



***Real Answers for Real Estate***

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**GREATER NASHVILLE REALTORS® MEMBERSHIP POLICY**

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1. The membership application process for REALTOR® members as established by the Directors is as follows:
  - a. Application filed and application fee paid
  - b. Attend Orientation class
  - c. Pass ethics test with a grade of 70 or above
  - d. Name published and presented to the membership
  - e. Applicant reviewed by Membership Committee and recommended to Directors
  - f. Reviewed for approval by Directors
  
2. Processing the application of a designated REALTOR® is as follows:
  - a. A valid real estate license and actively engaged in the real estate business or its recognized branches
  - b. A place of business in compliance with local zoning regulations
  - c. A favorable business reputation in the community
  - d. No recent or pending bankruptcy
  - e. Completed the Association's indoctrination course
  - f. Signed his/her intention to abide by the Constitution, Bylaws, Policy and Rules and Regulations of the Local Board, the State Association, and the National Association of REALTORS®
  
3. In processing the application of a REALTOR® affiliated with a Designated REALTOR®, applicants must complete, or have the following:
  - a. A valid real estate license and actively engaged in the real estate business or its recognized branches
  - b. Be employed by a REALTOR® or affiliated with him/her as an independent contractor
  - c. Make written application for REALTOR® membership in the Association
  - d. Signify his/her intention to abide by the National Association of REALTORS® Code of Ethics
  - e. Signify his/her intention to abide by the Constitution, Bylaws, Policy, and Rules and Regulations of the Local Board, the State Association, and the National Association of REALTORS®
  - f. Complete the Board indoctrination course
  
4. The Applicant shall be required to complete the New Member Orientation Session within three (3) months of filing the application and non-refundable application fee. If the Applicant fails to meet this requirement, the application will be terminated and

returned. If the agent wishes to affiliate with the Association at a later date, he or she will be required to again file another application, pay the application fee again, and begin the process again.

- a. If a REALTOR® is simply transferring his/her primary membership from another Association and has previously been through that Association's orientation program, has been a continuous member in good standing, and can furnish a letter of good standing from their previous Association, then the application fee and orientation session requirements will be waived. If a REALTOR® is transferring from another Association due to a change of office or broker, the transfer must be made within 30 days of the change in order to retain REALTOR® membership and receive the waiver of application fee and orientation session.
  - b. If an applicant is a former Greater Nashville REALTORS® member in good standing who held membership with Greater Nashville REALTORS® for at least three years and is now reactivating his/her license and wishes to rejoin Greater Nashville REALTORS®, the licensee may do so within 5 years of inactivating without application fee. The necessary Orientation requirements will remain.
5. If a REALTOR® transfers from one member company to another, the Board charges a transfer fee of \$10.00 (waived).
  6. If a Designated REALTOR® closes his/her firm, the agents affiliated with the firm will not be charged a transfer fee if they transfer to a firm within the Association's membership within thirty (30) days after the date the firm closed.
  7. If a REALTOR® must leave a firm because of circumstances beyond his/her control (illness, death in the immediate family, etc.) he/she will not be charged a transfer fee if he/she affiliates himself/herself with a Designated REALTOR® within thirty (30) days after leaving the firm.
  8. If a Designated REALTOR® merges his/her firm with a firm of another Designated REALTOR®, the agents affiliated with the firms will not be charged a transfer fee. Any agents who elect to affiliate with a firm other than the merging firms will not be charged a transfer fee if they notify the Association within thirty (30) days of the date of the merger that their license has been placed in a firm within the Greater Nashville REALTORS® Nashville Association of REALTOR® membership.
  9. The membership application process for affiliate members as established by the Directors is as follows, based on three separate levels of membership:
    - a. **Level 1 – Corporate Membership (0-9 employees)**  
At this level, the membership is held by the company. The company will pay a **\$200 application fee**, and one point of contact will be named. Employees of the company will be able to join by paying the appropriate annual dues (no application fee for individual members, only the company). If an employee leaves the company, that membership stays with the company. If the position is replaced, the membership is transferred to the new affiliate.

**b. Level 2 – Corporate Membership (10+ employees)**

At this level, the membership is held by the company. The company will pay a **\$500 application fee**, and one point of contact will be named. Employees of the company will be able to join by paying the appropriate annual dues (no application fee for individual members, only the company). If an employee leaves the company, that membership stays with the company. If the position is replaced, the membership is transferred to the new affiliate.

**c. Level 3 – Individual Membership**

This membership option is available for those who recognize the value of Greater Nashville REALTORS® affiliate membership, but whose companies may not belong. The membership is held by the individual and must be paid by the individual. The individual pays the **\$200 application fee and applicable annual dues**. Should the individual move to a new firm, the affiliate membership travels with the individual to the new firm.

10. Reinstatement Policy is as follows for both REALTOR® and affiliate members:  
For a person who has not been a member of the Association for six (6) months or less:
- a. Pay \$150.00 reinstatement fee
  - b. Not required to attend orientation

For a person who has not been a member for more than six (6) months:

- a. Must apply as a new member, including appropriate dues, application fee and New Member Orientation requirements.

11. Brokers are required to notify the Association in writing regarding any changes in the company or in the status of their agents. This includes new agents joining the company, agents leaving the company, and any broker changes.

If the broker does not notify the Association within thirty (30) days of an agent's status change, the broker is subject to a fine of \$100.00.

12. After National Association of REALTORS® and Tennessee REALTORS® dues are paid for the calendar year, there will be no refund of dues. Members may appeal this decision to the Membership Committee. The Membership Committee will review these appeals on an individual basis. Any appeal granted by the Membership Committee must be approved by the Board of Directors.
13. Billing for annual membership dues begins in the month of October for the following calendar year. To be considered timely, membership dues must be either paid online by December 31 or received in the Greater Nashville REALTORS® office by the close of business on December 31. There will be a five-day grace period beginning January 1. Any members still owing dues at the end of this grace period will be terminated. Beginning January 6, all unpaid accounts will be assessed a \$50 late fee.

If payment is received in the Greater Nashville REALTORS® office by 5:00 pm on January 31 for delinquent dues and late fees, members will have their terminated memberships automatically reinstated. Any agents paying dues after January 31<sup>st</sup> will be assessed a \$100 reinstatement fee in addition to the \$50 late fee.

As of February 1, offices with delinquent accounts will be automatically suspended from Greater Nashville REALTORS® membership and reported to RealTracs.

14. The Tennessee Real Estate Commission requires all agents to use the name as it appears on their license for advertising and educational reporting. As such, Greater Nashville REALTORS® will only list members by their formal license name in the membership database.

No provision will be made for the use of nicknames, initials or other forms of recognition. Using this standard for all Realtor Association (local, state and national) and TREC records and communication will make all data consistent and eliminate duplication and inaccuracy.

15. All late fees and reinstatement fees must be paid or appealed by February 28<sup>th</sup> (29<sup>th</sup> in a Leap Year).
16. Affiliate members may serve on committees within the Association with some exception. Only REALTOR® members are approved for service on the Membership Committee, Legislative/PRAC, Court of Arbitration, Grievance Committee and Professional Standards Committee.

**For more Membership Information Contact:**  
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