

Steps to becoming a REALTOR® Member of

Sedona Verde Valley Association of REALTORS® (SVVAR)

1. If not already, the Broker must first become a member of SVVAR **before** an agent can join. Members and offices must be active at the ADRE website before membership shall be considered.
2. Submit a Membership Application and, if applicable, a New Office Application. Print the application(s) at the SVVAR website at www.svvar.com under "Join," then "The Membership Application: [click here](#)". The New Office Application applies to those offices new to SVVAR and need to be completed by the Broker (same application). New Office and New Branch office fees are as follows: Main/Branch office is \$1,200.00. If a current member of SVVAR and opening a New Office or New Branch, the office fee will be \$600.00. Applications can be submitted via mail, fax, or email. If a new Primary member to SVVAR, an appointment must be made with the Membership Services Staff person by calling 928-282-5409.
3. If joining as a Secondary REALTOR® member (meaning current year national and state dues were paid at another association), then a Letter of Good Standing from the primary association must be submitted with the application. SVVAR does not require Secondary REALTOR® members to make an appointment with Membership Services in order to join.
4. Pay the fees as outlined below in the appropriate chart. Cash (in person only), check or credit card (VISA, MasterCard, Discover, or American Express) are accepted forms of payment. In most cases, access to the MLS and the SVVAR website will be available by close of business the same day -- provided all required documents have been submitted and all fees have been paid. You have the option to pay any remaining quarterly dues in full at any time, but please be aware all fees are non-refundable once paid. Broker fees are non-transferable and the office will be inactivated until such time the new Broker submits an application and pays membership fees to SVVAR.

Supra Notes:

1. Supra fees are **not** included in the fee schedules. Optional Supra ActiveKEYS are available for *lease (not purchase) from SVVAR for the duration of your membership*, with quarterly fees payable to SVVAR at the appropriate billing cycles. Should you require an estimate of Supra fees, please contact SVVAR. If you lease a Supra ActiveKEY and inactivate your SVVAR membership, please return the key and all equipment immediately to SVVAR, since this is the property of SVVAR as outlined in the ActiveKEY lease agreement.

2. If you already own or lease a Supra ActiveKEY or e-key from another Association, you may co-op your key to access the local SVVAR lockboxes by submitting a Cooperating Key Agreement with your key's serial number and pin code and a one-time fee of \$50.00, payable to SVVAR.
3. Supra iBoxes (lockboxes) are also available for lease for a yearly fee of \$20.00, payable to SVVAR. If you plan to use your own Supra iBoxes, please have them deprogrammed at your primary association before bringing them to the SVVAR office. Any leased Supra iBoxes can be returned to the Association or transferred to another active member of SVVAR with completion and return of the Supra Keybox Transfer form. There are no refunds for leased keyboxes.
4. Per the SVVAR Rules and Regulations, the PIN number to the Supra Key shall not be attached to the KEY in ANY MANNER or to be disclosed by the Keyholder to any third party. It is a violation of the Sedona Verde Valley Association of REALTORS® Key Rules and Regulations to loan, assign or transfer your Supra ActiveKEY to anyone. A violation of this rule will result in a \$100 fine and 10 day suspension of key privileges for the first offense, \$250 fine for second offense and a 30 day suspension. For third offense, keyholder's status will be re-evaluated and additional fines may be assessed. A member who has violated this rule may be held liable for any expense necessary to reestablish security of the key system. Do not write shackle codes on leased Supra Keyboxes.

General Notes:

SVVAR's primary means of communication to members is via email. If you are a member and not receiving our emails, please contact us promptly. Members are notified via email in early December when annual dues are available for online payment and due on or around January 15th. Members are also notified via email of their MLS quarterly participation fees. These fees are posted and due in advance each quarter. All billings are posted as close to the 15th of the month as possible and due on January 15, April 15, July 15, and October 15. If payment is not paid by the due date, suspension of MLS privileges will result until the past due amounts and the member has notified his/her broker. A \$25.00 reinstatement fee will be assessed to re-activate MLS privileges.

Members can view/pay all monthly, quarterly and annual dues online at the SVVAR membership program AVECtra NetForum at:

<https://netforum.avectra.com/eweb/DynamicPage.aspx?Site=SVVAR&WebCode=LoginRequired>

The first time you access this website, you will need your email address and a default password. Besides making online payments, the AVECtra NetForum program allows members to register for upcoming education classes, events and update contact information all in one convenient place.

See pages 3 through 6 for dues and fees.

SVVAR PRIMARY REALTOR®

AGENT MEMBERSHIP DUES

(IF YOU ARE THE BROKER PLEASE SEE NEXT PAGE)

Use this fee schedule if you will pay Local, State and National dues at SVVAR.

SVVAR (Local) Dues (Includes MLS (Quarterly fee)	Plus SVVAR REALTOR® Application Fee (one-time fee)	Plus SVVAR REALTOR® MLS Set-Up Fee (one-time fee)	Plus AAR (State) Dues (annual fee)	Plus NAR (National) Dues (annual fee)	Plus NAR (National) Public Awareness Fee (annual fee)	TOTAL DUE TO SVVAR
Jan 1 – Mar 31 1 st Qtr. MLS - \$115.00 + SVVAR Dues - \$148.00 = \$263.00	200.00	200.00	155.00	Jan: 120.00 Feb: 110.00 Mar: 100.00	35.00 =	Jan: \$973.00 Feb: \$963.00 Mar: \$953.00
Apr 1 – June 30 2 nd Qtr. MLS - \$115.00 + SVVAR Dues - \$148.00 = \$263.00	200.00	200.00	155.00	Apr: 90.00 May: 80.00 Jun: 70.00	35.00 =	Apr: \$943.00 May: \$933.00 Jun: \$923.00
Jul 1 – Sept 30 3 rd Qtr. MLS - \$115.00 + SVVAR Dues - \$74.00 = \$189.00	200.00	200.00	77.50	Jul: 60.00 Aug: 50.00 Sep: 40.00	35.00 =	Jul: \$761.50 Aug: \$751.50 Sep: \$741.50
Oct 1- Dec 31 4 th Qtr. MLS - \$115.00 + SVVAR Dues - \$74.00 = \$189.00	200.00	200.00	77.50	Oct: 30.00 Nov: 20.00 Dec: 10.00	35.00 =	Oct: \$731.50 Nov: \$721.50 Dec: \$711.50

Should you have any questions, please contact the SVVAR office at (928) 282-5409 or info@svvar.com.

All dues and fees cited in this document are not guaranteed and are subject to change without notice.

SVVAR PRIMARY REALTOR® BROKER MEMBERSHIP DUES

(IF YOU ARE NOT THE BROKER PLEASE SEE PREVIOUS PAGE)

Use this fee schedule if you will pay Local, State and National dues at SVVAR.

SVVAR (Local) Dues (Includes MLS (Quarterly fee))	Plus SVVAR REALTOR® Application Fee (one-time fee)	Plus SVVAR REALTOR® MLS Set-Up Fee (one-time fee)	Plus AAR (State) Dues (annual fee)	Plus NAR (National) Dues (annual fee)	Plus NAR (National) Public Awareness Fee (annual fee)	TOTAL DUE TO SVVAR
Jan 1 – Mar 31 1 st Qtr. MLS - \$115.00 + SVVAR Dues - \$148.00 = \$263.00	500.00	700.00	155.00	Jan: 120.00 Feb: 110.00 Mar: 100.00	35.00 =	Jan: \$1773.00 Feb: \$1763.00 Mar: \$1753.00
Apr 1 – June 30 2 nd Qtr. MLS - \$115.00 + SVVAR Dues - \$148.00 = \$263.00	500.00	700.00	155.00	Apr: 90.00 May: 80.00 Jun: 70.00	35.00 =	Apr: \$1743.00 May: \$1733.00 Jun: \$1723.00
Jul 1 – Sept 30 3 rd Qtr. MLS - \$115.00 + SVVAR Dues - \$74.00 = \$189.00	500.00	700.00	77.50	Jul: 60.00 Aug: 50.00 Sep: 40.00	35.00 =	Jul: \$1561.50 Aug: \$1551.50 Sep: \$1541.50
Oct 1- Dec 31 4 th Qtr. MLS - \$115.00 + SVVAR Dues - \$74.00 = \$189.00	500.00	700.00	77.50	Oct: 30.00 Nov: 20.00 Dec: 10.00	35.00 =	Oct: \$1531.50 Nov: \$1521.50 Dec: \$1511.50

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SVVAR SECONDARY REALTOR®
AGENT MEMBERSHIP DUES

(IF YOU ARE THE BROKER PLEASE SEE NEXT PAGE)

Use this fee schedule if you paid Local, State and National dues at another association.

SVVAR (Local) Dues (Includes MLS (Quarterly fee)	Plus SVVAR REALTOR® Application Fee (one-time fee)	Plus SVVAR REALTOR® MLS Set-Up Fee (one-time fee)	TOTAL DUE TO SVVAR
Jan 1 – Mar 31 1 st Qtr. MLS - \$115.00 + SVVAR Dues - \$148.00 = \$263.00	200.00	200.00 =	Jan 1 – Mar 31 \$663.00
Apr 1 – June 30 2 nd Qtr. MLS - \$115.00 + SVVAR Dues - \$148.00 = \$263.00	200.00	200.00 =	April 1 – June 30 \$663.00
Jul 1 – Sept 30 3 rd Qtr. MLS - \$115.00 + SVVAR Dues - \$74.00 = \$189.00	200.00	200.00 =	July 1 – Sept 30 \$589.00
Oct 1- Dec 31 4 th Qtr. MLS - \$115.00 + SVVAR Dues - \$74.00 = \$189.00	200.00	200.00 =	Oct 1 – Dec 31 \$589.00

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SVVAR SECONDARY REALTOR®
BROKER MEMBERSHIP DUES

(IF YOU ARE NOT THE BROKER PLEASE SEE PREVIOUS PAGE)

Use this fee schedule if you paid Local, State and National dues at another association.

SVVAR (Local) Dues (Includes MLS (Quarterly fee)	Plus SVVAR REALTOR® Application Fee (one-time fee)	Plus SVVAR REALTOR® MLS Set-Up Fee (one-time fee)	TOTAL DUE TO SVVAR
Jan 1 – Mar 31 1 st Qtr. MLS - \$115.00 + SVVAR Dues - \$148.00 = \$263.00	500.00	700.00 =	Jan 1 – Mar 31 \$1463.00
Apr 1 – June 30 2 nd Qtr. MLS - \$115.00 + SVVAR Dues - \$148.00 = \$263.00	500.00	700.00 =	April 1 – June 30 \$1463.00
Jul 1 – Sept 30 3 rd Qtr. MLS - \$115.00 + SVVAR Dues - \$74.00 = \$189.00	500.00	700.00 =	July 1 – Sept 30 \$1389.00
Oct 1- Dec 31 4 th Qtr. MLS - \$115.00 + SVVAR Dues - \$74.00 = \$189.00	500.00	700.00 =	Oct 1 – Dec 31 \$1389.00

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