



## **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 Darcie Fox at 217-356-1389 ext. 1004 or [darcief@illinihomes.com](mailto:darcief@illinihomes.com).

### **Application Checklist**

- 1) **CCAR Application**
- 2) **45 Day Permit / IDFPR License**
- 3) **Application Acknowledgement (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) 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**

1. **Primary Designated Managing REALTOR® Membership:** Licensed real estate managing broker or real estate appraiser, not currently affiliated with another REALTOR® Board/Association.
2. **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.
3. **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.
4. **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



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: \_\_\_\_\_
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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](http://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**

<b>Dues Pro-ration from</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>
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
<b>TOTAL ANNUAL DUES</b>	<b>\$856.00</b>	<b>\$825.92</b>	<b>\$795.83</b>	<b>\$714.50</b>	<b>\$684.42</b>	<b>\$654.33</b>
<b>Dues Pro-ration from</b>	<b>July</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>
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
<b>TOTAL ANNUAL DUES</b>	<b>\$573.00</b>	<b>\$542.92</b>	<b>\$512.83</b>	<b>\$431.50</b>	<b>\$401.42</b>	<b>\$371.33</b>

\*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
<b>TOTAL MONTHLY FEES</b>	<b>\$70.00</b>

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
- 02/12/24 Study Material Pick-Up
- 03/04/24 Orientation / Bylaws; Contract Training; MRED Training
- 03/05/24 Orientation / Code of Ethics; Affiliate Seminar during Lunch Break

### **MAY 2024**

- 04/08/24 Final Filing Date
- 04/15/24 Study Material Pick-Up
- 05/06/24 Orientation / Bylaws; Contract Training; MRED Training
- 05/07/24 Orientation / Code of Ethics; Affiliate Seminar during Lunch Break

### **JULY 2024**

- 06/03/24 Final Filing Date
- 06/10/24 Study Material Pick-Up
- 07/08/24 Orientation / Bylaws; Contract Training; MRED Training
- 07/09/24 Orientation / Code of Ethics; Affiliate Seminar during Lunch Break

### **SEPTEMBER 2024**

- 08/05/24 Final Filing Date
- 08/12/24 Study Material Pick-Up
- 09/09/24 Orientation / Bylaws; Contract Training; MRED Training
- 09/10/24 Orientation / Code of Ethics; Affiliate Seminar during Lunch Break

### **NOVEMBER 2024**

- 10/07/24 Final Filing Date
- 10/14/24 Study Material Pick-Up
- 11/04/24 Orientation / Bylaws; Contract Training; MRED Training
- 11/05/24 Orientation / Code of Ethics; Affiliate Seminar during Lunch Break

### **JANUARY 2025**

- 12/02/24 Final Filing Date
- 12/09/24 Study Material Pick-Up
- 01/06/25 Orientation / Bylaws; Contract Training; MRED Training
- 01/07/25 Orientation / Code of Ethics; Affiliate Seminar during Lunch Break



**CCAR New Member MANDATORY Orientation Schedule**

**Day One (1):**

9:00 am to 10:30 am	Welcome to CCAR / and Bylaws
10:30 am to 12:30 pm	CCAR 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.**