



New Membership Procedures

1. Brokers/Agents fill out **All** Membership Forms that are on the website (covingtonrealtors.org) under Members/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**. Make **1 check** for **MLS Fees** and **1 check** for **Dues**. Make the checks payable to the **Covington Association of Realtors**.
4. Membership Chair will ask Treasure 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 the Membership Chair's office for processing.
6. Membership Chair will schedule Agent for an appointment to have the **FOB KEY** issued and to activate the Agent in the **MLS Paragon System**.
7. Membership Chair will take all paperwork (**Forms & Checks**) to the President's office.
8. Treasure to deposit the checks into the separate bank accounts and credit Broker's account.
9. Treasure to send **New Agent** forms to **AAR** for processing and forward Membership Chair **Agent's NRDS#**

Agent's must attend NEW MEMBER TRAINING within the 1st 90 days of their activation of LICENSE. The Training will be schedule accordingly.