

Information for Designated REALTORS®:

This document was prepared for Designated REALTORS® and the following table provides a summary of the information included within:

| TABLE OF CONTENTS | | |
|---|--|-------------------------------|
| <u>Introduction</u> | Describes the purpose of the related e-mails the Board sends to Designated REALTORS® at Membership Dues renewal | <u>Page 2</u> |
| <u>Designated REALTORS® Responsibility / The Dues Formula</u> | Summarizes the Designated REALTORS® dues obligation for membership | <u>Page 3</u> |
| <u>Bylaws Article X – Dues and Assessments, Section 2</u> | Details the Designated REALTORS® dues obligation for membership | <u>Page 4</u> |
| <u>Termination Follow-Up</u> | Announces the new procedure the Board of Directors authorized to confirm all agent terminations | <u>Page 6</u> |
| <u>Licensee Certification Form</u> | Designated REALTORS® use this form to notify the Board of the licensees assigned to their office (members and non-members) | <u>Page 7</u> |

Feel free to contact the Board if you need any additional information or assistance.

INTRODUCTION

Designated REALTORS[®] have received the following three types of membership dues e-mail communications from the Board's Finance Department.

1. Renewal Dues Invoice – for the Designated REALTOR[®]
2. Renewal Fees Invoice – for the Designated REALTORS[®] Non-Member Licensee
3. Designated REALTOR[®] Statement

The Designated REALTORS[®] membership dues invoices for the Designated REALTOR[®] and associated fees for each of their non-member salespersons (if any) were delivered to the Designated REALTOR[®] in separate e-mail messages. These e-mail messages included two links, one to pay on-line and another to view the invoice.

The purpose of the Designated REALTOR[®] Statement is to report the Designated REALTORS[®] total dues obligation for membership in the Board for the period January 1, 2015 through December 31, 2015. The Designated REALTOR[®] Statement was prepared based on the information the Board had on file for the Designated REALTORS[®] office at the time the statement was prepared.

Important: If after reviewing your Designated REALTOR[®] Statement you found an agent listed that should not be listed or you have a licensee that is not listed on the Designated REALTOR[®] Statement you need to please notify the Board. The recommended method to notify the Board of this situation is to provide the Board with a completed [Licensee Certification Form](#). (See page 7)

Please contact Lica or Doug of the Board's Finance Department at (734) 822-2268 if you did not receive one or more of the above e-mail communications applicable for your office.

[Table of Contents](#)

DESIGNATED REALTORS® RESPONSIBILITY/ THE DUES FORMULA

Designated REALTOR® Statement

The Designated REALTOR® Statement was prepared based on the information the Board had on file for your office at the time the statement was prepared. The purpose of the statement is to report the Designated REALTORS® total dues obligation for membership in the Board for the period January 1, 2015 through December 31, 2015.

The amount reflected on the Designated REALTOR® Statement was computed in accordance with Article X of the Board's bylaws.

Your dues obligation as “designated” REALTOR® of your firm relates directly to the size of your real estate firm i.e., the number of individuals licensed with your firm. However, your dues obligation is fully credited with respect to any individual licensed with you who holds membership in an Association of REALTORS®. Consequently, the variable portion of your dues as the “designated” REALTOR® is computed only upon the number of individuals licensed with you who do not hold membership.

Your payment of board dues and your membership in good standing in the board ensures that you will automatically be deemed a member in good standing in the Michigan Association of REALTORS®, and the National Association of REALTORS® upon the board's payment of dues to those two organizations.

If the information provided on your Designated REALTOR® Statement is incorrect, please provide the board with the correct information by completing a [Licensee Certification Form](#) (See page 7) to provide current and accurate information to the board. This will enable the board to modify your dues statement if necessary.

The amount of your Designated REALTOR® Statement is now due and payable. Dues become delinquent and subject to a \$20 late fee per agent if not paid on or before November 17, 2014. Your membership is subject to suspension at 12:00 p.m. on December 31, 2014 if, at that time, dues and associated late fees have not been paid in full. The suspension suspends the MLS services for all agents in your office. Continued delinquency of dues and associated late fees will result in termination of membership.

We value your continued membership in the board and encourage you to contact Lica or Doug of the Board's Finance Department at (734) 822-2268 with any questions concerning your dues billing.

[Table of Contents](#)

BYLAWS ARTICLE X DUES AND ASSESSMENTS, SECTION 2

The language included below as Section 2. (a) is commonly referred to as the “Dues Formula”. The following language was taken from Ann Arbor Area Board of REALTORS[®] Board Bylaws Article X – Dues and Assessments, Section 2 – Dues.

BOARD BYLAWS Article X – Dues and Assessments

SECTION 2. DUES.

The annual dues of Members shall be as follows:

- (a) Designated REALTOR[®] Members. The annual dues of each Designated REALTOR[®] Member shall be in such amount as established annually by the Board of Directors, plus an additional amount to be established annually by the Board of Directors times the number of real estate salespersons and licensed or certified appraisers who
- (1) are employed by or affiliated as independent contractors, or who are otherwise directly or indirectly licensed with such REALTOR[®] Member, and
 - (2) are not REALTOR[®] Members of any Board in the state or a state contiguous thereto or Institute Affiliate Members of the Board.

In calculating the dues payable to the Board by a Designated REALTOR[®] Member, non-Member licensees as defined in Section 2(a) (1) and (2) of this Article shall not be included in the computation of dues if the Designated REALTOR[®] has paid dues based on said non-Member licensees in another Board in the state or a state contiguous thereto, provided the Designated REALTOR[®] notifies the Board in writing of the identity of the Board to which dues have been remitted. In the case of a Designated REALTOR[®] Member in a firm, partnership, or corporation whose business activity is substantially all commercial, any assessments for non-Member licensees shall be limited to licensees affiliated with the Designated REALTOR[®] (as defined in Section 2(a) (1) and (2) of this Article in the office where the Designated REALTOR[®] holds membership, and any other offices of the firm located within the jurisdiction of this Board.

- (1) For the purpose of this Section, a REALTOR[®] Member of a Member Board shall be held to be any Member who has a place or places of business within the state or a state contiguous thereto and who, as a principal, partner, corporate officer, or branch office manager of a real estate firm, partnership, or corporation, is actively engaged in the real estate profession as defined in Article III, Section 1, of the 14 Constitution of the NATIONAL ASSOCIATION OF REALTORS[®]. An individual shall be deemed to be licensed with a REALTOR[®] if the license of the individual is held by the REALTOR[®], or by any broker who is licensed with the REALTOR[®], or by any entity in which the REALTOR[®] has a direct or indirect ownership interest and which is engaged in other aspects of the real estate business (except as provided for in Section 2 (a) (1) hereof) provided that such licensee is not otherwise included in the computation of dues payable by the principal, partner, corporate officer, or branch office manager of the entity.
- (2) A REALTOR[®] with a direct or indirect ownership interest in an entity engaged exclusively in soliciting and/or referring clients and customers to the REALTOR[®] for consideration on a substantially exclusive basis shall annually file with the association on a form approved by the association a list of the licensees affiliated with that entity and shall certify that all of the licensees affiliated with the entity are solely engaged in referring clients and customers

and are not engaged in listing, selling, leasing, managing, counseling or appraising real property. The individuals disclosed on such form shall not be deemed to be licensed with the REALTOR[®] filing the form for purposes of this Section and shall not be included in calculating the annual dues of the Designated REALTOR[®].

Membership dues shall be prorated for any licensee who during the same calendar year applies for REALTOR[®] membership in the association. However, the National Association of REALTORS[®] component of membership dues shall not be prorated if the licensee held REALTOR[®] membership during the preceding calendar year.

(b) REALTOR[®] Members.

The annual dues of REALTOR[®] Members other than the Designated REALTOR[®] shall be established annually by the Board of Directors

- (1) The annual dues of each REALTOR[®] Member other than a principal partner or corporate officer shall be the same as those established for REALTOR[®] Members other than the Designated REALTORS[®] who are principals, partners, corporate officers, or branch officers.

(c) Institute Affiliate Members.

The annual dues of each Institute Affiliate Member shall be established in Article II of the Bylaws of the NATIONAL ASSOCIATION OF REALTORS[®].

(d) Affiliate Members.

The annual dues of each Affiliate Member shall be established annually by the Board of Directors.

(e) Public Service Members.

The annual dues of each Public Service Member, if any, shall be established annually by the Board of Directors.

(f) Honorary Members.

The annual dues of each Honorary Member, if any, shall be established annually by the Board of Directors.

(g) Student Members.

The annual dues of each Student Member, if any, shall be established annually by the Board of Directors

(h) Lifetime Members.

The annual dues of each Lifetime Member, if any, shall be established annually by the Board of Directors.

(i) Senior Members.

The annual dues of each Senior Member, if any, shall be established annually by the Board of Directors.

(j) REALTOR[®] Emeriti.

The annual dues of REALTOR[®] Members who are REALTOR[®] Emeriti (as recognized by the National Association), Past Presidents of the National Association or recipients of the Distinguished Service Award shall be established annually by the Board of Directors.

TERMINATION FOLLOW-UP

In April 2007, the Board of Directors of the Ann Arbor Area Board of REALTORS® passed Board policy to confirm all agent terminations to verify that the agent's license is no longer active with the Designated REALTOR® that signed the termination form.

Confirmation is requested from the Michigan Department of Labor & Economic Growth 45 days after the Board receives a completed termination form. If it is found that the Michigan Department of Labor & Economic Growth still reports the license active with the Designated REALTOR® that signed the termination form, the termination form is considered 'null and void' and the licensee will then be entered into the Board's database as either a Non-Member Salesperson (NMS) or MLS Only.

- The licensee will be considered an NMS if the licensee is not a member of another local Board.
- The licensee will be considered MLS Only if the licensee is already a member (payor of State and National Association of REALTORS® dues) at another local Board.

When a termination form is considered 'null and void', the Board invoices the associated Designated REALTOR® back to the date of the confirmed 'false' termination.

[Table of Contents](#)

Licensee Certification Form

To Designated REALTORS®:

If after reviewing your Designated REALTOR® Statement you determine a correction needs to be made (licensee added or licensee removed for example) please use this form to update the Board with the correct information for your office.

Sign below and list in the table on the following page all the individuals licensed or certified with your office(s), including all principals of the real estate firm. If applicable, identify the association where each person holds REALTOR® membership or where their non-member dues are paid.

Note: National Association policy requires that all principals of the firm hold REALTOR® membership.

CERTIFICATION

In accordance with Article X, Section 2 of the Bylaws of the Ann Arbor Area Board of REALTORS®, this will certify that the individuals on the attached form represent a complete listing of all real estate licensees affiliated with my office located at

_____.

(Office Address)

I agree to notify the Board of any status changes during the current fiscal year within thirty (30) days from the date of the individual's affiliation or severance of affiliation with my office(s).

Signature of Designated REALTOR® _____

Date _____

Name of Firm _____

Phone _____

