



Designation Checklist

(Effective May 1, 2019)

All requirements must be completed within two (2) years of taking the Seller Representative Specialist (SRS) Designation course or the applicant must re-take the course. --- CURRENTLY WAIVED

Your path to the SRS designation is just a few steps away! Use the checklist below to guide you to completion.

1	Successful Completion of the SRS Designation Course	This will be verified once we receive and process the roster from the course provider. (Please allow up to 12 business days after you take the course.)
2	Successful Completion of an Approved Elective Course	Refer to the list on the enclosed Application or on www.rebinstitute.com . (Ex: If you already have your ABR, e-PRO, GRI, MRP, PSA, RENE, etc. – these are some that qualify.)
3	Three (3) Closed Transactions Representing the Seller	<p>Important Notes on Transactions:</p> <ul style="list-style-type: none"> ▪ No time limit – transactions can be from before or after you took the SRS Designation Course. ▪ One (1) may be a lease. ▪ Any or all may be as part of your role on a team as long as you were an active participant in the transaction representing the seller (will be verified by your broker on the Transaction Form). ▪ All transactions where you represented the seller must be closed.
4	Submit the completed SRS Designation Application with Approved Elective Course and Transaction Verification Forms	<p>Once you have met ALL the SRS Designation Requirements, send the application and supporting documents by email, fax or mail to</p> <p>Email: info@rebinstitute.com Fax: 312-329-8882 Mail: REBI, 430 N. Michigan Avenue, Chicago, IL 60611</p>
5	Maintain your NAR Membership and SRS Designation.	<ul style="list-style-type: none"> ▪ SRS: Upon designation, your first 12 months of membership is on us! CLICK HERE for details on designation renewal and how the first payment may be prorated depending upon your designation month. (The SRS membership package delivers measurable value, with more than \$1,500 worth of tangible benefits.) ▪ NAR: Must maintain membership with the National Association of REALTORS® (NAR). Exception: International SRS designees do not have to be members of NAR.

Questions? Call us at 800-621-8738 or email at info@rebinstitute.com



Approved Elective Courses

(As of November 1, 2021)

Submit with the SRS Designation Application

Please indicate ONE approved elective course you have completed. The elective course may be taken prior to completing the SRS Designation Course. NOTE: You only need to have taken one (1) of the **courses** listed below with the exception of The Right Start program. It is not required that you earned the related certification or designation.

Courses offered through our organization:

- RENE Certification Course (RENE course)
- Designing and Sustaining Successful Teams (C-RETS course)
- HR Solutions for Teams (C-RETS course)
- Position Your Team for Profit (C-RETS course)
- Team Leadership for Maximum Performance (C-RETS course)
- The Right Start (Part 1, 2 and 3 must be completed)
- Digital Lead Generation Professional course

Courses offered by other organizations:

- Accredited Buyer's Representative Core Course (ABR)
- e-PRO® Certification Courses (Day 1 & Day 2)
- Graduate, REALTOR® Institute (GRI) – any GRI course
- Military Relocation Professional Certification Core Course (MRP)
- PSA (Pricing Strategy Advisor) Certification Course
- Real Estate Investing: Build Wealth Representing Investors and Become One Yourself
- Seniors Real Estate Specialist Course (SRES)
- Resort & Second-Home Markets Course (RSPS)
- Short Sales & Foreclosures Course: What Real Estate Professionals Need to Know (SFR)
- At Home with Diversity®

Supporting Documentation

- I am attaching evidence (e.g., certificate or letter of completion) that I successfully completed the above course as an approved elective for the SRS designation. (If you were not provided with a certificate of completion, please contact the course provider for documentation verifying your course completion. If you are unable to furnish evidence, please contact our office at 800-621-8738 or email at info@rebinstitute.com prior to submitting your application for options.)



Transaction Verification Form - Listings

(As of July 1, 2017)

Submit with the SRS Designation Application

Transaction Verification

List three (3) closed transactions in which you acted solely as the seller representative.

- No time limit – transactions can be from before or after you took the SRS Designation Course.
- One (1) may be a lease.
- Any or all may be as part of your role on a team as long as you were an active participant in the transaction representing the seller (will be verified by your broker on the Transaction Form).

Transaction 1		
Property Address	Closing Date	Sales Price

I am listed as the Listing Agent
 I was part of a Team
 This is a Lease (only 1 lease permitted)

Transaction 2		
Property Address	Closing Date	Sales Price

I am listed as the Listing Agent
 I was part of a Team
 This is a Lease (only 1 lease permitted)

Transaction 3		
Property Address	Closing Date	Sales Price

I am listed as the Listing Agent
 I was part of a Team
 This is a Lease (only 1 lease permitted)



Transaction Verification Form - Signatures

(As of July 1, 2017)

Submit with the SRS Designation Application

By signing below, both signatories agree and acknowledge that the closed transaction information provided on the previous page is true and accurate.

Furthermore, both signatories agree and understand that any misrepresentation of or wrongful assignment of any or all of the provided closed transactions is in violation of the National Association of Realtors® Code of Ethics and Standards of Practice and will result in disciplinary action.

I certify that I was the listing agent (represented the seller) in the three (3) closed transactions listed on the previous page. Or, I was part of a real estate team and, while not listed on the closed transaction as the actual listing agent/seller representative, played an active role in the transaction representing the seller.

Your Printed Name: _____

Your Signature: _____

Date: _____ Real Estate License #: _____

Broker/Owner; Managing Broker; Broker of Record; or Office Manager Verification:

I certify the three (3) closed transaction listed on the previous page are true and accurate. Furthermore, I certify that the above named signatory was the listing agent (represented the seller) in the three (3) closed transactions. Or, the above named signatory was part of a real estate team and, while not listed on the closed transaction as the actual listing agent/seller representative, played an active role in the transaction representing the seller.

Your Printed Name: _____

Your Signature: _____

Date: _____ NRDS ID #: _____

Your Role: Broker/Owner Managing Broker Broker of Record Office Manager



SRS Designation Application

(As of July 1, 2017)

Submit with the Approved Elective Course Verification & Transaction Verification Forms

Contact Information

Full Name: _____

Company: _____

Street Address: _____

City: _____ State/Province: _____

Zip/Postal Code: _____ Country: _____

Phone: _____ Email: _____

NRDS I.D. #: _____

*Your NRDS ID (US Members only) is your identification number in the National REALTOR® Database System. If you do not know your NRDS ID, please contact NAR's Info Central Team at 800-874-6500 or online at <http://www.realtor.org/contact-us>.

Acknowledgement

By signing below, I agree that all of the information I am providing in this Application is true and accurate. I further understand that in order to retain the rights to use the SRS designation, I must maintain membership status as an SRS designee and with the National Association of REALTORS®. I also understand that use of the SRS designation without maintaining membership with the Real Estate Business Institute and NAR will be a violation of Article 12 of the Code of Ethics, and I will need to immediately cease using the SRS credential, emblem, and/or logo. (Exception: international SRS Designees do not have to be NAR members.)

Printed Name

Signature

Date

After you submit your application:

- Please allow up to 10 business days upon receipt of this application for processing.
- When your Application is approved, we will notify you via email and will mail your SRS lapel pin, certificate and membership kit.
- If your application is incomplete, you will be notified via email of any outstanding requirements.
- As a reminder, you may not market yourself or use the SRS emblem, letters or logo until we have notified you via email/mail of your designation completion.

Questions? Contact us by phone at (800) 621-8738 or by email at info@REBInstitute.com