	Welcome to CCAR / and Understanding Your Membership CCAR
10:30 am to 12:30 pm	Contract Training w/ Matt Difanis
12:30 pm to 1:00 pm	Lunch Break (Lunch Included)
1:00 pm to 3:00 pm	MRED Training (Including Commercial) w/ Todd Salen

End of Day

Day Two (2):

9:00 am to 12 noon	Code of Ethics
12 noon to 1:00 pm	Affiliate Seminar with Lunch Break

Completion of CCAR Orientation

****New Members may attend a CORE class free within the year of joining CCAR.**