

## New Membership Application Instructions

### How to Join NCJAR & GSMLS:

1. Complete the NCJAR application, NCJAR credit card form and GSMLS application.
2. Have Broker/Manager sign and date forms.
3. Fax or email ALL forms to any board office.
4. Once you are active with NCJAR, you will receive a welcome email with your NRDS ID number and assigned orientation date. If you cannot attend the assigned date, you must contact us by phone/email to reschedule.
5. The Supra eKey can be issued within one business day (24 hours) of GSMLS activation.

**Applicants for REALTOR® membership shall complete an orientation program on the Code of Ethics of not less than 2 hours and 30 minutes of instructional time. This requirement must be satisfied within 60 days of NCJAR membership registration. NCJAR's orientation program meets the learning objectives and minimum criteria established by the National Association of REALTORS®. Your membership privileges, which may include MLS and Supra access, will be suspended for non-compliance if orientation is not completed within 60 days.**

Please be advised that, as a member of the North Central Jersey Association of REALTORS® (NCJAR®), and New Jersey REALTORS® (NJR®); you have the right to request that NCJAR®, NJR® and/or their members not send any future unsolicited advertisements to your telephone facsimile machine. If you wish to exercise this right, you must advise NCJAR® by faxing to the above numbers and to NJR® at 732-494-4723 in written form for the request to be effective.

# North Central Jersey Association of REALTORS® (NCJAR)

## 2021 New Member Pro-Rated Dues

|                                   | <u>Jan</u>      | <u>Feb</u>      | <u>Mar</u>      | <u>Apr</u>      | <u>May</u>      | <u>Jun</u>      | <u>Jul</u>      | <u>Aug</u>      | <u>Sep</u>      | <u>Oct</u>      | <u>Nov</u>      | <u>Dec</u>      |
|-----------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| <b>NCJAR Registration Fee</b>     | \$35.00         | \$35.00         | \$35.00         | \$35.00         | \$35.00         | \$35.00         | \$35.00         | \$35.00         | \$35.00         | \$35.00         | \$35.00         | \$35.00         |
| <b>NCJAR Dues</b>                 | \$155.00        | \$155.00        | \$155.00        | \$116.25        | \$116.25        | \$116.25        | \$77.50         | \$77.50         | \$77.50         | \$38.75         | \$38.75         | \$38.75         |
| <b>NJR Dues</b>                   | \$135.00        | \$135.00        | \$135.00        | \$101.25        | \$101.25        | \$101.25        | \$67.50         | \$67.50         | \$67.50         | \$33.75         | \$33.75         | \$33.75         |
| <b>NJR Legal Assessment Fee</b>   | \$5.00          | \$5.00          | \$5.00          | \$5.00          | \$5.00          | \$5.00          | \$5.00          | \$5.00          | \$5.00          | \$5.00          | \$5.00          | \$5.00          |
| <b>NAR Assessment Fee</b>         | \$35.00         | \$35.00         | \$35.00         | \$35.00         | \$35.00         | \$35.00         | \$35.00         | \$35.00         | \$35.00         | \$35.00         | \$35.00         | \$35.00         |
| <b>NAR Dues</b>                   | \$150.00        | \$137.50        | \$125.00        | \$112.50        | \$100.00        | \$87.50         | \$75.00         | \$62.50         | \$50.00         | \$37.50         | \$25.00         | \$12.50         |
| <b>*RPAC Voluntary Investment</b> | \$25.00         | \$25.00         | \$25.00         | \$25.00         | \$25.00         | \$25.00         | \$25.00         | \$25.00         | \$25.00         | \$25.00         | \$25.00         | \$25.00         |
| <b>Total (Payable to NCJAR)</b>   | <b>\$540.00</b> | <b>\$527.50</b> | <b>\$515.00</b> | <b>\$430.00</b> | <b>\$417.50</b> | <b>\$405.00</b> | <b>\$320.00</b> | <b>\$307.50</b> | <b>\$295.00</b> | <b>\$210.00</b> | <b>\$197.50</b> | <b>\$185.00</b> |

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 provided your contribution is within applicable contribution limits. The National Association of REALTORS® and its state and local associations will not favor or disadvantage any member because of the amount contributed or a decision not to contribute. You may refuse to contribute without reprisal. Unless otherwise required by applicable law, any request for the refund of a contribution must be made within two (2) business days of the date on which you authorize RPAC to charge you for said contribution. Your contribution is split between National RPAC and the State PAC in your state. Contact your State Association or PAC for information about the percentages of your contribution provided to National RPAC and to the State PAC. The National RPAC portion is used to support federal candidates and is charged against your limits under 52 U.S.C. 30116.

## NCJAR New Office Registration and Member Transfer Fee

NCJAR Member TRANSFER FEE \$25.00

NCJAR New Office REGISTRATION FEE \$150

910 Mt. Kemble Avenue  
Morristown, NJ 07960  
(973) 425-0110  
Fax: (973) 425-2590

375 Broad Street  
Bloomfield, NJ 07003  
(973) 743-5114  
Fax: (973) 743-0295

767 Central Avenue  
Westfield, NJ 07090  
(908) 232-9000  
Fax: (908) 232-0374

204 Berdan Ave  
Wayne, NJ 07470  
(973) 305-1100  
Fax: (973) 305-1611

# North Central Jersey Association of REALTORS® (NCJAR)

## NCJAR Membership Application

- Broker/Broker Manager Primary  REALTOR® Primary  Secondary Broker/Broker Manager  
 Secondary REALTOR® Membership in the North Central Jersey Association of REALTORS®

I am a BOARD TRANSFEREE from (name of previous Board/Association): A **“Letter of Good Standing”** from your former Board/Association and NCJAR dues are required for Board transferees.

\_\_\_\_\_  
APPLICANT NAME

\_\_\_\_\_  
OFFICE NAME

\_\_\_\_\_  
HOME ADDRESS

\_\_\_\_\_  
OFFICE ADDRESS

\_\_\_\_\_  
CITY STATE ZIP

\_\_\_\_\_  
CITY STATE ZIP

\_\_\_\_\_  
HOME PHONE

\_\_\_\_\_  
CELL PHONE

\_\_\_\_\_  
OFFICE PHONE

\_\_\_\_\_  
OFFICE FAX

\_\_\_\_\_  
AGENT LICENSE NUMBER

\_\_\_\_\_  
AGENT E-MAIL ADDRESS

\_\_\_\_\_  
AGENT WEBSITE

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

I, the undersigned, agree to abide by the Constitution, Bylaws, and Rules and Regulations of NCJAR, NAR and NJR and the Code of Ethics of the NAR, and all actions taken pursuant thereto. I agree to adhere thereto, and submit to arbitration any complaints, which cannot be resolved without a hearing, and abide by the decision of the hearing panel. I will complete the Orientation Course and, if deemed necessary by the Association, a reasonable and non-discriminatory written examination. I consent that the Association, through its Membership committee, may invite and receive comment about me from any member, and I further agree that any information and comment furnished to the Association by any person in response to the invitation shall be conclusively deemed to be privileged and not form the basis on any action by me for slander, libel or defamation of character. I agree to pay the fees (**fees are non-refundable**) as they are established as long as I am a member of this Association.

X

\_\_\_\_\_  
**Signature of Applicant/Agent**

\_\_\_\_\_  
**Today's Date**

I, the undersigned REALTOR®, am the employing Licensed Broker of Record and Designated REALTOR® (or authorized Office Manager) of the above applicant. I certify that he/she is fully trained and familiarized with the By-Laws, Rules and Regulations of the NORTH CENTRAL JERSEY ASSOCIATION OF REALTORS®, Inc. I certify that all statements in the application are true to the best of my knowledge and that no material fact has been omitted or concealed.

X

\_\_\_\_\_  
**Signature of Designated Realtor®/Broker/Manager**

\_\_\_\_\_  
**Today's Date**

For NCJAR Use Only

\_\_\_\_\_  
Date of Orientation

\_\_\_\_\_  
Amount Paid to NCJAR

\_\_\_\_\_  
Payment Reference # (CH/CC)

910 Mt. Kemble Avenue  
Morristown, NJ 07960  
(973) 425-0110  
Fax: (973) 425-2590

375 Broad Street  
Bloomfield, NJ 07003  
(973) 743-5114  
Fax: (973) 743-0295

767 Central Avenue  
Westfield, NJ 07090  
(908) 232-9000  
Fax: (908) 232-0374

204 Berdan Ave  
Wayne, NJ 07470  
(973) 305-1100  
Fax: (973) 305-1611

# CREDIT CARD AUTHORIZATION FORM

Please email to [dues@ncjar.com](mailto:dues@ncjar.com) for processing.

- 910 Mt. Kemble Avenue, Morristown, NJ 07960 Phone (973) 425-0110
- 375 Broad Street, Bloomfield, NJ 07003 Phone (973) 743-5114
- 767 Central Avenue, Westfield, NJ 07090 Phone (908) 232-9000
- 204 Berdan Avenue, Wayne, NJ 07470 Phone (973) 305-1100

\_\_\_\_\_  
PRINT MEMBER NAME

\_\_\_\_\_  
NRDS#

\_\_\_\_\_  
OFFICE NAME/LOCATION

\_\_\_\_\_  
PHONE

\_\_\_\_\_  
E-Mail

\_\_\_\_\_  
CREDIT CARD NUMBER (VISA, MC, AMEX, DISCOVER)

\_\_\_\_\_  
EXP DATE

\_\_\_\_\_  
BILLING ZIP

\_\_\_\_\_  
SEC CODE

\_\_\_\_\_  
PURPOSE OF PAYMENT

\$ \_\_\_\_\_  
TOTAL AMOUNT TO BE CHARGED

\_\_\_\_\_  
PRINT NAME ON CARD

X \_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

I acknowledge that I understand and authorize the above charges and that, once authorized; there will be no refunds or credits given.

**APPLICATION FOR SUBSCRIBER MEMBERSHIP IN THE GARDEN STATE MLS**

I apply for SUBSCRIBER membership in the Garden State Multiple Service, LLC under the membership of my Designated REALTOR.

NOTE: The Designated REALTOR must be the first Member of an office joining.

Office ID (4 or 6 numbers)

Office ID (4 or 6 numbers)

Office Name (please print)

Main Office Phone (Do NOT use personal phone # at office)

Main Office Phone (Do NOT use personal phone # at office)

Designated Realtor/Manager Name (please print)

First Name (14 Letters)

First Name (14 Letters)

Last Name (18 Letters)

Last Name (18 Letters)

Home Address (28 Characters)

Home Address (28 Characters)

Home City (26 Characters)

Home City (26 Characters)

State

State

Zip Code

Zip Code

Agent Phone (include area code)

Agent Phone (include area code)

Cell Phone (include area code)

Cell Phone (include area code)

Personal Fax (include area code)

Personal Fax (include area code)

NJ Real Estate License # (7 Numbers)

NJ Real Estate License # (7 Numbers)

E-Mail address (50 characters - including @ symbol) Be sure to include domain (ie., @aol.com, @att.net, etc.)

System Password (6-20 Letters and/or Numbers)

System Password (6-20 Letters and/or Numbers)

**North Central Jersey Association of Realtors® (NCJAR)**

Primary or Resident Board/Association of Realtors

To the Garden State Multiple Listing Service, LLC, I have read my Designated REALTOR's copy and agree to abide by the Rules and Regulations of the Service and the By-Laws of the State and National Association as they now exist or may be hereafter amended, and I agree to adhere to the Code of Ethics of the NATIONAL ASSOCIATION of REALTORS, including the duty to arbitrate controversies arising out of real estate transactions as defined in the procedures of the NATIONAL ASSOCIATION of REALTORS arbitration manual. I further understand that my Designated REALTOR's Membership in the Garden State MLS is a requirement for me to be entitled to use the computerized programs of the service and to purchase products offered by the GSMLS. I understand that allowing someone who is not a Participant/Subscriber member or Service Recipient of this MLS to use my identification number or to use any listing book that I purchase from the GSMLS, is a severe violation of the Rules and Regulations, and may subject me to substantial fines and possible revocation of my privileges. Semi-Annual Dues: To Check to GSMLS in the amount of \$87.50 + \$50 activation fee. Send or deliver check with application to GSMLS, 1719 Route 10 East, Suite 223, Parsippany, NJ 07054. If paying with a credit card, you will be able to pay online after your application is processed.

Completed membership applications should be emailed to membership@gsmls.com, faxed to 973-984-1790 or mailed to GSMLS, 1719 Route 10 East, Suite 223, Parsippany, NJ 07054.

Signature of Applicant (Subscriber)

Signature of Office Manager or Designated REALTOR

A Public ID number will be assigned to you by GSMLS at the time this application is processed and your System Password (sometimes referred to as your Private ID) will be entered at that time.

Please have your Board of Realtors initial that you are a member in good standing \_\_\_\_\_

# WHAT TO DO NEXT...

## 1. NORTH CENTRAL JERSEY ASSOCIATION OF REALTORS®

- a. If you do not complete orientation within 60 days of activation, your membership will be suspended.

## 2. GARDEN STATE MULTIPLE LISTING SERVICE (GSMLS.com) 973-898-1900

- a. After joining, the GSMLS will email you your 6 Digit Agent ID Number within 24-48 hours.
- b. Once you log into the GSMLS website, you will be prompted to pay your participation fee. This will complete your GSMLS membership.
- c. You will also receive instructions on how to sign-up for the GSMLS Mandatory Online Computer Class.

## 3. SUPRA eKey or Active Key

- a. 24 hours after you receive your GSMLS Agent ID Number, download the SUPRA eKey app. Make sure your Bluetooth and location is turned on.
- b. Call the GSMLS (973-898-1900 Ext. 3316 Monday-Friday from 9:00am-4:30pm) with your GSMLS Agent ID Number.
- c. The GSMLS will provide you with the necessary credentials to activate your Supra eKey access.