



PVPAR MEMBERSHIP PROCEDURES FOR NEW AGENTS & TRANSFERS

◆ ITEMS REQUIRED FOR MEMBERSHIP ◆ (detailed information listed below, please review prior to appointment.)

- 1. **Application for Membership** (*see detailed info*) (www.pvpar.com-member info-print application)
- 2. **Current Real Estate License - Certificate is preferred—Wallet ID is acceptable**
- 3. **Applicable fees will be provided at time of enrollment.** (*see detailed info*)
- 4. **Appointment is required to provide quick & efficient service. Please contact Melissa Klassen PVPAR 310-377-4873 to schedule an appointment.**

Appointment Date/Time: _____

◆ DETAILED INFORMATION ◆

Membership Application:

- 1. Agent completes in full, Pages 1 through 3, (**PRIOR** to scheduled appointment time).
- 2. Agent to sign Page 5 as Applicant
- 3. Broker of Record to sign Page 5, Lines 2 and 3.

Applicable Fees:

- 1. Each member’s membership status at the time of enrollment may differ, fees will be given at time of appointment. Please contact Melissa at 310-377-4873, if you wish to know your fees ahead of time.

ITEMS REQUIRED FOR TRANSFER FROM ANOTHER ASSOCIATION

Dues Waiver/Letter of Good Standing:

- 1. Required to verify payment of current year CAR & NAR dues. (transferable fees)
Note: No other fees are transferable. (Example: MLS, Local dues or processing fees.)

Supra Active Key or E-Key:

- 1. **IMPORTANT!** Your Supra bill must be paid before we can transfer your active key or ekey.
- 2. Bring at time of appointment for reprogramming.
Note: PVPAR will make all attempts to reprogram at time of appointment, however, the previous Association will need to un-assign keys before PVPAR will be able to re-program, therefore, it may be necessary to bring your Supra Active Key or E-Key in a second time.

E-KEY Holders please schedule an appointment with Melissa for installation.
(Approximately 30 minutes to complete this procedure.)

◆ IMPORTANT NOTES ◆

Special Forms are required for transfer of active listings, contact information and saved searches **within** CRMLS. **Please contact the Association for further instructions/details.**

If you have any questions, please feel free to contact our staff at 310-377-4873.

Thank you for your membership with the Palos Verdes Peninsula Association of REALTORS® and we are here to make the transition as easy as possible.