

## New OFFICE Application Instructions

### How to Join NCJAR & GSMLS:

1. Complete the NCJAR application, NCJAR credit card form and GSMLS application.
  - a. NCJAR New Office REGISTRATION FEE \$150
2. Submit **ALL** forms Online. [CLICK HERE](#) to upload forms.

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 you. If you wish to exercise this right, you must advise NCJAR® by emailing [info@ncjar.com](mailto:info@ncjar.com) and NJR® at [info@njrealtor.com](mailto:info@njrealtor.com) in written form for the request to be effective.

# North Central Jersey Association of REALTORS® (NCJAR)

## 2024 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>	\$165.00	\$165.00	\$165.00	\$123.75	\$123.75	\$123.75	\$82.50	\$82.50	\$82.50	\$41.25	\$41.25	\$41.25
<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>	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00
<b>NAR Dues</b>	\$156.00	\$143.00	\$130.00	\$117.00	\$91.00	\$78.00	\$75.00	\$65.00	\$52.00	\$39.00	\$26.00	\$13.00
<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>\$566.00</b>	<b>\$553.00</b>	<b>\$540.00</b>	<b>\$447.50</b>	<b>\$452.00</b>	<b>\$426.00</b>	<b>\$338.00</b>	<b>\$325.00</b>	<b>\$312.00</b>	<b>\$224.00</b>	<b>\$211.00</b>	<b>\$198.00</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 Membership Fees

NCJAR Member TRANSFER FEE \$25.00

NCJAR New Office REGISTRATION FEE \$150

# North Central Jersey Association of REALTORS® (NCJAR)

## NCJAR OFFICE Application

CHOOSE ONE  PRIMARY MEMBERSHIP  SECONDARY MEMBERSHIP

CHOOSE ONE  PRINCIPAL LOCATION  BRANCH OFFICE LOCATION

BROKER/MANAGER FULL NAME

OFFICE NAME

BROKER/MANAGER HOME ADDRESS

OFFICE ADDRESS

CITY STATE ZIP

CITY STATE ZIP

HOME PHONE CELL PHONE

OFFICE PHONE OFFICE FAX

AGENT LICENSE NUMBER

OFFICE LICENSE REFERENCE NUMBER (Issued by NJREC)

AGENT E-MAIL ADDRESS

OFFICE WEBSITE

**I agree to receive text messages from NCJAR.**  Yes  No

**Have you or your firm been subject to any disciplinary actions related to violations of the Code of Ethics or membership duties in the past three years?**

Yes  No If yes, please provide details as an attachment.

**Are there any current violations, pending complaints, pending arbitration requests, unsatisfied discipline or unpaid arbitration awards or unpaid financial obligations to any other association?**

Yes  No If yes, please provide details as an attachment.

**Have you or your firm been declared bankrupt in the past three years?**

Yes  No If yes, please provide details as an attachment.

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.** I, the undersigned REALTOR®, am the employing Licensed Broker of Record and Designated REALTOR® (or authorized Office Manager) of the above Office. I certify that I am familiar 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

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

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

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

204 Berdan Avenue  
Wayne, NJ 07470  
(973) 305-1100

## WHAT TO DO NEXT...

### ONBOARD NEWLY LICENSED AGENTS

Once licensee is active with the [New Jersey Real Estate Commission \(NJREC\)](#) and have an active license reference number, applicants must APPLY ONLINE with [NCJAR's Online New Member Application](#).

Please make sure applications are fully executed before sending. After the application has been approved and processed, licensees will receive a NCJAR's welcome email with instructions to attend a mandatory Orientation Class.

After joining the GSMLS, you will receive an email within 24-48 hours with your GSMLS Agent ID # and instructions to pay their participation fee and register for their mandatory computer class.

- Supra eKey's can be issued at any one of our board offices within 24 to 48 hours of registration with the GSMLS and after paying their participation fee or by calling the GSMLS directly (973-898-1900).
- After completing your GSMLS membership registration, you can follow the steps below to obtain your Supra eKey:
  - Login to GSMLS
  - Navigate to AGENT/OFFICE MGMT > Supra > New Supra eKey >
  - Confirm your Office Info/Agent Info is correct
  - Select REQUEST AUTHORIZATION
  - Review account information
  - Confirm you have read the GSMLS Rules & Regulations for Keybox System
  - Enter your First, Last Name and Date
  - Select Save
  - Status will indicate Pending Broker Authorization
  - \*\* Your Broker of Record or Office Branch Manager will then need to login to approve your eKey Authorization Request.

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### TRANSFER AGENTS TO YOUR OFFICE

- Once your new broker has transferred your license to the new office, you will fill out NCJAR's [Transfer Form](#) and have it signed by your new broker. The cost for this service is \$25 payable by Visa, Discover, Amex or MasterCard. Once complete, [Upload Transfer Form Online](#).
- Reminder: The GSMLS must be notified of this transfer and their form can be found below. This form must be signed by your Broker or Office Manager and sent to NCJAR. We will then sign and forward it directly to the GSMLS for you. [GSMLS Transfer Form](#)

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### TERMINATING AN AGENT

- Once the agent has left the office, the Broker must terminate the agent on the NJREC's website. Once this process is complete, the broker must send NCJAR a copy of our [Termination Form](#) accompanied by the NJREC'S inactive receipt and then [Upload Online](#).

**APPLICATION FOR MEMBERSHIP IN GSMLS - PARTICIPANT**

To: GARDEN STATE MULTIPLE LISTING SERVICE. I wish to be a Participant member of the GSMLS, LLC. I represent that I am the Designated REALTOR principal or Supervisor (per N.J.R.E. Commission) in good standing of the Board of REALTORS listed below.

Applicant Name (please print)

Firm Name (please print)

Home Address

Firm Address

Home City, State Zip

Firm City, State Zip

\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|

Home Phone (include area code)

\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|

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

\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|

Personal Fax (include area code)

\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|

Office Fax (include area code)

\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|

NJ Real Estate License # (7 Numbers)

\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|

Cell Phone (include area code)

E-Mail address Be sure to include domain (ie., @aol.com)

Primary or Resident Board/Association of Realtors

Office Website. Be sure to include the entire URL (For example: <http://www.gsmls.com>)

\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|

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

I certify that I have received, read and agree to abide by the Rules and Regulations of the Garden State Multiple Listing 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 Arbitration Manual of the NATIONAL ASSOCIATION of REALTORS. I further understand that membership entitles me to use the computerized programs of the service and to purchase listing and sold books offered by the GSMLS subject to the Rules and Regulations and Codes applicable to such use. I understand that allowing someone who is not a Participant/Subscriber member of Garden State MLS to use my identification number or to use any listing book that I purchase from the Garden State MLS, 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: \$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. All those REALTORS and/or Associates in my office who desire to be Subscribers to the Garden State MLS under my membership must fill out the proper application form and pay the necessary fees.

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

Signature of Designated REALTOR

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

Please have your Board of Realtors initial that you are a member in good standing \_\_\_\_\_  
**Please Submit a copy of your Real Estate License along with this application.**

CREDIT CARD AUTHORIZATION FORM

[Please Upload Forms Online for Processing.](#)

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.