



# GREATER PROVIDENCE BOARD OF REALTORS®

ETHICS • PROFESSIONALISM • INTEGRITY

## The Top 10 Things You Need to Know as the Designated REALTOR® (Principal Broker or Principal/Chief Appraiser) Member of the Greater Providence Board of REALTORS® (GPBOR)

1. The REALTOR® Association is a three-tiered organization. When you become a member of GPBOR, you also become a member of the RI Association of REALTORS® and the National Association of REALTORS®. You receive services and benefits from all three. We are responsible for billing and collecting annual dues for all.
2. Those annual dues are emailed out to every member in September and payment is due within 30 days. The dues may be prorated for any new member joining us throughout the year, if licensees have previously not been members of the Association. An annual dues proration chart is posted on [www.gpbor.realtor](http://www.gpbor.realtor) each January.
3. You and your office agree to subscribe to the [Code of Ethics](#) of the National Association of REALTORS® and put it into practice in your day to day business.
4. New members must complete a course on the National Association's REALTOR® Code of Ethics within 180 days of application. All other members must complete the course once every 2 years (called a "biennial" – we are in biennial 5<sup>th</sup> cycle, which runs from 1/1/2017 – 12/31/2018). There are no exemptions to this REALTOR® membership requirement.
5. As a member, you can call yourself a REALTOR® and must publicize it to the public. Click [here](#) for details.
6. You agree to file a Board Certification Form with us every March. You will find this form on our website or [here](#).
7. You agree to notify us any time you add a new licensee to your office or if you delete anyone. Your notification must be in [writing](#) and submitted within ten (10) days of any individual's affiliation or severance.
8. Know your [NRDS member ID number](#) and then be sure to create a registration on [nar.realtor](#) (the official website of the National Association of REALTORS®). Your NRDS ID is your unique membership number with the REALTOR® Association. There is a wealth of valuable information and resources to members on [nar.realtor](#). Be sure to save your login credentials in a safe place. Also, be sure to review your membership profile on our [member portal](#). Members of the public and other Board members refer to the directory consistently. Make your profile stand out!
9. When interviewing/hiring any new associates, be sure to disclose the fact that you are a member of the REALTOR® Association and that your associate will be invited to join also. The REALTOR® Dues Formula of the REALTOR® Association states that you will be responsible for non-member dues for any licensee that elects not to join. The **non-member** dues for 2018 total \$556.50.
10. Please be courteous and professional to your fellow members and the public at all times. We encourage you to utilize these [Pathways to Professionalism](#).

We are here to assist you. If you have any questions, or require assistance, please contact the Board office at (401) 274-8383 or by [email](#). Be sure to click [here](#) for a list of frequently asked questions and answers you can share with new and prospective associates.

*The Greater Providence Board of REALTORS® was established in 1907. Visit us on the web at [www.gpbor.realtor](http://www.gpbor.realtor). 9/2017*

*GPBOR - successfully implementing tools & innovative technologies helping to cultivate leaders in their real estate communities.*