

*Joining the NJRN is simple; however, forms and fees vary depending on the current status of your license. Please see the information below to determine what you will need to join the NJRN. Please feel free to contact us if you have any questions.*

**OPTION #1: YOUR LICENSE IS CURRENTLY ACTIVE WITH A BROKER AS A SALESPERSON OR A BROKER-SALESPERSON**

**FEES:**

\$125 NJRN Membership Fee (\$62.50 after June 30<sup>th</sup>)  
\$25 Transfer Fee  
\$50 Change of License Status fee  
Total Amount: \$200 (\$137.50 after June 30<sup>th</sup>), by check payable to NJRN or complete and return the credit card authorization

**FORMS NEEDED:**

NJRN New Member Information worksheet  
NJRN Member Agreement signed by you

★ *Your broker must go to the NJREC's website and terminate your current license*

**OPTION #2: YOUR SALESPERSON OR BROKER-SALESPERSON LICENSE IS CURRENTLY INACTIVE AND BEING HELD BY THE STATE:**

**FOR LICENSES THAT WERE NOT RENEWED AS OF JUNE 30, 2017**

**FEES:**

\$125 NJRN Membership Fee (\$62.50 after June 30<sup>th</sup>)  
\$150 Reinstatement fee  
Total Amount: \$275 (\$212.50 after June 30<sup>th</sup>), by check payable to NJRN or complete and return the credit card authorization

**FORMS NEEDED:**

NJRN New Member Information worksheet  
NJRN Member Agreement signed by you

★ *You must complete the NJ REC's Qualifying Questionnaire online at [www.nj.gov/dobi/division\\_rec/index](http://www.nj.gov/dobi/division_rec/index)*

**FOR LICENSES THAT WERE RENEWED AS OF JUNE 30, 2017**

**FEES:**

\$125 NJRN Membership Fee (\$62.50 after June 30<sup>th</sup>)  
\$25 Transfer Fee  
\$50 Change of License Status fee  
Total Amount: \$200 (\$137.50 after June 30<sup>th</sup>), by check made payable to NJRN or complete and return the credit card authorization

**FORMS NEEDED:**

NJRN New Member Information worksheet  
NJRN Member Agreement signed by you

★ *(NOTE: The state will hold an inactive license for two years from the expiration date on the license. If you do not reinstate during this two-year period your license will become void, which will result in your having to take the licensing course and pass the state licensing exam again.)*

**OPTION #3: YOUR LICENSE IS CURRENTLY ACTIVE WITH A BROKER AS A REFERRAL AGENT**

**FEES:**

\$125 NJRN Membership Fee (\$62.50 after June 30<sup>th</sup>)  
\$25 State Transfer Fee  
Total Amount: \$150 (\$87.50 after June 30<sup>th</sup>), by check payable to NJRN or complete and return the credit card authorization

**FORMS NEEDED:**

NJRN New Member Information worksheet  
NJRN Member Agreement signed by you

★ *Your broker must go to the NJREC's website and terminate your current license*

**OPTION #4: YOUR REFERRAL AGENT LICENSE IS CURRENTLY INACTIVE AND BEING HELD BY THE STATE**

**FOR LICENSES THAT WERE NOT RENEWED AS OF JUNE 30, 2017**

**FEES:**

\$125 NJRN Membership Fee (\$62.50 after June 30<sup>th</sup>)  
\$150 Reinstatement fee  
Total Amount: \$275 (\$212.50 after June 30<sup>th</sup>), by check payable to NJRN or complete and return the credit card authorization

**FORMS NEEDED:**

NJRN New Member Information worksheet  
NJRN Member Agreement signed by you

★ *You must complete the NJ REC's Qualifying Questionnaire online at [www.nj.gov/dobi/division\\_rec/index](http://www.nj.gov/dobi/division_rec/index)*

**FOR LICENSES THAT WERE RENEWED AS OF JUNE 30, 2017**

**FEES:**

\$125 NJRN Membership Fee (\$62.50 after June 30<sup>th</sup>)  
\$25 Transfer Fee  
Total Amount: \$150 (\$87.50 after June 30<sup>th</sup>), by check made payable to NJRN or complete and return the credit card authorization

★ *(NOTE: The state will hold an inactive license for two years from the expiration date on the license. If you do not reinstate during this two-year period your license will become void, which will result in your having to take the licensing course and pass the state licensing exam again.)*

★ *IF YOU LIVE OUTSIDE OF THE STATE OF NEW JERSEY PLEASE LET US KNOW AS ADDITIONAL DOCUMENTATION IS REQUIRED*



**New Member**

Licensee's Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Fax #: \_\_\_\_\_

Under section 6109 of the Internal Revenue Code, certain recipients of business payments are required to furnish their social security number to the payer who must report such payments to the Internal Revenue Service on Federal Form 1099. As a Referral Associate, you may receive such business payments from time to time and therefore we must have this information on file.

SS #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Signature: \_\_\_\_\_

Is your license currently held by a Brokerage company? Yes: \_\_\_ No: \_\_\_

If Yes, name of current Brokerage company: \_\_\_\_\_

***Please instruct your current broker to terminate your license online in the New Jersey Real Estate Commission's computer system so that NJRN can have a new referral agent license issued in your name.***

Former Board/Association Affiliation

(example – North Central Jersey Association of Realtors, NCJAR): \_\_\_\_\_

I UNDERTAND AND AGREE TO ALL THE TERMS CONTAINED IN THE NJRN MEMBER AGREEMENT INCLUDING ADDENDUM A WHICH EXPLAINS WHAT REAL ESTATE BROKERAGE ACTIVITIES I CAN AND CANNOT ENGAGE IN AS A REFERRAL AGENT. I ALSO UNDERSTAND THAT WHEN SELLING ANY REAL ESTATE IN WHICH I HAVE AN OWNERSHIP INTEREST OR PURCHASING ANY REAL ESTATE FOR MY OWN PERSONAL PORTFOLIO THAT I AM REQUIRED BY THE NEW JERSEY REAL ESTATE COMMISSION TO INFORM ALL PARTIES TO SUCH A TRANSACTION THAT I HOLD A NEW JERSEY REAL ESTATE LICENSE.

<b>For Office Use Only</b>		<i>REC Transfer Date</i>	<i>Today's Date</i>
<i>Check#</i>	<i>Total Paid \$</i>	<i>Received By: (Initials)</i>	



**This AGREEMENT is made between the Referral Agent, hereinafter referred to as “RA”, and the NEW JERSEY REFFERAL NETWORK, LLC, a limited liability corporation of the State of New Jersey with its offices at 910 Mt. Kemble Avenue, Suite 108, Morristown, N.J. 07960, hereinafter referred to as “Broker”, for and in consideration of the mutual promises and agreements for their mutual benefits.**

**WHEREAS, Broker** is duly registered and licensed as a Real Estate **Broker** in the State of New Jersey, qualified to and currently operating a general real estate referral business and does enjoy the goodwill of and reputation for fair dealing with the public, and

**WHEREAS, RA** is now engaged in business as a New Jersey Real Estate Licensee, and has enjoyed and does enjoy a good reputation for fair and honest dealing with the public as such and:

**WHEREAS,** it is deemed to be the mutual advantage of the **Broker** and the **RA** to form an association as hereinafter agreed to under the terms and conditions hereinafter set out.

**The parties hereby agree as follows:**

1. The term of this Agreement shall be one (1) year from the date hereof. The Agreement shall be renewed by payment of the subsequent year’s fee by the **RA**. The **RA** shall pay **Broker** an annual fee of **\$125.00** as consideration hereunder.
2. During the term of this agreement, the **RA** shall refer to the **Broker** any and all potential listings and/or customers for the lease, sale or purchase of property in New Jersey, and all information associated with said potential listings and/or customers, i.e. names, phone numbers and/or addresses, hereinafter referred to as **“Leads”**. All **Leads** shall be communicated in writing by the **RA** to the **Broker**. Once a **Lead** has been referred to the **Broker** the **RA** shall have no further duties or obligations with respect to the transaction or subject of the **Lead**, except to refrain from interfering with later activities by any and all other parties as contemplated under this agreement. **RA** will not discuss motivation or financial information with any potential **Lead** so as to avoid creation of an agency relationship.
3. The **Broker** shall refer all **Leads** to a duly licensed Real Estate Broker not employed by the **Broker**, hereinafter referred to as the **“Third-Party Broker”**. The **Third-Party Broker** shall be selected by the **Broker** while considering all relevant facts including, but not limited to, the geographic area served by the **Third-Party Broker** and the preference, if any, of the **RA**. Thereafter, the **RA** will be advised of the identity of the **Third-Party Broker** to whom the **Lead** has been referred.
4. The **RA** agrees to conduct his/her business so as to conform to and abide by all laws, statutes, rules and regulations that may be binding upon or applicable to real estate salespeople licensed in the State of New Jersey, including but not limited to any **“No Call List”** proscriptions, **“No Fax List”** proscriptions and/or the like, and act in all other regards in accordance with the highest professional standards. The **RA** shall pay all applicable licensing fees of the State of New Jersey or any other authority as required by law in a timely manner to the **Broker**. (See # 18 )
5. The **RA** acknowledges that the **Broker** has been retained solely to provide real estate referral services and that the **Broker** will not actively participate in the sale, purchase or leasing of any property.
6. The **RA** acknowledges and recognizes that a commission will only be paid by the **Broker** to **RA** if a commission is paid to **Broker** arising out of a closing or lease involving a **Lead** provided by **RA**. For example, if **RA’s Lead** works with several real estate licensees and purchases a property through a licensee to whom the **Broker** has not made a referral, neither the **Broker** nor the **RA** will be paid a commission hereunder.

**TO BE COMPLETED BY APPLICANT:**

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Applicant's Previous License  
Reference Number

P	A	0	5	6	1	1	3	7
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Employing Broker, or Business Entity,  
License Reference Number

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Applicant's Social Security Number

PRINT APPLICANT'S FULL LEGAL NAME (Last, First, MI)

PERMANENT HOME STREET ADDRESS (Number and Name) – Line 1

P.O. BOX, APARTMENT, OR FLOOR NUMBER – Line 2

CITY

STATE

ZIP CODE + 4

COUNTY

DATE OF BIRTH (mm/dd/yy)

HOME TELEPHONE # including area code

**ALL QUESTIONS MUST BE ANSWERED**

- With the exception of motor vehicle violations, since your last New Jersey Real Estate license was last issued or renewed, have you been convicted of a crime, misdemeanor, disorderly persons offense in the State of New Jersey, any other State or by the Federal Government, or are you presently on probation or parole?  YES  NO
- Is there a criminal complaint, disorderly persons charge, a criminal accusation or criminal information presently pending against you or are you presently under indictment in New Jersey, or any other State or by the Federal Government, or are you presently enrolled in New Jersey's Pre-Trial (PT1) program or any similar State or Federal program involving the deferral of the disposition or sentencing in a criminal matter?  YES  NO
- Have you ever had a real estate or other professional license, certification or similar credential revoked, suspended surrendered in lieu of formal prosecution, or denied in New Jersey or any other State  YES  NO
- Do you have a child support obligation on which there is an arrearage due that equals, or exceeds, the amount of child support payable for six (6) months, or are you the subject of a child support related warrant, or during the past six (6) months, have you failed to provide any court-related health care coverage, or have you failed to respond to a subpoena relating to a paternity or child support proceeding?  YES  NO
- Are you currently licensed or were you previously licensed by the Real Estate Commission? If "YES", please give date of last licensure and the name of the previous employing broker/company.  YES  NO

mm	dd	yy

EMPLOYING BROKER / COMPANY

- Do you currently hold a Real Estate License issued by another State? If "YES", please indicate the State(s) below  YES  NO

STATE INITIALS (e.g.- NJ = New Jersey)

If the answer to questions 1 through 4 above is "YES", submit attachment giving particulars, including a copy of any indictment, judgment of conviction or order of revocation and/or suspension. If particulars and copies previously supplied, or if applicant was reinstated by order of the New Jersey Real Estate Commission, place an "X" in the box to the right →

**UNDER PENALTY OR PERJURY,**

I hereby certify that: the information on all sides of this application is true and correct; the New Jersey Real Estate Commission may rely on its truthfulness in considering this application; I am a citizen of the U.S., or legally present in the U.S.; and a written employment agreement, as required by N.J.A.C. 11:5-4.1, has been completed and that I have a copy of the signed agreement in my possession. **[Making a false statement regarding child support, paternity or court ordered health care coverage matter may subject you to contempt of court.]** If this application is for other than a change of name, I further certify that I have reviewed with my broker or his/her designee the [restrictions imposed by N.J.S.A. 45:15-3 upon my activity as a referral agent](#), which I understand is limited to referring prospects for brokerage services to my broker or his/her designee.

PRINT Applicant's Full Legal Name (First, MI, Last)

mm	dd	yy

SIGN Applicant's Full Legal Name (First, MI, Last)

**CREDIT CARD AUTHORIZATION FORM**

Licensee's Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email \_\_\_\_\_

<input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD _____		EXP DATE _____
BILLING ZIP CODE _____	SECURITY CODE (Last three digits on back of card) _____	
_____ PURPOSE OF PAYMENT		\$ _____ TOTAL AMOUNT CHARGED
_____ PRINT NAME	_____ SIGNATURE	_____ TODAY'S DATE
<b>I acknowledge that I understand and authorize the above charges and that, once authorized, there will be no refunds or credits given.</b>		

<b>For Office Use Only</b>	<i>Today's Date</i>	
<i>Total Paid \$</i>		<i>Received By: (Initials)</i>