



New Residential Broker A Checklist

Thank you for your interest in the Real Estate Board of New York. In order to avoid delays in the processing of your application, please review the following checklist.

STEP 1:

Complete Broker A Application.

- Available online at www.rebny.com.
- Any broker, associate broker, salesperson or manager affiliated with the Broker A must join REBNY within ninety (90) days of the Broker A activation date. The activation date is the date the Mandatory Ethics Course is taken (see STEP 3).

Fill out [REBNY Listing Service \(RLS\) Universal Co-Brokerage Agreement](#) in its entirety.

Include payment.

Dues per annum:	\$1,100
Initiation Fee:	\$150
RLS Fee	\$550
Total:	\$1,800

STEP 2:

Submit all items from Step 1 to REBNY’s Membership Department.

- Mail to: Real Estate Board of New York, Membership Dept., 570 Lexington Ave., NY, 10022 or FAX to: 212-813-1938
- Please allow a minimum of two (2) business days for processing

STEP 3:

Complete Mandatory Ethics Course
(RLS Universal Co-Brokerage Agreement, Article 1 Section 1A)

- The principal member of each Residential Brokerage Division firm must complete a REBNY ethics course before receiving access to RLS Listing Information. There is no charge for this course.
- All new Residential Brokerage Division Members must also have all brokers, associate brokers, salespersons, and managers of branch offices affiliated with the firm complete a mandatory REBNY ethics course within ninety (90) days of joining REBNY.



Submit Application to:
The Real Estate Board of New York
 570 Lexington Avenue, NYC 10022
 Fax: 212-813-1938/sjohnson@rebny.com

Office Use Only

**PAYMENT MUST BE
 SUBMITTED WITH APPLICATION.
 PRICING ON FOLLOWING PAGE.**

BROKER APPLICATION

I am applying for Membership as a: (see definitions below)

RESIDENTIAL →

Broker A Broker B Broker C

COMMERCIAL

Broker A Broker B Broker C

Membership/License Definitions

- Broker A: Trade Name, Partnership, Limited Liability Company/Limited Partnership, Corporate or Individual
- Broker B: Same as Broker A, where the firm has more than one licensed principal broker
- Broker C: Associate Broker (Principal broker must sign application) ←

Residential Broker 'A' Applicants

Broker 'A' Applicants must sign the RLS Universal Co-Brokerage Agreement/Rules and Regulations which requires the applicant's firm to:

1. Adhere to rules regarding the sharing of Residential Exclusive Listings.
2. Have all licensed Brokers and salespersons associated with the firm join REBNY.
3. Complete REBNY's Mandatory Ethics Course.

Residential Broker 'A' Applicants

Listing Administrator Email:

Please provide the email address where notifications should be sent.

Associate Broker Applicants - Principal broker must sign and print their name below

 Signature of Principal Broker

 Print Name of Principal Broker

All Applicants: Sign and Print Name Below

I hereby apply for admission as a member of the Real Estate Board of New York in the above selected category. I will subscribe to the Constitution of said Board and the Rules and Regulations governing the same, accepting and agreeing to be bound by them as they now exist or as they may be hereafter amended. The applicant agrees to pay the membership fee for the class to which he is an applicant and designated in the schedule herein contained. **DUES ARE NON-REFUNDABLE.**

 Signature of Applicant

 Print Name of Applicant

REQUIRED INFORMATION (please print)

Have you held membership previously in this Board? Yes No

NYS Dept. of State License Number: _____

Select One: Mr. Mrs. Ms.

First Name: _____

Last Name: _____

Firm Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Firm Phone: _____ Fax: _____

Mobile Phone: _____

Firm Email: _____

Firm Website: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Alternate Email: _____

Broker 'A' Applicants Only: Below sponsors must be Broker A, Management A, Appraiser A, Owner A or B Members

Proposed by (Signature of Proposer)

Print Name

Seconded by (Signature of Seconder)

Print Name

EXTRACTS FROM THE CONSTITUTION OF THE REAL ESTATE BOARD OF NEW YORK, INC.

Article II Membership

Section 2. Commercial and Residential Brokerage Divisions: Membership in the Commercial and Residential Brokerage Divisions shall be divided into classes as follows:

(a) Broker A: Any individual who holds a license as a real estate broker pursuant to New York Real Property Law Article 12-A whose principal business is Real Estate Broker, Mortgage Loan Broker, Agent or Auctioneer, either in his own name or as a member of a partnership or an officer of a corporation, shall be eligible only for Broker A Membership or for Broker B Membership. It shall be the duty of every Broker A Member to impose as a condition of employment of any broker, associate broker, salesperson or manager employed by him, his copartnership or corporation that such employee, if qualified, shall apply for admission as a Broker B, Broker C, Salesperson, Management B, Management C or Management D, whichever such membership class is appropriate, and that if admitted such employee shall pay the dues required for such class of Member and the said Broker A Member shall be responsible for the payment of the dues of such employee.

(b) Broker B: Any member of a partnership or Senior Officer of a corporation in which there are one or more Broker A Members of the Board may, if a individual qualified under New York Real Property Law Article 12-A holds a Real Estate Brokerage license and is a Real Estate Broker, Mortgage Loan Broker, Agent Auctioneer, be eligible for Broker B Membership without initiation fee; and if elected shall, subject to the provisions of this Constitution, remain in such class so long as he shall continue to be a member of such partnership or Senior Officer in such corporation. In the event that such Broker B Member shall sever his relationship with such partnership or such corporation and become a member of another partnership or a Senior Officer of another corporation to which he desires to be transferred, his membership shall be transferred without the payment of an initiation fee, provided there shall be one more Broker A Members in the partnership or corporation to which he desires to be transferred. If there be no such Broker A Member in the latter partnership or corporation, or if the Broker B Member shall establish business in his own name, his membership as Broker B Member shall terminate forthwith, but he may apply to be transferred to Broker A Membership, in which case he shall pay the initiation fee of the class to which he is transferred.

(c) Broker C: A Real Estate Broker affiliated with a Broker A or Management A Member but not classified by such Broker A or Management A Member as a Senior Partner or Senior Officer of the corporation shall be eligible for Broker C Membership. There shall also be eligible to this class of membership salespersons who have been licensed as such for a period of not less than three years.

Article IV Fees and Dues

Section 1.

Brokerage Division: The initiation fee for members of the Brokerage Division shall be as follows:

Broker A Member \$150

(b) No initiation fee shall be required in the case of a transfer of membership from one class to another where an initiation fee has been paid in the former class except that in the case of transfer of membership from one class which requires no initiation fee to another which requires an initiation fee or a greater initiation fee than that paid for the original class of membership, the member making the transfer shall pay the initiation fee or the difference in initiation fee as the case may be.

Section 2. Dues

Commercial Division: The annual dues for members of the Commercial Brokerage Division shall be as follows:

	REBNY Dues
Broker A Member:	\$1,100
Broker B Member:	\$1,100
Broker C Member:	\$575

Residential Division: Members of the Residential Division's REBNY Listing Service (RLS) pay annual dues as follows:

	REBNY Dues	RLS Fee	Total Dues
Broker A Member:	\$1,100	\$550	\$1,650
Broker B Member:	\$1,100	\$150	\$1,250
Broker C Member:	\$425	\$125	\$550

Section 3. The Annual Dues of all members shall be payable annually in advance on January 1st. Dues paid are not refundable.

Your Credit Card Account Number:

Expiration Date:

Cardholder Signature:

Amount: \$

Date:

Print or type Member's Name:

Company Name:

Telephone Number:

After completing the application, print out, and mail or fax to:

The Real Estate Board of New York

570 Lexington Avenue

New York, NY 10022

Fax: 212-813-1938

Attention: Membership Department

QUESTIONNAIRE TO BE FILLED OUT BY APPLICANT

(All information should be as complete as possible)

1. State the name of your firm or corporation _____

(a) If a partnership, state name of all partners, giving name of senior partner first

(b) If a company or corporation, describe your connection therewith

Also give names of all officers and directors _____

2. Have you ever been convicted of a felony or pleaded guilty to such an offense? Yes No

If yes, please explain _____

3. Have you ever been convicted of a misdemeanor with respect to fiduciary responsibilities? Yes No

If yes, please explain _____

4. How long have you been licensed as a Real Estate Broker in the State of New York? _____

5. Is your principal business Real Estate Broker, Mortgage Loan Broker, Agent, Appraiser or Auctioneer?

6. If you are a Broker is your time mainly devoted to: (a) Brokerage _____

(b) Property Management _____

(Check one)

7. If you are not a Broker is your principal business Property Management? _____

8. Applicant does not hold Broker's license because: _____

9. What, if any, other collateral business or profession do you follow? _____

10. Do you specialize in any particular phase or phases of brokerage? _____ If so, name them _____

Residential Commercial (Check one)

11. In what territory or territories are you most active? _____

12. Give names, addresses and zip codes of several real estate brokers and property owners, aside from your proposer and seconder, with whom you have had business relations

13. How long have you been identified with real estate? _____

14. What other branches of the business, if any, have you engaged in? (operator, builder, owner, real estate lawyer, etc.) _____

15. What business or profession, if any, did you follow prior to taking up real estate? _____

16. If you were a member of any associations or organizations in your previous field of activity, name them:

17. Have you held membership previously in this board? yes no _____

18. If you are a member of any other Real Estate Board, give name of Board _____

19. If you were, but are not now, a member of any other Real Estate Board, give reasons for your being no longer a member _____

20. Do you own any Real Estate? If so, where is it located? _____

Amendment to REBNY Constitution

New applicants will receive provisional membership pending action by the Admissions Committee. The Admissions Committee must review a new member's application no later than 60 days from receipt of the application. In the event that the Admissions Committee does not reject the applicant, then the provisional membership shall become full membership. A provisional member shall have the full rights and obligations, during the 60-day period, of full membership.