



## **Membership Questions & Answers**

**What is the REALTOR® Membership Process?** 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. 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.

**What are the Requirements for Membership?** There are three membership requirements. All three must be completed within 60 days or two offerings of the New Member Orientation.

- 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.

**How much Time do I have to Complete the New Member Orientation?** You must complete the New Member Orientation course within 60 days or within two offerings from the date of your membership application.

**How Often is New Member Orientation Held?** GHAR holds New Member Orientation ten times a year or approximately every six weeks.

**When Do I Receive My NRDS Number?** A National REALTOR® Database System (NRDS) number will be issued upon fulfillment of all membership requirements.

**What Happens if an Applicant Fails to Complete the Membership Requirements?** If a new member applicant fails to complete the 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.

**I'm a Licensed Appraiser, What Kind of Membership do I Apply for?** A licensed appraiser would apply for Designated REALTOR® membership and follow all of the REALTOR® membership requirements.

**What is the Difference between REALTOR® and Designated REALTOR®?**

REALTOR® members hold an associate broker or a salesperson's real estate licenses.

Designated REALTORS® hold a broker's license and is the person responsible for a real estate office.

**What is the Process if I was a REALTOR® Member Six Months Ago?** For individuals with a lapse in membership of **one year or less**, the membership process is:

- 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.
- 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.

**What is the Process If I was a REALTOR® Member About a Year Ago?** For individuals with a lapse in membership of **one year or more**, the membership process is:

- 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 \$125 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<sup>®</sup> 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.

**What is the Membership Process, If I were a REALTOR<sup>®</sup> Member in Another Association of REALTORS<sup>®</sup>?** For individuals with a lapse in membership of **one year or less** in another association, the membership process is:

- All member applicants that have held a previous membership in another Association of REALTORS<sup>®</sup>, 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<sup>®</sup>.
- If the member applicant pays their dues within the next 30 days, they will be deemed a REALTOR<sup>®</sup> and the Designated REALTOR<sup>®</sup> will be released from financial obligations.
- If the pro-rated dues amount is unpaid within 30 days, GHAR will bill the Designated REALTOR<sup>®</sup>. If the Designated REALTOR<sup>®</sup> 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.

**If I have Taken the New Member Orientation at Another Association, will GHAR's Requirement be Waived?** If you provide documentation that you have completed the Orientation course with another Association of REALTORS<sup>®</sup>, then you will be exempt from attending our Orientation course.

**What are PAR and NAR?** "PAR" is the Pennsylvania Association of REALTORS<sup>®</sup>. Their website is [www.parealtor.org](http://www.parealtor.org). "NAR" is the National Association of REALTORS<sup>®</sup>. Their website is [www.nar.realtor](http://www.nar.realtor). As a REALTOR<sup>®</sup> member of GHAR, you are also a member of PAR and NAR.

**What is Secondary Membership?** Secondary members hold primary membership with another local Association of REALTORS<sup>®</sup>. Secondary members would not pay national (NAR) or state (PAR) dues twice. If their primary membership isn't with an Association within Pennsylvania, they would have the option to join PAR.

**What Should I do When I Change my Email Address or Home Address?** Contact Cindy Cuddeford, Office Manager at (717) 364-3200 or [cindy@ghar.info](mailto:cindy@ghar.info) with your changes.

**If my Broker is a Member, do I Have to Join?** First, you would need to check with your broker and/or office manager to see what their office/franchise policy is. Some offices and franchises require that licensees affiliated with them must join as REALTOR<sup>®</sup> members. If you do not join as a REALTOR<sup>®</sup> member, you would be considered a non-member salesperson.

**What is a Non-Member Salesperson?** The Broker or Designated REALTOR<sup>®</sup> is responsible to pay an assessment equal to dues. Non-members would not fill out a membership application nor attend the New Member Orientation course. They would not be allowed to use the term "REALTOR<sup>®</sup>" or use the "R" logo on any of their correspondence, signs, business cards, etc.

**When are Annual Membership Dues Payable?** Membership dues are mailed out in late October - early November, and are payable by January 1 of each year. If they are not paid in full by January 1, you will be charged a \$100 late fee. Additional late fees may be incurred.

**What does GHAR do for Me as a Member?** Each level of membership (local, state and national) offers many different benefits of membership. A few key benefits include:

- Government Affairs Program keeps members informed about pending legislation.
- CentralPennMLS.com promotes my listings.
- PAR Standard Forms keeps members on the same page.
- The Code of Ethics maintains a more professional industry.
- The Legal Hotline assists members with questions.
- Social Events allow members to socialize and network.
- Press Releases clarify important local real estate news.
- Connecting with other members provides valuable industry insight.
- The REALTOR® trademark sets me apart.

**I'm not Licensed in Real Estate; can I still be a Member?** You would join as an Affiliate Member. You would be entitled to attend GHAR events and seminars as well as receive our information. A completed affiliate membership application is needed

**Is New Member Orientation Required for Affiliate Members?** No, New Member Orientation is only applicable to REALTOR member applicants.