# APPLICATION FOR AFFILIATE KEY ACCESS

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| **Contact Information:** | | | | |
| First Name |  | Middle Initial |  | |
| Last Name |  | Suffix  Jr,  III,  Sr,  Etc. | |  |
| Nickname: |  | DBA: | |  |
| Cell Ph: |  | Email: | |  |
| Home Add: | Street: | City: | | State: |
|  |  |  | | Zip: |
| Website: |  |  | |  |

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| **Company Information:** | | | |
| Office Name: |  | | |
| Office Address: |  | | |
| Office Phone: |  | Cell: |  |

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| **Applicant Information:** | | |
| Are you a current affiliate member of South Bend Area REALTORS®?  Yes  No | | |
| If no, have you submitted an affiliate application for membership?  Yes  No | | |
| Are you licensed and/or certified?  Yes  No | | |
| Are you insured?  Yes  No | | |
| If yes, who is your Insurance Company? (Name, Address, and Phone Number) | |  |
| Has your membership in a Board of REALTORS® ever been refused, suspended, or terminated? (voluntarily or involuntarily)  Yes  No | | |
| If yes, please provide details: |  | |
| Are you or your firm now subject to any bankruptcy or insolvency proceedings?  Yes  No | | |
| If yes, please provide details: |  | |
| **Do you or your firm have any financial problems which could jeopardize those doing business with you?**  Yes  No | | |
| If yes, please provide details: |  | |
| **Are there any unresolved complaints, charges or actions against you or your firm by any civil rights agency, consumer protection agency, or any other agency, board or commission?**  Yes  No | | |
| If yes, please provide details: |  | |
| **Are there currently any civil or criminal suits pending against you?**  Yes  No | | |
| If yes, please provide details: |  | |
| **Are you or your firm subject to any unpaid judgments?**  Yes  No | | |
| **If yes, please provide details:** |  | |
| **Will be doing business in (check one or both):**  St. Joseph County  Elkhart County | | |

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| **Please list 3 MLS Participant Recommendations in St. Joseph County: (Broker/Owner, Company,** & **Signature)** | | |
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**I HEREBY APPLY FOR AFILLIATE KEY ACCESS IN THE SOUTH BEND AREA REALTORS®**

I understand Key Access is final only upon approval by the Board of Directors.

To be considered by the MLS Directors to possess a Supra Key, an individual must fulfill the following requirements and complete the application:

1. Be an Affiliate Member of the South Bend Area REALTORS®
2. Have recommendations/signatures from **three** (3) MLS Participants. (A Participant is the Principal Broker/Owner of a St. Joseph County Real Estate Company)
3. You must be insured and **provide a copy** of your “Certificate of Liability Insurance.”

**Applicant must also:**

1. Submit a one-time non-refundable Keybox Maintenance fee for $100.00 (payment must be in the form of check or money order made payable to: **MLS Key**);
2. Agree to abide by the rules and regulations of the Supra E-Key & Display Key Card/Keybox Lease Agreement;
3. Agree to enter into a single Supra Keybox Lease Agreement;
4. Agree that the information provided above is true and correct.

Dated: Signature:

# DUES & FEES FOR AFFILIATE MEMBERSHIP

Local Membership Fee (Mandatory) + One-time Application fee ($150):

Total Cost (see table below): $\_\_\_\_\_\_\_\_\_

**2025 ASSOCIATION DUES PRORATION**

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| --- | --- | --- | --- |
| **Month** | **Dues** | **Application Fee** | **TOTAL** |
| **January** | $175.00 | $150.00 | $325.00 |
| **February** | $160.42 | $150.00 | $310.42 |
| **March** | $145.83 | $150.00 | $295.83 |
| **April** | $131.25 | $150.00 | $281.25 |
| **May** | $116.67 | $150.00 | $266.67 |
| **June** | $102.08 | $150.00 | $252.08 |
| **July** | $87.50 | $150.00 | $237.50 |
| **August** | $72.92 | $150.00 | $222.92 |
| **September** | $58.33 | $150.00 | $208.33 |
| **October** | $43.75 | $150.00 | $193.75 |
| **November** | $29.17 | $150.00 | $179.17 |
| **December** | $14.58 | $150.00 | $164.58 |