

7021 Koll Center Parkway  
Pleasanton, CA 94566  
(925) 730-4060 Fax (925) 730-0237  
<http://www.bayeast.org>



## MEMBERSHIP CHANGE FORM

MEMBER NAME \_\_\_\_\_ MEMBER # \_\_\_\_\_

**Type of Change:**

Add REALTOR® Membership       Add MLS Membership       Add Supra Key\*

**IMPORTANT: If you are currently a member of another Association or have been in the past, please indicate what your 9-digit member number was/is so that your California Association and National Association records may be updated. Member/NRDS# \_\_\_\_\_**

\*If adding a Supra Key, please be sure to include the Key Lease Agreement signed by yourself and your Broker. The Key Lease Agreement can be faxed or emailed to you by calling (925) 730-4060.

I \_\_\_\_\_ understand that the fees paid upon joining may be a prorated amount dependent on the month in which I join. The annual billing period for Local REALTOR® dues and MLS fees is July 1 through June 30 and CAR/NAR is January 1 through December 31.

Further, I \_\_\_\_\_ understand and agree that **I must attend a mandatory Orientation, NAR Code of Ethics Class, and computer class and until these requirements are met I will receive a 60-day temporary MLS Login/Password.** I further agree that in the event I fail to attend the mandatory MLS orientation or computer class within sixty (60) days of my application the 60-day temporary password will be revoked and MLS access suspended until I complete the requirements. If I fail to attend the mandatory REALTOR® orientation within sixty (60) days and the NAR Code of Ethics Class within ninety (90) days of my application, conducted by the BAY EAST ASSOCIATION OF REALTORS®, my member benefits may also be suspended, until I complete the requirements. I further agree that all dues and fees are non-refundable and suspension of my membership and MLS access does not entitle me to a refund.

\_\_\_\_\_  
Member's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Broker's Signature

\_\_\_\_\_  
Date

**MEMBER SERVICES WILL CONTACT YOU FOR PAYMENT INFORMATION**

**Fax Change Form to (925) 730-0237 or  
Mail to Bay East Association of REALTORS®  
7021 Koll Center Parkway, Pleasanton, CA 94566**