



# Welcome Packet

Congratulations on successfully passing your real estate licensing exam! 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.

The REALTOR® Association of Acadiana prides itself on providing exceptional service to its members and, as such, new members are required to follow a process in gaining membership.

- Contacting the REALTOR® Association of Acadiana is the 1<sup>st</sup> step in the membership process. You may do this by sending an email to [ellen@realtoracadiana.com](mailto:ellen@realtoracadiana.com) stating that you are ready to move forward with this process.
- Once received, Ellen will schedule you for New Member On-boarding and New Member Orientation.
- 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 become a member of 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/NRDS** Number. This number is 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 of Acadiana in the future.

**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](http://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 real estate agent in Louisiana.

**New Member On-boarding:** Prior to attending orientation, you will be required to attend New Member On-boarding session. This is about an hour appointment in which you will pay fees, and get MLS access and information on other services that we provide. Once you have attended on-boarding you will have all of the tools needed to begin your real estate career.

**New Member Orientation:** Every new member is **REQUIRED** to attend one day-long New Member Orientation session which is held every other month 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. Please refer to page 2 of the 2024 Fee Structure for the dates of the 2024 New Member Orientation Sessions.

# Dues Schedule

Included in the New Member Welcome packet is the 2024 dues structure.

- We will collect dues for:
  - The REALTOR® Association of Acadiana
  - Louisiana REALTORS®
  - National Association of REALTORS®
  - ROAM MLS
- Dues are pro-rated depending on the month in which you join.
- Membership dues are collected annually.
- MLS Dues are collected semi-annually.

Prior to your appointment, please note that you need to be prepared for the following:

**Dues payment:** We will need full payment for your 2024 membership dues. Payments can be made by cash (exact amount only), check, or credit/debit card. The RAA Membership Agreement & 2024 Fee Structure are included in the packet for you to complete and sign.

As an example: if you are joining in February you will need to be prepared to pay \$903.08, which is for your 2024 annual membership dues and for MLS Services for February through June. Also, please be aware that the RAA will begin to collect the 2025 dues in October and all 2025 dues must be paid 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 has an effective date of March 15<sup>th</sup> and you do not join RAA until mid-April, you will be charged prorated dues for March\*\*

**Semi-Annual Services Fees:** RAA currently has a semi-annual billing schedule – 6 months of ROAM MLS for a total of \$276. Your semi-annual services fees are prorated based on the month you are joining.

Moving forward, your ROAM 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.

# Member Benefits

**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 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 the ability 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 a pro-rated amount to Supra. This must be paid with a credit 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 \$15.45 per month. Supra will bill you directly for their services. The monthly fee will be debited electronically on the 14<sup>th</sup> of each month.
- c. Supra requires its participants to have a four (4) digit PIN # which is auto-generated when your Supra services are set up. This PIN # may be changed at any time to something that is more recognizable to you. When you are ready to set this up, you can do so through the app or by a quick email or phone call to our office will make this happen.
- d. Supra technology works in conjunction with Smartphones (iPhone or Android). Having a Smartphone is a requirement to access the Supra service. 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.
- e. Our Supra Key service allows you to pay one monthly fee and have access to listings via our ROAM partners in Houma, Baton Rouge, and New Orleans.



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.

**ShowingTime:** ShowingTime is an ROAM MLS service that is provided for all RAA members to participate in. ShowingTime is software used to schedule showings on all residential listings.

**ROAM MLS (Multiple Listing Service):** The RAA is proud to partner with ROAM MLS to offer Flexmls services to our 1800 plus members. The MLS is a valuable member tool which we anticipate that you will access daily.

During your on-boarding appointment, you will be given your ROAM MLS login credentials and be required to sign an MLS Participation Agreement.

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

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. The RAA also provides training on our MLS services such as Advanced Flex MLS, Transaction Desk, CRS Tax Data, etc.

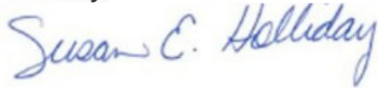
***In closing, here is a quick review of the new member process:***

1. Contact our Member Services Director, Ellen Benoit, to discuss the process of becoming a member by sending an email to [ellen@realtoracadiana.com](mailto:ellen@realtoracadiana.com).
2. Schedule your New Member On-boarding meeting.
3. Make sure that you are prepared to pay the necessary fees at your scheduled on-boarding meeting.
  - a. This includes:
    - i. 2024 Membership Dues
    - ii. Semi-annual MLS Service Fees
    - iii. And Possible Supra fees

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

**ADDRESS**

234 Rue Beauregard  
Lafayette, LA 70508

**PHONE**

337.233.0086

**WEBSITE**

[realtoracadiana.com](http://realtoracadiana.com)



# REALTOR® Association of Acadiana

## Membership Agreement & 2024 Fee Structure

For office use only:

\_\_\_\_\_COE \_\_\_\_\_DOCS \_\_\_\_\_Inst

2024 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	156.00	143.00	130.00	117.00	104.00	91.00	78.00	65.00	52.00	39.00	26.00	13.00
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	203.00	186.08	169.17	152.25	135.33	118.42	101.50	84.58	67.67	50.75	33.83	16.92
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)										594.00	594.00	594.00
<b>TOTALS</b>	1030.00	938.08	846.17	755.25	663.33	847.42	755.50	663.58	571.67	1074.75	982.83	1166.92
<b>TOTALS W/O LARPAC</b>	995.00	903.08	811.17	720.25	628.33	812.42	720.50	628.58	536.67	1039.75	947.83	1131.92

Application Date: \_\_\_\_\_

RE License#: \_\_\_\_\_ Appraiser: \_\_\_\_\_ Yes \_\_\_\_\_ No

Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

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

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

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

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

Have you ever been a member of another state/local association? Yes or No Are you a previous member of RAA? Yes or No

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

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

### Important Information:

- 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.
- 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

### Optional Membership Services:

#### ROAM MLS

Semi-Annual Fee Per Agent.....\$276

*\*\*Billed to agent December 1st and June 1st\**

#### Supra Key

Activation Fee..... \$50

eKey Monthly Fee..... \$15.45



# REALTOR® Association of Acadiana

## Membership Agreement & 2024 Fee Structure (continued)

In the event that my application is approved, I agree as a condition of membership to:

- Complete the New Member Orientation with the REALTOR® Association of Acadiana.
- To complete the Code of Ethics requirement within 90 days of joining the Association.
- I understand that dues paid to the REALTOR® Association of Acadiana include membership dues to Louisiana REALTORS®, and National Association of REALTORS®, and I agree to abide by all parties Bylaws, Rules and Regulations.
- I agree to notify the RAA immediately should I make any changes in my Broker affiliation and/or personal contact information so my membership profile remains current.
- I understand that RAA will communicate with me via email and/or text alerts to my mobile number and I give them permission to do so with the contact information that I have provided.

**I have read the agreement and fully understand:**

\_\_\_\_\_  
Applicant's Signature

## ROAM MLS Participation Agreement

I agree as a condition of participation in ROAM MLS

- I will abide by all relevant Rules and Regulations, plus any other obligations of participation including Payment of Fees.
- I confirm that I have and will maintain an active license with the Louisiana Real Estate Commission.
- I will cooperate with other Participants through the MLS.
- I will follow the Code of Conduct.

I acknowledge that failure to abide by the above conditions may result in potential suspension or termination of MLS participatory rights after a hearing in accordance with the MLS's established procedures.

**I acknowledge it is my responsibility to request the most recent MLS Rules & Regulations Schedule of Fines and Penalties. I understand that these rules, fines, and penalties are subject to change. Questions regarding these fines should be directed to the MLS Director.**

**I have read the agreement and fully understand:**

\_\_\_\_\_  
Applicant's Signature

## New Member Orientation

All new member orientations will be held from 9:00 a.m. until 3:00 p.m.

Within joining the Association you must complete your New Member Orientation within the next two scheduled orientations

### **New Member Orientation 2024 Dates:**

February 6th  
April 9th  
June 20th  
August 6th  
October 8th  
December 3rd

**I have read and fully understand the information:**

\_\_\_\_\_  
Applicant's Signature