



# REALTOR®/DR MEMBERSHIP APPLICATION

To the Heartland REALTOR® Organization, I hereby apply for REALTOR® Membership with the Organization and am enclosing payment in the amount of \$400 for the Application/Orientation fee payable to the Heartland REALTOR® Organization. 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 Heartland REALTOR® Organization, Illinois REALTORS®, and the National Association, and if required, I further agree to satisfactorily complete a reasonable and nondiscriminatory written examination on such Code, Constitutions, Bylaws, and Rules and Regulations. 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 new member Code of Ethics training and orientation, not be completed within the timeframe established in the Organization's Bylaws (**90-days from date of application**). I understand that I will be required to complete periodic Code of Ethics training as specified in the Organization's Bylaws as a continued condition of membership.

*NOTE: Applicant acknowledges that if accepted as a member and he/she subsequently resigns from the Organization 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 membership lapses or is terminated, provided the dispute arose while applicant was a REALTOR®.*

**I hereby submit the following information for your consideration:**

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

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

Cell Phone: \_\_\_\_\_ Do you want this phone # to appear in the MLS?  Yes  No

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

Real Estate License #: \_\_\_\_\_ How long with current real estate firm? \_\_\_\_\_

Licensed/certified appraiser:  Yes  No Appraisal License #: \_\_\_\_\_

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

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

Office Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Preferred Mailing Address:  Home  Office (Select the location you would like all your mailings sent to.)

Are you presently a member of any other Association of REALTORS®?  Yes  No If yes, provide name of Association and type of membership held: \_\_\_\_\_

Have you previously held membership in any other Association of REALTORS®?  Yes  No  
If yes, provide the name of Association and type of membership held: \_\_\_\_\_,  
your NAR membership (NRDS) #: \_\_\_\_\_, and last date (year) of  
completion of NAR's Code of Ethics training requirement: \_\_\_\_\_

Have you previously held membership at any Association of REALTORS® under a different name?  Yes  No  
If yes, what was the name under which membership was held: \_\_\_\_\_

Previous real estate firm (if applicable): \_\_\_\_\_

Specialty:  Residential  Commercial  Resort  International  Other: \_\_\_\_\_

**If you answer yes to any of the following questions, provide details as an attachment:**

1. 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?  Yes  No
2. Do you have any unsatisfied discipline pending?  Yes  No

- 3. Are you a party to a pending arbitration request? \_\_\_ Yes \_\_\_ No
- 4. Do you have any unpaid arbitration awards or unpaid financial obligations to another Association of REALTORS® or an Association MLS? \_\_\_ Yes \_\_\_ No

**Are you a principal, partner, corporate officer or branch office manager?** \_\_\_ Yes \_\_\_ No (If yes, please complete the following portion of the application.)

**APPLICATION FOR REALTOR® MEMBERSHIP: FOR DESIGNATED BROKERS/BRANCH MANAGERS**

Company information: \_\_\_ Sole Proprietor \_\_\_ Partnership \_\_\_ Corporation \_\_\_ LLC (Limited Liability Company)

Your position: \_\_\_ Principal \_\_\_ Partner \_\_\_ Corporate Officer \_\_\_ Branch Office Manager

Names of other Partners/Officers of your firm: \_\_\_\_\_

Have you ever been refused membership in any other Association of REALTORS ®? \_\_\_ Yes \_\_\_ No (If yes, provide details as an attachment.)

Is the Office Address, as stated, your principal place of business? \_\_\_ Yes \_\_\_ No

If not, or if you have any branch offices, please indicate and give address: \_\_\_\_\_

Do you hold, or have you ever held, a real estate license in any other state? \_\_\_ Yes \_\_\_ No

If so, where: \_\_\_\_\_

Have you or your firm been found in violation of state real estate licensing regulations within the last three years? \_\_\_ Yes \_\_\_ No (If yes, provide details as an attachment.)

Have you or your firm been convicted, adjudged, or otherwise recorded as guilty by a final judgment of any court of competent jurisdiction of a felony or other crime. \_\_\_ Yes \_\_\_ No (If yes, provide details as an attachment.)

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 Organization, I shall pay the fees and dues as from time to time established. **NOTE:** Payments to the Heartland REALTOR® Organization are not deductible as charitable contributions. Such payments may, however, be deductible as an ordinary and necessary business expense. **No refunds.**

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

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

**NOTE: There is a one-time \$400 Application/Orientation fee for new applying members. There is No application fee for REALTOR® members transferring from another REALTOR® Association.**

Application can be emailed to [info@HeartlandRO.com](mailto:info@HeartlandRO.com) or brought to the Heartland office.  
405 E. Congress Pkwy, Suite A, Crystal Lake, IL 60014



# Membership/Fee Selection Form

Please make ONE selection in EACH of the following 5 sections.  
(See reverse side for explanation of each section.)

## Section I. Organization Fees\*

- Monthly \$74.00     
  Quarterly \$212.00     
  Annually \$818 *(only available in December/January)*

## Section II. MRED User Fees\*

- Not a subscriber     
  \$27 per month     
  \$81 quarterly     
  \$324 annually

## Section III. RPAC\* (REALTOR® Political Action Committee)

- |   |                |                 |                 |
|---|----------------|-----------------|-----------------|
| <input type="checkbox"/> Major Investor (Sterling R's)    | \$84 per month | \$250 quarterly | \$1000 annually |
| <input type="checkbox"/> Governor's Club Level            | \$42 per month | \$125 quarterly | \$ 500 annually |
| <input type="checkbox"/> Member of Influence Level        | \$21 per month | \$ 63 quarterly | \$ 250 annually |
| <input type="checkbox"/> Gold Inner Circle                | \$ 9 per month | \$ 25 quarterly | \$ 100 annually |
| <input type="checkbox"/> Basic Level (Recommended amount) | \$ 5 per month | \$ 15 quarterly | \$ 60 annually  |
| <input type="checkbox"/> None                             |                |                 |                 |

## Section IV RPA\* (Real Property Alliance)

- RPA Voluntary Contribution      \$1.00      \$3.00      \$12.00  
 None

## Section V. Lockbox Lease Program\* (Will be charged if your brokerage firm has opted into the program.)

- Broker has opted in:     
  \$14 per month     
  \$42 quarterly     
  \$168 annually  
 Broker does not participate.

Printed name \_\_\_\_\_ Member ID \_\_\_\_\_

Phone number \_\_\_\_\_ Email address \_\_\_\_\_

**\*Prices subject to change without notice; however, Heartland will make every effort to inform its members in advance.**

# Explanation of Charges and Services

## Section I. Organization Fees

This fee includes all Organization/Association dues and fees such as local, state, and national dues, NAR ad awareness campaign fees, IAR advocacy campaign fees, and any other such monies required.

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## Section II. MRED User Fees

MRED, Midwest Real Estate Data, LLC, is the provider of the regional multiple listing service (MLS). The MLS is, in simple terms, the warehouse of all property information for northern IL and beyond.

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## Section III. RPAC\*

The REALTORS® Political Action Committee (RPAC) collects voluntary investments from members and uses those funds in a bipartisan manner to support pro-REALTOR® candidates for public office who help ILLINOIS REALTORS® win the fight on public policy issues affecting your business, including private property rights, government regulation of the industry, and taxes and fees affecting real estate.

*Contributions to RPAC are not deductible for federal income tax purposes. Contributions are voluntary and are used for political purposes. The amounts indicated are merely guidelines and you may contribute more or less than the suggested amounts. The National Association of REALTORS® and its state and local associations will not favor or disadvantage any member because of the amount contributed or decision not to contribute. You may refuse to contribute without reprisal. Up to thirty percent (30%) may be sent to National RPAC to support federal candidates and is charged against your limits under 2 U.S.C. 441a. A copy of our report filed with the State Board of Elections is (or will be) available on the Board's official website [www.elections.il.gov](http://www.elections.il.gov) or for purchase from the State Board of Elections, Springfield, Illinois. Except as may be required by state or federal law, the Illinois REALTORS® PAC (Illinois RPAC) is not required to refund political contributions. However, refund requests will be considered on a case-by-case basis so long as they are received within 30 days of the contribution.*

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## Section IV. RPA\*

Assist your REALTOR® community with a voluntary contribution to the Real Property Alliance (RPA) which provides insight and analysis for Illinois property owners and a voice for establishing sound real estate policy that promotes growth and seeks to limit taxes and regulations which can make it harder to live and work in the state.

*Contributions to the Real Property Alliance are tax-deductible contributions.*

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## Section V. Lockbox Lease Program

This program provides your office with electronic lockboxes at an affordable price and ensures your office has lockboxes for its active listings.

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\*Illinois REALTORS® has required RPAC ([REALTOR® Political Action Committee](#)) and RPA ([Real Property Alliance](#)) contributions to appear on each billing invoice as above the line charges. These charges are optional and can be modified when paying your invoice online on [Heartland's website](#). [Click here](#) find step by step information relative to online bill pay.



**HEARTLAND REALTOR® ORGANIZATION**  
**MLS/Association/Lock Box Credit Card Participation Agreement**

*For Automatic Payment – To be Completed and Signed by Individual*

- A. I, hereby, authorize the Heartland REALTOR® Organization to automatically charge my credit card account listed below for applicable MLS fees, association dues/fees, and any other related charges.
- B. I understand I will be subject to a \$25.00 fee if my credit card is rejected for any reason.
- C. No refunds will be granted once the payment period begins, regardless of the length of the term.

Name on card: \_\_\_\_\_ Heartland ID#: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Visa       MasterCard       Discover       American Express

Card #:     ~     ~     ~

Expires: \_\_\_\_\_ / \_\_\_\_\_

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

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

Heartland REALTOR® Organization  
405 E. Congress Parkway, Suite A  
Crystal Lake, IL 60014  
Email: [info@HeartlandRO.com](mailto:info@HeartlandRO.com)  
Phone: (815)459-0600



## HEARTLAND REALTOR® ORGANIZATION SENTRILOCK® SMART CARD LICENSE AGREEMENT

THIS LICENSE AGREEMENT (“License”) is between the following parties and shall be effective as of the date HEARTLAND acknowledges receipt hereof:

**Heartland REALTOR® Organization** as “Licensor” or “HEARTLAND,” and **Cardholder** as identified at the end of this License.

1. **License Usage.** This License relates to HEARTLAND’s issuance of a Sentrilock® Smart Card and corresponding personal identification number (“PIN”) (the physical card and PIN are collectively referred to as the “Smart Card”) to Cardholder to facilitate the Cardholder’s work for the Broker/Affiliate Member in accessing entry through Sentrilock® lockboxes at real properties being marketed for sale (the “Properties”). Cardholder agrees to use the Smart Card only as a device to gain access to Properties that he/she is otherwise authorized to enter.

2. **Representations.** Cardholder warrants as of the date of this License that he/she is licensed and in good standing by the States of Illinois and/or Wisconsin as a real estate managing broker, broker, real estate agent, appraiser or licensed real estate professional, a Member of HEARTLAND or any of its partner associations, and/or HEARTLAND Affiliate Member with specific authority to access the Properties and will continue in such capacity at all times while this License is in effect. If Cardholder, at any time during the term of this License, is no longer a HEARTLAND Member, HEARTLAND Affiliate Member or member of any of its partner associations, acting in the capacity as a licensed real estate professional, Cardholder shall and agrees to notify HEARTLAND immediately.

3. **Fees.** Upon receipt of the Smart Card, Cardholder agrees to pay the current license fees, if applicable, which shall be non-refundable and non-proratable if this License is terminated for any reason. Cardholder agrees replacement Smart Card fees shall apply.

4. **Security.** Cardholder acknowledges that it is necessary to maintain security of the Smart Card to prevent its use by unauthorized persons. Consequently, Cardholder agrees:

- A. To keep the Smart Card in Cardholder’s possession or in a safe place at all times;
- B. To not allow his/her PIN to be kept with, attached to, or written on the Smart Card;
- C. To not duplicate the Smart Card or allow any person to do so;
- D. To not assign, transfer, or pledge the rights of the Smart Card;
- E. To notify HEARTLAND immediately of the loss or theft of the Smart Card;
- F. To follow all the guidelines as outlined in the Sentrilock® Smart Card Terms of Use/Security

Procedures as attached hereto and incorporated herein by this reference;

G. To take all steps and perform all acts reasonably necessary to ensure the security of Properties accessed through the use of lockboxes and Smart Cards and to access properties using the lockbox and Smart Card only as permitted and instructed by and consistent with the showing authorization and instructions given by the listing brokerage;

H. To pay any required fees hereunder;

I. To present the Smart Card for inspection as provided herein; and

J. To immediately, upon receipt of notice thereof, comply with any future rules, regulations, or use and access procedures subsequently adopted by Licensor.

5. Term and Termination. This License shall begin on the Effective Date and ends on the date of any of the following events:

- A. Termination of the Cardholder's authority as a real estate professional;
- B. Termination of the Cardholder's association with HEARTLAND or HEARTLAND's partnered associations for any reason;
- C. Failure of Cardholder to perform his/her duties and obligations under this License or comply with Sentrilock® Terms of Use/Security Procedures;
- D. Failure to notify HEARTLAND of the loss or theft of the Smart Card or to pay, when due, any fees and/or penalties imposed hereunder, or to surrender the Smart Card upon the termination of this License.

6. Violation Procedures and Penalties. If HEARTLAND determines Cardholder may have violated any of his/her obligations under this License, it may exercise such disciplinary actions as it deems reasonably necessary to protect the security and integrity of the Sentrilock® Lock Box System including, deactivation of the Smart Card, imposing fines of up to \$2,000.00 per violation, and sending written notice to the Cardholder detailing the nature of such violation (the "Violation Notice"). The review and enforcement of Violation Notices shall be handled by HEARTLANDS's Professional Standards processes and procedures and/or HEARTLAND's Board of Directors.

Additionally, Cardholder acknowledges and agrees to be subject to the disciplinary rules and procedures of the HEARTLAND Professional Standards Committee or HEARTLAND's Board of Directors. No referral to the HEARTLAND Professional Standards Committee is required for termination of Smart Card services for failure to pay required fees.

7. Indemnification. Cardholder agrees to indemnify and hold HEARTLAND and its directors, officers, employees and agents harmless from any and all loss, costs, expense, claims or demand whatsoever by or against HEARTLAND resulting from the loss, use or misuse of the Smart Card, including, but not limited to attorney fees and/or any liabilities as a result of damage or injury to Properties or persons arising out of entry by any person into any Properties by use of the Smart Card.

8. Ownership and Inspection Rights. Cardholder acknowledges that he/she has no property interest in or ownership rights in the Smart Card other than as provided herein and that HEARTLAND reserves the right to require him/her to present his/her Smart Card for inspection upon no less than 48 hours prior written notice, which notice may be made by electronic transmission to the email address noted herein. Additionally, if HEARTLAND reasonably believes the Sentrilock® Lock Box System's security or integrity has been or imminently may be compromised; Cardholder agrees to immediately present the Smart Card for inspection.

9. General Terms. This License represents the entire agreement between HEARTLAND and the Cardholder regarding the Smart Card and supersedes all other oral or written agreements regarding same. This License shall be governed by the laws of the State of Illinois and Cardholder agrees that any disputes arising out of or related to this License shall be adjudicated in the 22<sup>nd</sup> Judicial Circuit Courts of Illinois.

10. Document Preparation and Review Acknowledgement. This License Agreement has been prepared by Heartland for the mutual benefit of the parties hereto and its interpretation shall be neutral as to the drafting party. Additionally, Cardholder acknowledges that this License was prepared by HEARTLAND's counsel and that Cardholder has carefully read and understands the terms and conditions hereof.

In Witness Whereof and with the intention to be legally bound as provided herein, the signatory below agrees to this License.

**CARDHOLDER INFORMATION AND SIGNATURE:**

|  |   |
|--|---|
| Cardholder Full Name:                    |   |
| Cardholder Mailing Address:              |   |
| Cardholder Email Address:                |   |
| Cardholder Direct Telephone Contact No.: |   |
| Cardholder Brokerage Affiliation:        |   |
| Cardholder Smart Card Fee Payment:       | Amount: \$ _____<br><br>Payment By:<br>Heartland dues _____<br>Visa _____<br>Master Card _____<br>American Express _____<br>Discover _____<br>Cash _____<br>Money Order _____<br>Check (Personal or Business) _____ No. _____ |
| Date of Information Completion:          |   |

**ACCEPTANCE**

This Smart Card License with the Cardholder listed above is hereby acknowledged and accepted by HEARTLAND as of \_\_\_\_\_ [Date of Acceptance]

\_\_\_\_\_  
Licensee Signature

|   |
|---|
| FOR HEARTLAND INTERNAL USE ONLY:<br><br>Cardholder License Agreement Smart Card Identification Information:<br><br>_____<br>_____ |
|---|





## Sentrilock Smart Card Terms of Use/Security Procedures

By signing the Sentrilock Lease Agreement, you hereby acknowledge and agree to abide by the following “Terms of Use” as relates to your Sentrilock Smart Card Agreement:

- 1) To keep the card in your possession or in a safe, secure place at all times.\*
- 2) To not allow your Personal ID Number (PIN) to be attached to the Smart Card. Affixing PIN codes to the Smart Card or keeping a PIN code with the Smart Card will result in a fine of \$2,000.\*
- 3) To not loan the Smart Card to any person, for any purpose whatsoever, or to permit the card to be used for any purpose by any other person. Allowing anyone other than the Cardholder to use the Smart Card will result in a fine of \$2,000 for EACH OCCURRENCE.\*
- 4) To not duplicate the Smart Card or allow any other person to do so. Doing so may result in a fine of \$2,000 for **EACH OCCURRENCE** and may be subject to criminal prosecution as provided by law.\*
- 5) To not assign, transfer, or pledge the Smart Card.\*
- 6) To immediately upon discovery of any loss or theft of Smart Card notify Heartland by telephone or in writing, as directed, of the loss or theft of the Smart Card and circumstances surrounding such loss or theft of the Smart Card. **Please call the Organization office and report it so it cannot be used if someone finds it.\***
- 7) To not disseminate property access, including but not limited to one-day codes generated from the Sentrilock system, to prospective clients, purchasers or anyone else without the property owner’s or Listing Broker’s express permission. Doing so may result in a fine of \$2,000 for **EACH OCCURRENCE** and may be subject to criminal prosecution as provided by law. Such action may also result in a Code of Ethics violation with separate fees/fines levied.
- 8) To not access any property without prior approval from Seller or Listing Broker. Doing so may result in the homeowner contacting the appropriate authorities (you could be arrested!) or the Listing Broker filing a complaint with the Heartland REALTOR® Organization.

Affiliate access – Heartland affiliate members who are issued keycards must understand that these rules apply to them as well. Furthermore, they need to ensure that they have permission from the Listing Broker or the seller BEFORE accessing the property. Accessing a property without express permission may result in fines, fees, and criminal prosecution. You may be arrested and charged with a crime.

Anyone who has questions should contact the Heartland REALTOR® Organization BEFORE accessing any property.

\*PLEASE NOTE: These terms are also contained in your Smart Card Agreement.