

# RAA Welcome Packet



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Congratulations on successfully passing your licensing exam and we thank you for your interest in joining the REALTOR® Association of Acadiana. Deciding to join the REALTOR® Association of Acadiana (RAA) allows you to be called a REALTOR® and means you hold yourself to a higher standard of ethical conduct. It also means that your clients can rely on your adherence to the Code of Ethics in all of your dealings with them.

- Contacting the REALTOR® Association of Acadiana is the first step in the membership process.
- The 2<sup>nd</sup> step is to read this packet in its entirety and complete the necessary forms.
- The 3<sup>rd</sup> step is to contact the RAA office at 233-0086 to schedule an appointment with a member of the RAA staff to process your membership application and accompanying documents.

The RAA prides itself on providing exceptional service to its members and, as such, new members are required to schedule an appointment to complete the membership process with a staff member. Please **do not** show up at the RAA office and expect a staff member to be available. We work by appointment only.

When you join the REALTOR® Association of Acadiana, you will also be joining Louisiana REALTORS® and the National Associations of REALTORS®. You will be given a special 9-digit number beginning with 4400 called your NRDS Number. This number will be how you are identified as a REALTOR® member at the National, State and local level. You will need to retain this number as it will be used in all of your dealings with the REALTOR® Association in the future.

Included in the new member welcome packet is the 2019 dues structure. We will collect dues for the REALTOR® Association of Acadiana, Louisiana REALTORS® and the National Association of REALTORS®. Dues are pro-rated depending upon the month in which you join. Dues are collected annually.

Prior to your appointment with a member of the RAA to process your new member paperwork please note that you need to be prepared for the following:

**1. Dues payment:** We will need full payment for your 2019 dues. Payments can be made by cash (exact amount only), check or credit card. The RAA Membership Agreement & 2019 Fee Structure is included in the packet.

As an example: if you are joining in February you will need to be prepared to pay \$903.50 for your 2019 annual dues. Also, please be aware as stated above, the RAA will begin to collect its 2020 dues in September and all 2020 dues are due by November 30<sup>th</sup> to avoid any late fees.

**\*\*Note:** The amount of dues payable when joining is based on the effective date of your current license. If your license is current beginning on March 15<sup>th</sup> and you do not come in to join RAA until mid-April, you will be charged prorated dues for March.

**2. Supra eKey:** As part of one of its member benefits the RAA has a relationship with Supra. Supra is a cutting edge key management/ lockbox product in the real estate industry. Supra is an electronic lockbox which the majority of RAA members use to secure houses that are listed in the MLS. In order to be able to open houses and show properties you will need to sign up for Supra service. Supra is **not** mandatory when joining the RAA, but is encouraged if you want to begin to be able to show and list properties.

To sign up for Supra service you will need the following:

- a. Be prepared to pay a \$50 activation fee to Supra. This must be paid with a credit card or check. Cash is **not** accepted for this payment.
- b. Have a credit card which can be placed on file with Supra. Supra has a monthly fee of approximately \$15 per month. Supra will bill you directly for their services. The monthly fee will be debited electronically on the 14<sup>th</sup> of every month.
- c. Supra requires its participants to set up a four (4) digit PIN # for use with their service. Please come to your appointment ready to provide the RAA staff with your personal 4 digit PIN for your Supra access.
- d. Supra technology works in conjunction with Smartphones (either, iPhone or Android). Having a Smartphone is a requirement to access the Supra service. Supra also has an app which customers download to communicate with the electronic lockbox.

If you plan on getting Supra services when you join, please download the free Supra app prior to your appointment. The Supra app icon is below.



For **iPhone**: Access the app through via App Store on your phone.

For **Android**: Access the app through the Google Play store on your phone.

3. **Centralized Showing Service:** CSS is a board wide member service that is mandatory for all RAA members to participate in. CSS is a software used to schedule showings on all residential listings. CSS fees are \$20 per month. The RAA collects CSS payments in advance from its members. Your initial 2019 dues payment will include CSS payments. CSS is billed in December and June as part of your semi-annual services fees.

The Agent Profile Form for CSS is included in this New Member Packet. Please complete the highlighted items **ONLY** on the form and bring with you to your appointment.

4. **Multiple Listing Service (MLS):** The RAA is proud to offer Flexmls services to our 1400 plus members. The MLS is a valuable member tool which we anticipate that you will access on a daily basis. It is where all properties listed in our 6-parish service area are located.

During your membership appointment, you will be given your MLS login credentials and be required to sign an MLS Participation Agreement.

Training for our MLS system is done during our monthly New Member Orientation classes. The dates of these sessions are provided within this packet.

Should you want to access the MLS system prior to attending New Member Orientation, please feel free to do so. Many brokers offer in-house training on our MLS system in addition to the video tutorials on the Flexmls website that can assist you as you learn to navigate through the system.

5. **Semi-Annual Services Fees:** RAA currently has a semi-annual billing schedule – 6 months of MLS & CSS for a total of \$348. Your semi-annual services fee has been prorated based on the month you are joining. Moving forward, your MLS and CSS fees will be invoiced in June and December and are due by the last day of those months (June 30 & December 31). A \$35 late fee will be billed for all outstanding invoices on July 1 & January 1. Please plan accordingly so that you are able to make timely payments for these services.

**6. New Member Orientation:** Every new member is **REQUIRED** to attend a day-long New Member Orientation session which is held on a monthly basis at the RAA office (1819 West Pinhook Road Suite 115). During Orientation, a Code of Ethics Course along with RAA benefits and services are discussed. Be prepared to stay for the entire duration of the New Member Orientation. There is no arriving late or leaving early. Lunch will be served. Refer to page 2 of the 2019 Fee Structure for the dates of the 2019 New Member Orientation Sessions.

During your new member appointment, the staff will require you to place a **\$50 deposit** for your attendance at the New Member Orientation. We will accept a check, credit card or exact cash to hold as your deposit. The deposit is returned to you upon completion of the New Member Orientation Session. If you fail to attend two consecutive New Member Orientation sessions after joining not only will your deposit be kept by the RAA, but you will also incur an additional \$100 for every session date you miss. In addition, your membership and RAA, MLS and Supra services will be suspended until you complete your New Member Orientation obligation. Note: you will be responsible for any re-activation fees affiliated with the suspension.

**7. Louisiana Real Estate Commission (LREC):** This is the state agency that licenses all real estate professionals. All RAA members must have an active license with the LREC prior to joining. Please be sure that your license is active with LREC before attempting to join the RAA. You can access the LREC website at [www.lrec.state.la.us](http://www.lrec.state.la.us) to check on the status of your license.

In addition, LREC is **not** affiliated with RAA. LREC has its own set of rules and fees which you will need to pay and be aware of to operate as a REALTOR® in Louisiana.

***In closing a quick review of what to bring with you when you come to the RAA office to join:***

1. Completed 2 page 2019 RAA Membership Agreement & Fee Structure.
2. CSS Agent Profile Form
3. Copy of your active real estate license
4. Fees:  
Payment of Dues & Semi-annual Service Fee, New Member Orientation Deposit & possible SUPRA fees.
5. Call the RAA Office 233-0086 to schedule your appointment to complete your membership application.

We strongly encourage you to take advantage of our Association's many services as you navigate the exciting and challenging world of real estate. Our staff is always ready to provide you with the information and products that will help ensure your success. Please do not hesitate to contact us for all your real estate needs.

Sincerely,



Susan Holliday  
CEO, REALTOR® Association of Acadiana



# REALTOR® Association of Acadiana

## Membership Agreement & 2019 Fee Structure

For office use only: \_\_\_\_\_ Orientation Deposit  
 \_\_\_\_\_ CC \_\_\_\_\_ CSS \_\_\_\_\_ Docs \_\_\_\_\_ Inst

| 2019 Dues—Month Licensed        | Jan     | Feb    | Mar    | Apr    | May    | Jun    | Jul    | Aug    | Sept   | Oct    | Nov    | Dec     |
|---------------------------------|---------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|---------|
| Local Application Fee           | 75.00   | 75.00  | 75.00  | 75.00  | 75.00  | 75.00  | 75.00  | 75.00  | 75.00  | 75.00  | 75.00  | 75.00   |
| State New Member Fee            | 50.00   | 50.00  | 50.00  | 50.00  | 50.00  | 50.00  | 50.00  | 50.00  | 50.00  | 50.00  | 50.00  | 50.00   |
| NATIONAL Dues                   | 150.00  | 137.50 | 125.00 | 112.50 | 100.00 | 87.50  | 75.00  | 62.50  | 50.00  | 37.50  | 25.00  | 12.50   |
| NAR Public Awareness Campaign   | 35.00   | 35.00  | 35.00  | 35.00  | 35.00  | 35.00  | 35.00  | 35.00  | 35.00  | 35.00  | 35.00  | 35.00   |
| STATE Dues                      | 155.00  | 142.00 | 129.00 | 116.00 | 103.00 | 90.00  | 77.00  | 64.00  | 51.00  | 38.00  | 25.00  | 12.00   |
| LOCAL Dues                      | 190.00  | 174.00 | 158.00 | 143.00 | 127.00 | 111.00 | 95.00  | 79.00  | 63.00  | 48.00  | 32.00  | 16.00   |
| LARPAC-Voluntary                | 35.00   | 35.00  | 35.00  | 35.00  | 35.00  | 35.00  | 35.00  | 35.00  | 35.00  | 35.00  | 35.00  | 35.00   |
| Member Services Fee (MLS & CSS) | 348.00  | 290.00 | 232.00 | 174.00 | 116.00 | 394.00 | 336.00 | 280.00 | 224.00 | 168.00 | 112.00 | 56.00   |
| 2020 Dues & Fees (estimated)    |         |        |        |        |        |        |        |        |        |        | 530.00 | 878.00  |
| <b>TOTALS</b>                   | 1038.00 | 938.50 | 839.00 | 740.50 | 641.00 | 877.50 | 778.00 | 680.50 | 583.00 | 486.50 | 919.00 | 1169.50 |
| <b>TOTALS W/O LARPAC</b>        | 1003.00 | 903.50 | 804.00 | 705.50 | 606.00 | 842.50 | 743.00 | 645.50 | 548.00 | 451.50 | 884.00 | 1134.50 |

Contributions to RPAC are voluntary and are used for political purposes. You may refuse to contribute without reprisal. 70% of each contribution is used by the state PAC (LARPAC) to support state and local political candidates. The balance is sent to National RPAC to support Federal candidates and is charged against your limits under 2 U.S.C. 441a. Initial payment of dues must accompany Membership Application. Dues pro-rated monthly (first year members only). Dues payments to the Association are not tax deductible as charitable contributions. Portions of such payments may be tax deductible as ordinary and necessary business expenses. Dues paid to LR and NAR through membership in another Board will be waived by the REALTOR® Association of Acadiana. MLS Participant's Fee is paid by the Member Broker only, not by each agent licensed with the Member Broker.

A \$50.00 deposit is due upon joining the Association and will be returned to you after you attend a full day of orientation.

|   |  |  |
|---|--|--|
| <p><b>Supra Key</b></p> <p>Issuance Fee.....\$50.00<br/>         eKey Monthly Fee.....est. \$15</p> | <p><b>MLS Subscription Fees</b></p> <p>New Office Application Fee.....\$500.00<br/>         Semi-Annual Fee Per Agent.....\$228.00<br/> <i>**Billed to agent December 1st and June 1st</i></p> | <p><b>Centralized Showing Service</b></p> <p>Semi-annual Fee Per Agent..... \$108.00<br/> <i>**Billed to agent December 1st and June 1st</i></p> |
|---|--|--|

Appraiser:  Yes  No      Application Date: \_\_\_\_\_

Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_ RE License #: \_\_\_\_\_

Home Address \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Personal Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_ Website: \_\_\_\_\_

Office Name: \_\_\_\_\_ Date Licensed to Current Office: \_\_\_\_\_

Have you ever been a member of another state/local association?    Y or N

If Yes, which Board? \_\_\_\_\_ NRDS # \_\_\_\_\_

Will we be your primary or secondary Board?    \_\_\_\_\_ Primary    \_\_\_\_\_ Secondary

In the event that my application is approved, I agree as a condition of membership to complete the New Member Orientation of the REALTOR® Association of Acadiana, and otherwise on my own initiative to thoroughly familiarize myself with the Code of Ethics of the NATIONAL ASSOCIATION OF REALTORS® including the duty to arbitrate business disputes in accordance with the Code of Ethics and Arbitration Manual of the Associations and the Constitutions, Bylaws, and Rules and Regulations of the above named Association, the State Association and the National Association. I further agree that my act of paying dues shall evidence my initial and continuing commitment to abide by the aforementioned Code of Ethics, Constitutions, Bylaws, Rules and Regulations, and duty to arbitrate, all as from time to time amended. Further, I give to the REALTOR® Association of Acadiana, permission to send me e-mail advertisements. Finally, I consent that and authorize the Association, through its Membership Committee or otherwise, to invite and receive information and comment about me from any Member or other person, and I agree that any information and comment furnished to the Association by any Member or other person in response to any such invitation shall be conclusively deemed to be privileged and not form the basis of any action by me for slander, libel, or defamation of character.

I have read the agreement and fully understand: \_\_\_\_\_  
Applicant's Signature Page 1

## **MLS Participation Agreement**

I agree as a condition of participation in the MLS to abide by all relevant bylaws, rules and other obligations of participation including payment of fees. I confirm that I currently, and will on a continual and ongoing basis in the operation of my real estate business activities, actively endeavor to list real property of the type filed with the MLS and/or accept offers of cooperation and compensation made by other Participants through the MLS. I agree that I must continue to engage in such activities during my participation in the MLS. I acknowledge that failure to abide by these conditions of participation on an ongoing basis may result in potential suspension or termination of MLS participatory rights after a hearing in accordance with the MLS's established procedures.

Signature \_\_\_\_\_

Date \_\_\_\_\_

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## **New Member Orientation**

All new member orientations will be from 9:00a.m. until 4:00p.m. A \$50.00 deposit is due upon joining the Association, and will be returned to you after you attend a full day of orientation. You must attend one of the next two scheduled orientations subsequent to your application to have your deposit returned to you.

### **New Member Orientation 2019 Dates:**

|               |                |
|---------------|----------------|
| February 12th | August 13th    |
| March 19th    | September 10th |
| April 9th     | October 15th   |
| May 7th       | November 12th  |
| June 11th     | December 10th  |
| July 9th      |                |

**Initial here \_\_\_\_\_ to indicate that you have read and understand the above information.**

# CENTRALIZED SHOWING SERVICE

MORE SHOWINGS

MORE FEEDBACK

MORE EFFICIENT

One Number, One Call, Multiple Showings

## Agent Profile Form

**Office Name:****Office Phone:****MLS Office ID:****Office Fax:****Agent Name:****MLS Agent ID:****Agent Mobile #:****Agent Home #:**

(opt.)

**Showing Code:****Voice Mail/Other#:**

The **Showing Code** is an alpha or numeric code that is four digits that you will use to show properties in the Metro area. Please choose numbers or letters that are easy for you to remember. This code is strictly between you and CSS.

**Member of a team?** **Yes** **No****Team Name:**

## www.Showings.com

Complete the following section to establish your website account on **Showings.com**.

**Website Password:**

(You may use alpha and/or numeric characters- DO NOT use MLS password, or your CSS Showing code)

**Website Hint:**

The hint is used when you forget your password. It is a simple reminder for you. For example, if my CSS website password were "Ginger", my hint would be "childhood dog".

**E-mail Address:**

When logging on to the Centralized Showing Service, Inc. (CSS) website, you will use your MLS Agent ID as your Agent ID and the CSS Website Password you indicated above as your password.

CSS cannot guarantee that the CSS Website will be fully functional in every Internet Browser. Internet Explorer 4.0 or higher is required for users.

All information is deemed reliable, but not guaranteed. By filling out this enrollment form, you assume full responsibility for all information printed and all unauthorized access to website information. CSS Website passwords are not to be distributed to any other agent, seller or member of the public. Violation of this policy will result in immediate termination of Website service and potential termination of CSS service. CSS will periodically make updates to the website in order to add functionality and provide better service.