

2019 Vail Board of Realtors®



Membership Application for Licensed Assistants and Unlicensed Admins

Dear Applicant,

Thank you for your interest in joining the Vail Board of Realtors®. Please review this application carefully to fully understand these membership options.

Application Process:

Once an application is received, the Assistant/Admin can expect a Welcome Email from the Vail Board of Realtors® within 5 business days.

Benefits of Licensed Assistants and Unlicensed Admins:

- Eligible to come to General Membership Meetings, but no voting rights
- Eligible to attend MLS Training classes
- Eligible to attend special events, may be subject to guest fee
- Eligible for educational courses at a **Non-Member Rate**
- Eligible for **Admin MLS access**, fee of \$25/month, payable to the Vail Multi-List Service

Restrictions of Licensed Assistants and Unlicensed Admins:

- May not purchase Lockboxes for own use
- May not be listed as Listing, Selling, or Co-listing Broker in the MLS
- May not use the term REALTOR® (See Article IV of the VBR Bylaws)
- May not apply for RETS feed for the purpose of operating a website

Licensed Assistants ONLY:

- Eligible for Sentrilock access at regular Member rates (\$16/month)
- Eligible to use the Broadcast Email System on behalf of the associated REALTOR®
- May attend the New Member Orientation, offered 4 times a year, for information on the MLS, Sentrilock, Rules and Regulations, and Code of Ethics. Please, RSVP.
- Subject to a NON-Member Licensee fee, this is an **Annual fee of \$534** payable to the Vail Board of REALTORS® (\$209 to the VBR, \$175 for Colorado Association of REALTORS®, and \$150 for the National Association of REALTORS®)

There are two Assistant levels in Rapattoni with different permission levels in the system. Please read the two descriptions below. EACH MLS user needs their own unique Member ID and Password. **Sharing is not permitted!**

Licensed Assistant

A Licensed Assistant is a clerical user who has access to all office listings with the authority to add/edit, modify the status, and add/edit attachments in listings in the MLS. With the authority from the associated REALTOR®, the licensed assistant may work as the REALTOR® within the MLS for prospecting.

Unlicensed Admin

An Unlicensed Admin is a clerical user who, with the authority from the an associated REALTOR®, may work as the REALTOR® within the MLS to add/edit, modify the status, and add/edit attachments in the listings within the MLS. The Unlicensed Admin is not eligible for Sentrilock access.

Are you applying for: _____ **Licensed Assistant** _____ **Unlicensed Admin**

I HEREBY SUBMIT THE FOLLOWING INFORMATION FOR THE CONSIDERATION OF THE VAIL BOARD OF REALTORS BOARD OF DIRECTORS:

APPLICANTS NAME: _____

OFFICE NAME: _____

OFFICE MAILING ADDRESS: _____

OFFICE PHYSICAL ADDRESS: _____

OFFICE PHONE: _____ CELL PHONE: _____

APPLICANTS E-MAIL: _____

NRDS # (If applicable): _____ PRIMARY FIELD OF BUSINESS (See list): _____

I acknowledge that I, the Managing Broker/Associated REALTOR® am responsible for the Assistant/Admin's confidentiality of the MLS information as outlined in the MLS Rules and Regulations and Policies.

MANAGING BROKER NAME _____
 (Unlicensed Admin & Licensed Assistant)
 MANAGING BROKER SIGNATURE: _____
 ASSOCIATED REALTOR® MEMBER: _____
 (Licensed Assistant ONLY)
 ASSOC REALTOR SIGNATURE: _____

Are you Licensed? _____ Yes _____ No If Yes, what State? _____

Please provide your License Number: _____

Are you a member of any other Real Estate Board? Name of Board: _____

LICENSED ASSISTANTS ONLY: Payment Included: ___ Check ___ Credit Card: Credit Card #: _____
 _____ Expiration Date: _____

Primary Field of Business

FIELD #	RESIDENTIAL	FIELD #	COMMERCIAL	FIELD #	OTHER	FIELD #	
100	General Residential Sales	200	General Commercial Sales/Leasing	300	Auctioneer	431	Government Employee (Generic)
101	Existing Homes (Resales)	201	Industrial Sales/Leasing	301	General Appraisal	432	Home Inspector
102	New Homes	202	Office Sales/Leasing	302	General Real Estate	433	Home Repair Contractor or Supplier
103	Buyer Brokerage	203	Retail Sales/Leasing	303	Young Professionals Network	434	Homeowner Insurance
104	Manufactured Homes (including Mobile Homes)	204	Land Sales/Leasing	310	Personal Assistant (licensed)	435	Homeowner Warranty Sales
105	Residential Lots	205	Multi-Family Sales/Leasing	311	Personal Assistant (unlicensed)	440	Internet Service Provider (ISP)
106	Resort Specialist	206	Property Management	312	Economic Development	441	Internet Marketing
107	Condominiums	207	Appraiser	313	Financial Services	450	MLS and MLS Products Vendor
108	International	208	International	314	Real Estate Law	460	Mortgage Banker or Broker
109	Appraisal	209	Exchanges	315	Redevelopment/Rehabilitation	461	Mortgage Loan Originator/Processor
110	Second Homes	210	Tenant Representative	316	Relocation	461	Real Estate Products Supplier (signs; maps; etc.)
111	Vacation Rentals	211	Investment Sales	317	Securitization	470	Surveyor
112	Timeshare Sales	212	Hotel/Leisure	318	Syndication	475	Termite Inspector
113	Farm And Ranch	213	Residential Investment (non-owner occupied)	319	Real Estate Taxation	480	Title Insurance Agent or Representative
120	Brokerage Management	220	Brokerage Management	400	Accountant/CPA	485	Account or Sales Representative
121	Corporate Management	221	Corporate Management	401	Association General Counsel (or "Board Attorney")	490	Business Owner/Operator or other executive level employee
122	Sales Management	222	Trainer/Instructor/Educator	402	Attorney	491	Member Benefits/Services Vendor
123	Trainer/Instructor/Educator	223	Marketing/Research	410	Builder/Developer - Commercial	492	Vendor
124	Marketing/Research	224	Office Support Staff (licensed)	411	Builder/Developer - Residential	493	Technical Specialist
125	Office Administrative Support Staff (licensed)	225	Office Support Staff (unlicensed)	415	Computers - Hardware Sales/Service/Repair		
126	Office Administrative Support Staff (unlicensed)	226	Asset/Portfolio Management	416	Computers - Real Estate-related Software		
130	Single Family	227	Government Property Mngt	420	Escrow or Settlement Agent		
131	Multi-Family	230	Counselor	424	Elected Official - Local		
132	Condos; Resorts; Time Shares	231	Business Broker	425	Elected Official - State		
		232	Development	426	Government Executive - Local		
		233	Investment Properties (including REIT's)	427	Government Executive - State		
		234	Acquisition	428	Government Employee - Local		
		235	Build To Suit	429	Government Employee - State		
		236	Commercial Sale/Leaseback				
		237	Site Selection				