



RAA Welcome Packet

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 your dealings with them.

234 Rue Beauregard

Lafayette, LA 70508

337.233.0086

www.realtoracadiana.com

- Contacting the REALTOR® Association of Acadiana is the first step in the membership process.
- The 2nd step is to **read this packet in its entirety** and complete the necessary forms.
- The 3rd step is to contact the RAA office at 233-0086 to schedule your new member appointment with Ellen Benoit, our Member Services Director. You may also email her at ellen@realtoracadiana.com.

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 our Member Services Director, Ellen Benoit. Please **do not** show up at the RAA office and expect someone to be available to assist you. 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 **M1** Number. This number will be used to identify you 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 dealings with the REALTOR® Association in the future.

Included in the new member welcome packet is the 2023 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, please note that you need to be prepared for the following:

1. Dues payment: We will need full payment for your 2023 dues. Payments can be made by cash (exact amount only), check or credit/debit card. The RAA Membership Agreement & 2023 Fee Structure are included in the packet.

As an example: if you are joining in February you will need to be prepared to pay \$853.50 for your 2023 annual dues. Also, please be aware as stated above, the RAA will begin to collect the 2024 dues in October and all 2024 dues are due by November 30th 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 15th and you do not come in to join RAA until mid-April, you will be charged prorated dues for March**

2. Supra eKey: As one of its member benefits 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 \$50.00 activation fee and also a pro-rated amount to Supra. This must be paid with a credit card or debit card. Cash or checks are **not** accepted for this payment.
- b. Have a credit/debit card which can be placed on file with Supra. Supra has a monthly fee of approximately \$15.23 per month. Supra will bill you directly for their services. The monthly fee will be debited electronically on the 14th of each 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. **ShowingTime**: ShowingTime is a board wide member service that is mandatory for all RAA members to participate in. ShowingTime is a software used to schedule showings on all residential listings. The RAA collects ShowingTime payments in advance from its members. Your initial 2023 dues payment will include ShowingTime payments. ShowingTime is a part of our MLS Services fee and are billed in December and June as part of your semi-annual services fees.

4. **Multiple Listing Service (MLS)**: The RAA is proud to offer Flexmls services to our 1800 plus members. The MLS is a valuable member tool which we anticipate that you will access on a daily basis. MLS 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 & ShowingTime for a total of \$276. Your semi-annual services fee has been prorated based on the month you are joining. Moving forward, your MLS Services fees will be invoiced in June and December and are due by the last day of those months (June 30 & December 31). A \$50 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 (234 Rue Beauregard). During orientation, 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 provided. Refer to page 2 of the 2023 Fee Structure for the dates of the 2023 New Member Orientation Sessions.

During your new member on-boarding appointment, you will be required 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 RAA. You can access the LREC website at www.lrec.state.la.us to check the status of your license.

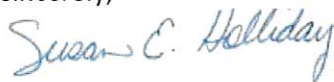
In addition, LREC is **not** affiliated with RAA. LREC has its own set of rules and fees which you will need to pay and be aware of to operate as a REALTOR® in Louisiana.

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

1. Completed 2-page 2023 RAA Membership Agreement & Fee Structure
2. Copy of your active real estate license
3. Fees: Payment of Dues & Semi-annual Service Fees, New Member Orientation Deposit & possible Supra fees
4. Call the RAA Office 233-0086 or email ellen@realtoracadiana.com 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 & 2023 Fee Structure

For office use only: _____ Orientation Deposit
_____ CC _____ CSS _____ Docs _____ Inst

2023 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	45.00	45.00	45.00	45.00	45.00	45.00	45.00	45.00	45.00	45.00	45.00	45.00
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
MLS Services Fee	276.00	230.00	184.00	138.00	92.00	322.00	276.00	230.00	184.00	138.00	92.00	322.00
2024 Dues & Fees (estimated)										540.00	540.00	540.00
TOTALS	976.00	888.50	801.00	714.50	627.00	815.50	728.00	640.50	553.00	1006.50	919.00	1107.50
TOTALS W/O LARPAC	941.00	853.50	766.00	679.50	592.00	780.50	693.00	605.50	518.00	971.50	884.00	1072.50

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

Supra Key

Activation Fee..... \$50
eKey Monthly Fee..... \$15

MLS Subscription Fees

New Office Application Fee.....\$500
Semi-Annual Fee Per Agent.....\$276
Billed to agent December 1st and June 1st

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? _____ M1# _____

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 _____

New Member Orientation

All new member orientations will be held 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 attending 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 2023 Dates:

February 15th	August 8th
March 14th	September 12th
April 11th	October 10th
May 9th	November 14th
June 13th	December 12th
July 11th	

Initial here _____ to indicate that you have read and understand the above information.