

## **GHAR Membership and Orientation Policies**

### **For New Member Applicants:**

New licensees who seek REALTOR® membership must apply for REALTOR® membership.

All member companies are responsible to have all new licensees with their firm complete and submit a membership application within 5 days of affiliation to GHAR. The application fee must accompany the completed membership application.

GHAR may also be notified of a new member applicant from the CPML Agent Roster Change. Upon notification, GHAR staff will then contact the Designated REALTOR® (or the manager or their assistant) to have the membership application with fee submitted to GHAR.

Upon application, GHAR will invoice the applicant the pro-rated dues.

Within 60 days or within two offerings of the New Member Orientation, a new member applicant must do the following to fulfill GHAR membership requirements:

- Have completed the new member application form and paid the \$225 application fee
- Attend New Member Orientation
- Pay the pro-rated dues for the year.

A National REALTOR® Database System (NRDS) number will be issued upon fulfillment of all membership requirements.

If a new member applicant fails to complete the three membership requirements within 60 days:

- GHAR will notify the applicant that the membership requirements have not been met.
- GHAR will notify the Designated REALTOR® that the membership requirements have not been met.
- In addition, GHAR will bill the Designated REALTOR® both the application fee and the pro-rated dues amount.
- If the new member applicant fulfills their membership requirements within the next 30 days, they will be deemed a REALTOR® and the Designated REALTOR® will be released from financial obligations.
- If the Designated REALTOR® does not pay this amount within 30 days or place the individual's license into escrow with the State Real Estate Commission, his/her company membership and all of its agents may be suspended by the Board of Directors.

### **For Reinstating Members:**

#### **Lapse in Membership of One Year or Less**

- All member applicants that have held a previous membership in the Greater Harrisburg Association of REALTORS® with a lapse in membership not to exceed one year may be reinstated upon payment of the pro-rated dues within 30 days. They will not be required to pay the application fee or attend the orientation course.
- If the member applicant pays their dues within the next 30 days, they will be deemed a REALTOR® and the Designated REALTOR® will be released from financial obligations.

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- If the pro-rated dues amount is unpaid within 30 days, GHAR will bill the Designated REALTOR®. If the Designated REALTOR® does not pay this amount within 30 days or place the individual's license into escrow with the State Real Estate Commission, his/her company membership and all of its agents may be suspended by the Board of Directors.

### **Membership in Another Association of One Year or Less**

- All member applicants that have held a previous membership in another Association of REALTORS®, with a lapse not to exceed one year may become a member upon payment of the pro-rated dues within 30 days.
- They will not be required to pay the application fee or attend the orientation course provided they attended orientation at their previous Association of REALTORS®.
- If the member applicant pays their dues within the next 30 days, they will be deemed a REALTOR® and the Designated REALTOR® will be released from financial obligations.
- If the pro-rated dues amount is unpaid within 30 days, GHAR will bill the Designated REALTOR®. If the Designated REALTOR® does not pay this amount within 30 days or place the individual's license into escrow with the State Real Estate Commission, his/her company membership and all of its agents may be suspended by the Board of Directors.

### **Lapse in Membership of One Year or More**

- All member applicants that have had a lapse in membership in an Association of REALTORS® of one year or more must fulfill the membership requirements including payment of the application fee, attendance at New Member Orientation and payment of dues.
- Upon application, GHAR will invoice the applicant the pro-rated dues.
- Within 60 days or within two offerings of the New Member Orientation, a new member applicant must do the following to fulfill GHAR membership requirements:
  - Have completed the new member application form and paid the \$225 application fee (the state portion of the application fee - \$100 - is waived)
  - Attend New Member Orientation
  - Pay the pro-rated dues for the year.
- A National REALTOR® Database System (NRDS) number will be issued upon fulfillment of all membership requirements.
- If a new member applicant fails to complete the three membership requirements within 60 days:
  - GHAR will notify the applicant that the membership requirements have not been met.
  - GHAR will notify the Designated REALTOR® that the membership requirements have not been met.
  - In addition, GHAR will bill the Designated REALTOR® both the application fee and the pro-rated dues amount.
  - If the new member applicant fulfills their membership requirements within the next 30 days, they will be deemed a REALTOR® and the Designated REALTOR® will be released from financial obligations.
  - If the Designated REALTOR® does not pay this amount within 30 days or place the individual's license into escrow with the State Real Estate Commission, his/her company membership and all of its agents may be suspended by the Board of Directors.