



Association Membership Policies New Agent Procedures

(Updated April 2024)

ACCORDING TO THE BYLAWS OF THE REALTOR® ASSOCIATION OF SOUTHERN MINNESOTA,
"DESIGNATED REALTOR® MEMBERS SHALL ALSO NOTIFY THE BOARD OF ANY ADDITIONAL
INDIVIDUALS(S) LICENSED WITH THE FIRM(S) WITHIN 30 DAYS OF THE DATE OF AFFILIATION OR SEVERANCE OF
THE INDIVIDUAL OR A FINE OF \$300.00 WILL BE ASSESSED".

New agents applying for Membership in the REALTOR® ASSOCIATION OF SOUTHERN MINNESOTA are required to complete the following:

- ☐ Application for Membership
- ☐ *****Please attach a Copy of your Real Estate License to this application*****
- ☐ Submit payment for dues. Checks can be wrote out to RASM. **We accept Visa and Mastercard. We do not accept Discover or American Express.** Dues are prorated monthly - See Dues Schedule to determine amount owed.
- ☐ New Member Orientation. Classes are held quarterly at the Association office. Notices will be sent out regarding dates and times.
- ☐ Verification of membership in another Board of REALTORS® (if applicable)

SUPRA KEYBOX SYSTEM: (if applicable)

- ☐ If applying for a Supra eKey, Attach your Supra ekey User Acknowledgement with this application

REALTOR® Association of SOUTHERN MN MLS:

- ☐ MLS Security Agreement & Agent Authorization Level Paragon Form



REALTOR® ASSOCIATION OF SOUTHERN
MINNESOTA

Membership Application Form

I hereby apply for REALTOR® Membership in the REALTOR® Association of Southern Minnesota, and I have enclosed my payment in the amount of \$ _____ which I understand will only be refunded in the event I am not accepted for membership.

QUALIFICATIONS FOR MEMBERSHIP: I understand that membership brings certain privileges and obligations that require compliance, including the following:

- In the event my application is approved, I agree as a condition of membership to attend the New Member Orientation Class within 90 days (or within the first two offerings) of the Association confirming my membership. Failure to do so may result in having my membership terminated.
- Membership in the Association means that I am also a member of the State Association and the National Association of REALTORS®. I will familiarize myself, comply with and be subject to 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 Association, as well as the NAR Constitution, Bylaws and Rules and Regulations of RASM, the Minnesota Association and the National Association. I agree to satisfactorily complete the periodic Code of Ethics training.
- I acknowledge that as a member of the Association, I will be licensed to use the REALTOR® trademarks to indicate such membership, and I agree to abide by the rules governing use of these membership trademarks. This designation is subject to rules promulgated by the National Association. Upon termination of my membership in the Association for any reason, my license to use the term REALTOR® is automatically revoked and I will immediately discontinue use of the term REALTOR® and all REALTOR® trademarks.
- Membership is final only upon completion of the required paperwork and payment of fees. Membership may be revoked should completion of any membership requirement, such as orientation, not be completed within the timeframe established in the association's bylaws.

NOTE: The duty to submit to an ethics complaint continues in effect even after membership lapses or is terminated. Any ensuing discipline will be held in abeyance until such time as the respondent rejoins an association of REALTORS® (see Code of Ethics and Arbitration Manual, Section 20(e)). The duty to submit to arbitration continues in effect even after membership lapses or is terminated, provided the dispute arose while the former member was a REALTOR®.



Agent Data Worksheet

Name: _____
(Last Name) (First Name) (Middle Initial)

Home Address (Street): _____

City: _____ State: _____ Zip: _____

Preferred Email: _____

Preferred Phone: ☐ Home ☐ Office ☐ Cell: _____

Office Name: _____

Office Address (street): _____

City: _____ State: _____ Zip: _____

Office Phone: _____

Birth Date: ____/____/____

Real Estate License # _____ License Date: ____/____/____

Agent Designation(s): ☐ GRI ☐ CRS ☐ CRB ☐ ABR ☐ Other: _____

Are you Currently or have you previously been a member of any other Association? Yes _____ No _____
If "yes", name of Association(s) and type(s) of membership held: _____

If you are now or have been a REALTOR® Member before, please provide your previous NAR Membership (NRDS)
number: _____

Applicant Information:

Primary field of business — please check all that apply:

- | | | |
|---|---|---|
| ☐ Appraisals | ☐ Existing/Resale | ☐ Property Management |
| ☐ Auction | ☐ International | ☐ Residential |
| ☐ Buyer Representation | ☐ Lots/Land | ☐ Resorts/Second Homes |
| ☐ Commercial | ☐ Multi-Family | ☐ Timeshares |
| ☐ Condos/Townhomes | ☐ New Construction | ☐ Other: _____ |

Do you acknowledge that your use of the REALTOR® trademarks must comply with the National Association's trademark rules:
Yes _____ No _____



Do you have any unsatisfied discipline pending for violation of the Code of Ethics: Yes _____ No _____

Have you ever been refused membership in any other Association? Yes _____ No _____ If "yes", state the basis for each such refusal and detail the circumstances related thereto:

Do you have any record of civil judgments imposed within the past seven (7) years involving judgments of civil rights laws, real estate license laws, or other laws prohibiting unprofessional conduct rendered by the courts or other lawful authorities? Yes _____ No _____ If "yes", provide details

IF YOU ARE/WERE A MEMBER OF ANOTHER ASSOCIATION:

Are there any pending or unresolved ethics complaints against you? Yes _____ No _____

Do you have any unsatisfied discipline pending? Yes _____ No _____

Are you a party to a pending arbitration request? Yes _____ No _____

Are there any outstanding financial obligations due and owing to another local Board/Association or its MLS or the Minnesota Association of REALTORS®. Yes _____ No _____

Has your real estate license ever been suspended or revoked? Yes _____ No _____

If "yes" please specify reason: _____

Have you ever been convicted of a felony? Yes _____ No _____

If "yes" give details: _____

- 1) *The term REALTOR® is a federally registered collective membership mark which identifies a real estate professional who is a member of the National Association and subscribes to its strict Code of Ethics. The National Association's Trademark Rules are set forth in the Membership Marks Manual, available at www.nar.realtor.*
- 2) *Article IV, Section 2, of the NAR Bylaws prohibits Member Boards from knowingly granting REALTOR® or REALTORASSOCIATE® membership to any applicant who has an unfulfilled sanction pending which was imposed by another association of REALTORS® for violation of the Code of Ethics. (Adopted 1/01)*

I hereby certify that the foregoing information furnished by me is true and correct, and I agree that failure to provide complete and accurate information as requested, or any misstatement of fact, shall be grounds for revocation of my membership if granted. I further agree that, if accepted for membership in the Association, I shall pay the fees and dues as from time to time established.

NOTE: Payments to the REALTOR® Association of Southern Minnesota (RASM) are not deductible as charitable contributions. Such payments may, however, be deductible as an ordinary and necessary business expense. No refunds.

By signing below, I consent that the REALTOR® Associations (local, state, national) and their subsidiaries, if any (e.g., MLS, Foundation) may contact me at the specified address, telephone numbers, fax numbers, email address or other means of communication available. This consent applies to changes in contact information that may be provided by me to the Association(s) in the future. This consent recognizes that certain state and federal laws may place limits on communications that I am waiving to receive all communications as part of my membership.

Dated: _____ Applicants Signature: _____

**** PLEASE ATTACH A COPY OF YOUR LICENSE TO THIS APPLICATION****



Authorization Level Paragon

As Broker, I authorize that the following agent licensed with my firm be allowed Paragon access to perform the following functions.

- ☐ User has full access to system except Input/Maintenance functions and can perform a Firm Inventory of their own listings.
- ☐ User has full access to system and may access the Input/Maintenance functions for their own listings.
- ☐ User may enter and maintain any listings in their office and perform a Full Firm Inventory.

Agent Name: _____

Firm Name: _____

Broker Signature: _____

Date: ____/____/____

MLS Security Agreement Broker/Agent

MLS passwords are distributed exclusively to those brokers and their agents who are participants of the REALTOR® Association of Southern Minnesota MLS, and those REALTOR® agents associated with them. These passwords are not to be distributed, loaned, or given to any other individual. Violations of this policy are to be promptly reported to the RASM office in writing. Fines for giving out passwords to anyone are:

1st Offense: \$500.00

2nd Offense: \$1,000.00

Subsequent Offenses: Subject to suspension or termination by the Board of Directors of the REALTOR® Association of Southern Minnesota.

I agree to abide by the rules and regulations concerning MLS Passwords. I understand that if I violate this policy, I will be subject to the above-listed fines.

Date: ____/____/____

Signature: _____

Company: _____



REALTOR® ASSOCIATION OF SOUTHERN MINNESOTA

2025-2026 Prorated Dues Schedule

License Issue Date Determines Dues Payment Amount

October 2025		January 2026		May 2026	
Local (RASM) 2025	\$250.00	Local (RASM)	\$250.00	Local (RASM)	\$166.67
Local (RASM) 2026	\$62.50	State (MNAR)	\$250.00	State (MNAR)	\$166.67
State (MNAR) 2025	\$209.00	National (NAR)	\$156.00	National (NAR)	\$104.00
State (MNAR) 2026	\$62.50	PR Campaign (NAR)	\$45.00	PR Campaign (NAR)	\$45.00
National (NAR) 2025	\$156.00	MNAR New Member Fee	\$150.00	MNAR New Member Fee	\$150.00
National (NAR) 2026	\$39.00	Local Application Fee	\$250.00	Local Application Fee	\$250.00
PR Campaign (NAR) 2025	\$45.00		\$1,101.00		\$882.34
PR Campaign (NAR) 2026	\$45.00				
MNAR New Member Fee	\$150.00				
Local Application Fee	\$250.00				
	\$1,269.00				
November 2025		February 2026		June 2026	
Local (RASM) 2025	\$250.00	Local (RASM)	\$229.17	Local (RASM)	\$145.83
Local (RASM) 2026	\$41.67	State (MNAR)	\$229.17	State (MNAR)	\$145.83
State (MNAR) 2025	\$209.00	National (NAR)	\$143.00	National (NAR)	\$91.00
State (MNAR) 2026	\$41.67	PR Campaign (NAR)	\$45.00	PR Campaign (NAR)	\$45.00
National (NAR) 2025	\$156.00	MNAR New Member Fee	\$150.00	MNAR New Member Fee	\$150.00
National (NAR) 2026	\$26.00	Local Application Fee	\$250.00	Local Application Fee	\$250.00
PR Campaign (NAR) 2025	\$45.00		\$1,046.34		\$827.66
PR Campaign (NAR) 2026	\$45.00				
MNAR New Member Fee	\$150.00				
Local Application Fee	\$250.00				
	1,214.34				
December 2025		March 2026		July 2026	
Local (RASM) 2025	\$250.00	Local (RASM)	\$208.33	Local (RASM)	\$125.00
Local (RASM) 2026	\$20.83	State (MNAR)	\$208.33	State (MNAR)	\$125.00
State (MNAR) 2025	\$209.00	National (NAR)	\$130.00	National (NAR)	\$78.00
State (MNAR) 2026	\$20.83	PR Campaign (NAR)	\$45.00	PR Campaign (NAR)	\$45.00
National (NAR) 2025	\$156.00	MNAR New Member Fee	\$150.00	MNAR New Member Fee	\$150.00
National (NAR) 2026	\$13.00	Local Application Fee	\$250.00	Local Application Fee	\$250.00
PR Campaign (NAR) 2025	\$45.00		\$991.66		\$773.00
PR Campaign (NAR) 2026	\$45.00				
MNAR New Member Fee	\$150.00				
Local Application Fee	\$250.00				
	1,159.66				
		April 2026		August 2026	
Local (RASM) 2025	\$250.00	Local (RASM)	\$187.50	Local (RASM)	\$104.17
Local (RASM) 2026	\$20.83	State (MNAR)	\$187.50	State (MNAR)	\$104.17
State (MNAR) 2025	\$209.00	National (NAR)	\$117.00	National (NAR)	\$65.00
State (MNAR) 2026	\$20.83	PR Campaign (NAR)	\$45.00	PR Campaign (NAR)	\$45.00
National (NAR) 2025	\$156.00	MNAR New Member Fee	\$150.00	MNAR New Member Fee	\$150.00
National (NAR) 2026	\$13.00	Local Application Fee	\$250.00	Local Application Fee	\$250.00
PR Campaign (NAR) 2025	\$45.00		\$937.00		\$718.34
PR Campaign (NAR) 2026	\$45.00				
MNAR New Member Fee	\$150.00				
Local Application Fee	\$250.00				
	1,159.66				
				September 2026	
				Local (RASM)	\$83.33
				State (MNAR)	\$83.33
				National (NAR)	\$52.00
				PR Campaign (NAR)	\$45.00
				MNAR New Member Fee	\$150.00
				Local Application Fee	\$250.00
					\$663.66

Members joining as secondary members pay local dues and local application fee only.

If you were a member of RASM and dropped your membership at dues renewal time the previous year and wish to rejoin you would pay the full amount that the dues renewal was for the previous year, not the prorated amount listed.

If you were a previous member and dropped your membership (other than at dues renewal) and have not been a member for more than 30 days you would pay the full prorated amount for when you are joining.