

2023-24 DAAR

BASICS FOR

BROKERS



INTRODUCTION

Hello, DAAR Brokers!

This guide was created in order to provide you with quick-and-easy access to all basic needs as it relates to the Association. We hope the information contained in this packet will make it easier for Brokers and office staff to assist agents with basic questions about DAAR, as well as helping your new agents join DAAR.

In this guide, you'll find information about DAAR dues and membership forms, as well as our Ambassador Talking Points program, New Member resources, Class Catalog and more.

DAAR provides a new guide annually in order to provide the most up-to-date information as possible. Content is subject to change, and we will send updates as needed.

If you have any questions about the information in this packet, please contact Member Services at membersvc@dullesarea.com or give us a call at 703-777-2468.

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dullesarea.com
21720 Red Rum Drive, #177
Ashburn, VA 20147
703.777.2468 o 703.771.9787 f



AMBASSADOR TALKING POINTS

Each brokerage has a designated DAAR ambassador that will share important information and updates about DAAR via Ambassador Talking Points. Ambassador Talking Points emails are sent on an as-needed basis and typically sent on Mondays at 8:00 a.m. The email includes a ready-to-share PowerPoint to present to members of your office.

If you are unsure of your brokerage's designated ambassador or need to appoint a new ambassador, please contact our Member Services Manager, Megan Eyler. She can be reached at 571-291-9802 or by email at meyler@dullesarea.com.

CLASS CATALOG

Access a full list of classes offered at DAAR in our [Class Catalog](#).

BASICS FOR BROKERS

DAAR ROOM RENTALS

Looking for space for your upcoming corporate meeting, seminar or settlement? Then look no further for meeting or event space that is professional and affordable. Rely on DAAR for meeting or event space when you need it!

DAAR offers two classrooms (can be expanded into one large classroom), comfortable lounge area and 20-seat board room. Thoughtfully situated in the center of Ashburn with easy access to the Dulles Greenway and Route 7, our rooms have all the necessary meeting extras for you or your attendees. Audio/visual equipment consists of ceiling-mounted projectors and screens (conference room only) and new high-tech Aqua Boards (in classrooms only) with the ability to plug in a laptop for a presentation.

For more information or to reserve space, visit dullesarea.com/meetingevent-space-daar/



SO YOU WANT TO JOIN DAAR?

HERE'S ALL THE INFORMATION YOU'LL NEED TO GET STARTED!

Join the Dulles Area Association of REALTORS® (DAAR) within 30 days of placing your license with a broker.

Complete the [New Member Application](#).

- Check the [proration chart](#) to see what your member fee will be.
- Make sure your broker signs the form and that your license information on your application matches what's available for review in DPOR.
- If you have been a REALTOR® member of another association, please indicate that on your application. If you've recently been a member of another association, please submit a Letter of Good Standing.
- Email your application for processing to membersvc@dullesarea.com.

Once you've submitted your application, make sure to keep an eye on your email! After your application is processed you will receive a series of welcome emails walking you through important benefits.

Establish your SentiLock and SentiKey service.

After your application is processed, you will receive an email directly from SentiLock, typically within one business day, to establish your key service.

- SentiLock costs \$137.80 per year and is prorated based on your activation date, plus a one-time \$50 activation fee.
- All billing is done directly through SentiLock.

Sign up for Bright MLS.

Head over to brightmls.com/join. Because you are a REALTOR®, you will receive a discount on your Bright MLS fees, so make sure to subscribe after you've already joined DAAR.

Register for DAAR's New Member Orientation and Code of Ethics Training.

1. All new members must complete a New Member Orientation class within 60 days of joining DAAR. If the orientation is not completed within 60 days, your membership may be suspended, so sign up ASAP!
2. You will also be required to complete new member Code of Ethics training. This may be done through DAAR or NAR directly. Check [DAAR's education calendar](#) or [NAR's new member Code of Ethics page](#) for upcoming classes.

DON'T FORGET TO FOLLOW US!



BASICS FOR BROKERS

NEW MEMBER DUES SCHEDULE

	DAAR Dues – Fiscal Year (July 22 - June 23)		NAR Dues – 2023 Calendar Year		Virginia REALTORS® Dues – 2023 Calendar Year		Total
	DAAR Dues	DAAR App Fee	2023 Dues	Cons. Adv.*	2023 Dues	VAR App Fee	
May '23	\$59.20	\$165.00	\$100.00	\$45.00	\$138.75	\$185.00	\$692.95

	DAAR Dues – Fiscal Year (July 23 - June 24)		NAR Dues – 2023 Calendar Year			Virginia REALTORS® Dues – 2023 Calendar Year			Total
	DAAR Dues	DAAR App Fee	2023 Prorated	2024 Dues	Cons. Adv.*	2023 Prorated	2024 Dues	VAR App Fee	
June '23	\$384.58	\$165.00	\$132.50	\$156.00	\$45.00	\$138.75	\$191.00	\$185.00	\$1,397.83
July '23	\$355.00	\$165.00	\$120.00	\$156.00	\$45.00	\$92.50	\$191.00	\$185.00	\$1,309.50
Aug. '23	\$325.42	\$165.00	\$107.50	\$156.00	\$45.00	\$92.50	\$191.00	\$185.00	\$1,267.42
Sept. '23	\$295.84	\$165.00	\$95.00	\$156.00	\$45.00	\$92.50	\$191.00	\$185.00	\$1,225.34
Oct. '23	\$266.26	\$165.00	\$82.50	\$156.00	\$45.00	\$46.25	\$191.00	\$185.00	\$1,137.01
Nov. '23	\$236.68	\$165.00	\$70.00	\$156.00	\$45.00	\$46.25	\$191.00	\$185.00	\$1,094.93
Dec. '23	\$207.10	\$165.00	\$57.50	\$156.00	\$45.00	\$46.25	\$191.00	\$185.00	\$1,052.85
Jan. '24	\$177.52	\$165.00		\$156.00	\$45.00		\$191.00	\$191.00	\$925.52
Feb. '24	\$147.94	\$165.00		\$143.00	\$45.00		\$191.00	\$191.00	\$882.94
Mar. '24	\$118.36	\$165.00		\$130.00	\$45.00		\$191.00	\$191.00	\$840.36
April '24	\$88.78	\$165.00		\$117.00	\$45.00		\$143.25	\$191.00	\$750.03
May '24	\$59.20	\$165.00		\$104.00	\$45.00		\$143.25	\$191.00	\$707.45

*NAR Consumer Advertising Campaign – All members are required to pay this assessment in full. The total is the amount applicable when first joining DAAR or after a lapse in membership.

Secondary members will pay only the DAAR portion of the dues.

DUES AND FEES ARE NOT REFUNDABLE

SentriLock:

DAAR membership dues to NOT include SentriLock dues or the one-time processing fee of \$50.00.

SentriLock renewal fees are due annually and prorated quarterly.

Yearly Fee: \$137.80

Bright MLS:

\$120 per quarter. Plus a one-time new member fee of \$250.00.

BASICS FOR BROKERS

DUES RENEWAL

DAAR Dues – Fiscal Year (July '23 – June '24)	NAR Dues – 2024 Calendar Year	Virginia REALTORS Dues – 2024 Calendar Year	Total
\$355.00	\$156.00 \$45.00 (NAR Consumer Advertising)	\$191.00	\$747.00

Dues Renewal Timeline

June 1	Members will receive their dues renewal bill.
July 31	Deadline for renewal payments
August 1	If payment is not received, a late fee of \$50.00 is applied.
September 5	If payment is not received, membership is suspended.
October 1	If payment is not received, membership is terminated, and member will need to rejoin and pay all applicable fees.

MEMBERSHIP APPLICATIONS

Please see below for links to our current membership applications.

Once you have clicked on the link, please download and save the application.

The forms are also included in this packet for your reference.

[New Member Application](#)

Complete this form for real estate licensees who do not currently belong to an Association of REALTORS. This form requires a broker's signature.

[Transferring Member Application](#)

Complete this form if they are already a member of another association and wishes to transfer to DAAR. This form will require a Letter of Good Standing from the current Association of REALTORS.

[Secondary Member Application](#)

Complete this form if they are already a member of another association, and would also like to be a DAAR member. This form requires a Letter of Good Standing from their primary association.

[Member Record Changes](#)

Complete this form to update personal information and transfer offices. This will ensure the information we have is correct and up-to-date.

[Member Termination](#)

Complete this form if they are wishing to end their membership with an association completely.



To be completed by DAAR Staff:

ID#: _____

Date Entered: _____

REALTOR® Membership Application

Membership Type: Designated REALTOR® / Broker Primary REALTOR®

Name (as it appears on VA RE License): _____

Nickname: _____ Gender: _____ DOB: _____

VA Real Estate License #: _____ Expiration Date: _____

Company Name: _____

Company Address: _____ City: _____ State: _____ Zip: _____

Company Phone: _____ Company Direct: _____ Fax: _____

Home Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Home Office: _____ Cell: _____

Email: _____

URL Address: _____ Home Fax: _____

Preferred Contact Address: Home Office Preferred Phone Number: Office Cell Home

Would you like to “opt-in” to receive DAAR announcements via text messaging? Yes No

Are you or have you been a member of another REALTOR® Association? Yes No

If yes, when and where: _____

If known, please list your Members First (M1)# _____

Members First (M1), is the new member engagement system that replaced NRDS

Reason for selecting DAAR _____

METHOD OF PAYMENT - Please charge my:

Visa Mastercard American Express Discover \$ _____ Amount

Number: _____ CSV # _____

Expiration date _____ Cardholder's Signature _____

Billing Address: Home Office Check # _____

[Full Breakdown of the DAAR Dues Schedule](#)

APPLICANT AGREEMENT

I, (APPLICANT NAME) _____, hereby apply for REALTOR® membership in the Dulles Area Association of REALTORS® (DAAR) and enclose my check or credit card authorization for fees as applicable, which I understand will be returned to me in the event I am not accepted to membership. **In the event my application is approved, I agree as a condition of membership to complete the New Member Ethics and Orientation class. I understand I am required to complete this course within 180 days of the date of application. Failure to do so may result in termination of my membership and additional fees for subsequent reinstatement.**

Additionally, on my own initiative, I will thoroughly familiarize myself with NAR’s Code of Ethics and Arbitration Manual, Constitution, and Bylaws as well as the rules and regulations of DAAR, Virginia REALTORS®, and NAR. I further agree that my act of paying dues shall evidence my initial and continuing commitment to abide by the aforementioned Association and duty to arbitrate, which may be amended from time to time without notice to me. Finally, I consent and authorize DAAR, through its volunteer leadership 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 defamation of character.

I further understand and agree that by providing phone numbers and an e-mail address above, I hereby consent to receive phone calls, text messages, and other electronic communication sent by or on behalf of DAAR.

NOTE: Applicant acknowledges that if accepted as a Member and he/she subsequently resigns or is expelled from membership with an ethics complaint or arbitration request pending, the Board of Directors may condition renewal of membership upon the applicant’s verification that he/she will submit to the decision of the Hearing Panel or if applicant resigns or is expelled from membership without having complied with an award in an arbitration, the Board of Directors may condition renewal of membership upon his/her payment of the award plus any costs that have been previously established as due and payable, in relation thereto, provided that the award and such costs have not, in the interim, been otherwise satisfied. Finally, applicant acknowledges that readmission as a Member may be contingent upon satisfaction of any outstanding debts that the Member incurred during a prior membership.

Signature of Applicant Date

BROKER AGREEMENT

I, (PRINCIPAL/MANAGING BROKER) _____, of (FIRM) _____

do certify that (APPLICANT) _____ is a duly licensed sales person associate broker or broker with this firm (check one). **I understand that should the applicant not be approved for membership in the Association or fails to meet the requirements of such membership, he/she will have the status of a non-member licensee and I will be billed weighted dues for non- member licensees associated with my firm.** In the event the applicant’s membership is rejected or terminated, I will ensure that he/she will not use the term REALTOR®.

Signature of Principal/Managing Broker Date

Please send completed form by email or fax to:
MemberSvc@dullesarea.com FAX: 703.771.9787

Mail to: 21720 Red Rum Drive, #177,
Ashburn VA 20147



To be completed by DAAR Staff:

ID#: _____

Date Entered: _____

Secondary REALTOR® Membership Application

Membership Type: Secondary Designated REALTOR® / Broker Secondary REALTOR®

Name (as it appears on VA RE License): _____

Nickname: _____ Gender: _____ DOB: ____/____/____

VA Real Estate License #: _____ Expiration Date: _____

National Association of REALTORS® Members First (M1)# _____

Members First (M1), is the new member engagement system that replaced NRDS

Company Name: _____

Company Address: _____ City: _____ State: _____ Zip: _____

Company Phone: _____ Company Direct: _____ Fax: _____

Home Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Home Office: _____ Cell: _____

Email: _____

URL Address: _____ Home Fax: _____

Preferred Contact Address: Home Office Preferred Phone Number: Office Cell Home

Would you like to “opt-in” to receive DAAR announcements via text messaging? Yes No

My current REALTOR® Association is: _____

Reason for Selecting DAAR _____

METHOD OF PAYMENT - Please charge my:

Visa Mastercard American Express Discover \$ _____ Amount

Number: _____ CSV # _____

Expiration date _____ Cardholder’s Signature _____

Billing Address: Home Office Check # _____

Please call DAAR for Secondary Membership Fees

Please send completed form by email or fax to:
MemberSvc@dullesarea.com FAX: 703.771.9787

Mail to: 21720 Red Rum Drive, #177,
Ashburn VA 20147



To be completed by DAAR Staff: ID#: _____ Date Entered: _____

Transferring Member Application

Membership Type: Designated REALTOR® / Broker REALTOR®

Name (as it appears on VA RE License): _____ Gender: _____

Name (as you want it to appear on DAAR website): _____ DOB: ___/___/___

VA Real Estate License #: _____ Expiration Date: _____

Company Name: _____

Company Address: _____ City: _____ State: _____ Zip: _____

Company Phone: _____ Company Direct: _____ Fax: _____

Home Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Home Office: _____ Cell: _____

Email: _____

URL Address: _____ Personal Fax: _____

Preferred Contact Address: Home Office Preferred Phone Number: Office Cell Home

Would you like to “opt-in” to receive DAAR announcements via text messaging? Yes No

My prior REALTOR® Association was: _____

National Association of REALTORS® Members First (M1)# _____

Members First (M1), is the new member engagement system that replaced NRDS

Reason for Selecting DAAR _____

NOTE: Your Principal or Managing Broker must be a member of DAAR for you to make DAAR your primary association. Please attach a Letter of Good Standing from your prior association.

METHOD OF PAYMENT

Please charge my Visa Mastercard American Express Discover \$ _____ Amount

Number: _____

Expiration date _____ Cardholder’s Signature _____

Billing Address: Home Office Check # _____

APPLICANT AGREEMENT

I, (APPLICANT NAME) _____, hereby apply for REALTOR® membership in the Dulles Area Association of REALTORS® (DAAR) and enclose my check or credit card authorization for fees as applicable, which I understand will be returned to me in the event I am not accepted to membership. **In the event my application is approved, I agree as a condition of membership to complete the New Member Ethics and Orientation class. I understand I am required to complete this course within 180 days of the date of application. Failure to do so may result in termination of my membership and additional fees for subsequent reinstatement.**

Additionally, on my own initiative, I will thoroughly familiarize myself with NAR’s Code of Ethics and Arbitration Manual, Constitution, and Bylaws as well as the rules and regulations of DAAR, VAR and NAR. I further agree that my act of paying dues shall evidence my initial and continuing commitment to abide by the aforementioned Association and duty to arbitrate, which may be amended from time to time without notice to me. Finally, I consent and authorize DAAR, through its volunteer leadership 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 defamation of character.

I further understand and agree that by providing phone numbers and an e-mail address above, I hereby consent to receive phone calls, text messages, and other electronic communication sent by or on behalf of DAAR.

NOTE: Applicant acknowledges that if accepted as a Member and he/she subsequently resigns or is expelled from membership with an ethics complaint or arbitration request pending, the Board of Directors may condition renewal of membership upon the applicant’s verification that he/she will submit to the decision of the Hearing Panel or if applicant resigns or is expelled from membership without having complied with an award in an arbitration, the Board of Directors may condition renewal of membership upon his/her payment of the award plus any costs that have been previously established as due and payable, in relation thereto, provided that the award and such costs have not, in the interim, been otherwise satisfied. Finally, applicant acknowledges that readmission as a Member may be contingent upon satisfaction of any outstanding debts that the Member incurred during a prior membership.

Signature of Applicant

Date

BROKER AGREEMENT

I, (PRINCIPAL/MANAGING BROKER) _____, of (FIRM) _____

do certify that (APPLICANT) _____ is a duly licensed sales person associate broker or broker with this firm (check one). **I understand that should the applicant not be approved for membership in the Association or fails to meet the requirements of such membership, he/she will have the status of a non-member licensee and I will be billed weighted dues for non- member licensees associated with my firm.** In the event the applicant’s membership is rejected or terminated, I will ensure that he/she will not use the term REALTOR®.

Signature of Principal/Managing Broker

Date

Please send completed form by email or fax to:
MemberSvc@dullesarea.com FAX: 703.771.9787

Mail to: 21720 Red Rum Drive, #177 Ashburn VA 20147



To be completed by DAAR Staff:
ID#: _____
Date Entered: _____

Member Record Change Form

Agent Name: _____ Date: _____

Agent Email: _____

REQUIRED NAR M1# **OR** VA Real Estate License #: _____

Members First (M1), is the new member engagement system that replaced NRDS

Member Info Change

(To be completed by member)

Agent Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Name Change: _____

Broker Office Transfer Change Info

(To be completed by broker/manager of new firm)

New Office Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

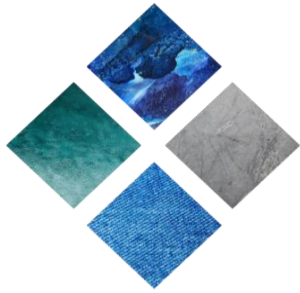
New Broker Name: _____

New Broker Signature _____

(REQUIRED): _____

Member Signature: _____

Return Completed Forms via Fax to 703-771-9787 or send via email to
MemberSvc@dullesarea.com



To be completed by DAAR Staff:
 ID#: _____
 Date Entered: _____

Member Termination Form

Agent Name: _____ Date: _____

REQUIRED NAR M1# OR VA Real Estate License #: _____

Members First (M1), is the new member engagement system that replaced NRDS

Termination of DAAR Membership	
(To be signed by broker/manager of firm agent is leaving)	
Reason for Termination:	<input type="checkbox"/> License Returned to DPOR <input type="checkbox"/> Inactive or <input type="checkbox"/> Referral <input type="checkbox"/> Transfer to New Firm <input type="checkbox"/> Leaving Area or Industry <input type="checkbox"/> Deceased <input type="checkbox"/> Other
Firm Name: _____	
Address: _____	
City: _____ State: _____ Zip: _____	
Phone: _____ Fax: _____	
Broker Name: _____	
Broker Signature (REQUIRED): _____	

I understand that by putting my license inactive or with a referral company (please check each box):

- Upon the inactivation of my membership, I will discontinue the use of the term "REALTOR®" and will not indicate or imply that I am a member of DAAR, Virginia REALTORS and the National Association of REALTORS®.
- My Bright MLS access will also be terminated, and I am no longer eligible for Bright MLS access, as long as my license is inactive or in referral status.
- My SentiLock account will be terminated. I will no longer have access to SentiLock boxes and will no longer be approved to show houses.
- Should I wish to reactive my license and join DAAR, I must re-apply and will be subject to paying application fees.
- I understand that if I have falsified my license status on this form and my license is still active with any Broker that is a member of DAAR, my Broker will be assessed for my local, state, and national membership dues.

Member Signature: _____

Return Completed Forms via Fax to 703-771-9787 or send via email to
MemberSvc@dullesarea.com