

New Member Procedures

1. Brokers/Agents fill out All the Member Forms that are on the website (covingtonrealtors.org) under Members/Member Forms.
2. BROKERS Print a copy of the Agent's License
3. Call Membership Chair to ask for the amount of Dues that are due **from issued date of license** (local/state/national & MLS). There will need to be 2 separate checks written by the Broker. 1 for MLS fees & 1 for Dues made payable to Covington Association of Realtors.
4. Membership Chair will ask Treasurer for an Invoice for the new Agent to be emailed to Membership Chair for the Agent & Agent's Brokerage Office.
5. Take all the forms, license and checks to Membership Chair's Office for processing.
6. Membership Chair will schedule Agent for an appointment to have fob key issued & activated and activated in MLS Navica system.
7. Membership Chair to take all paperwork (forms and checks? to President's Office.
8. Treasurer to deposit the checks into the separate bank accounts and credit Broker's account.
9. Treasurer to send New Agent form paperwork to AAR for processing and forward Membership Chair Agent's NAR #.

Agent's name will be put on list for New Member Training & Scheduled accordingly.