



# NAR Policy and Dues Procedures

Presented by:  
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Finance and Comptroller, NAR

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Kansas City Regional Association of REALTORS®

April 1, 2008

# NAR Dues Policies and Procedures



# **NAR Dues Policies and Procedures**

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**Kansas City Regional Association of REALTORS®**  
One Hallbrook Place ■ 11150 Overbrook Road, Suite 100 ■ Leawood, KS 66211  
Phone: (913) 498-1100 ■ Fax: (913) 498-1110 ■ www.kcrar.com

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August 1st, 2007

First and Last Name  
Street Address  
City, State, Zip

It is that time of the year again when the Kansas City Regional Association of REALTORS® requests your assistance to verify your member information. Please review the following and **make changes, corrections or deletions as needed and fax to KCRAR (913-498-1110) by September 7th, 2007**. If there are no changes, please do not return. Thank you.

**Member Verification**

**Full Name:** First and Last Name  
**Firm(s) Name:** RE/MAX Heartland, REALTORS  
**Firm Address:** 10208 E 350 Hwy,  
Raytown, MO 64138

**Home Address:** Street Address  
Kansas City, MO 64133

**Real Estate License Number:** (If incorrect or blank, please write in your license number with prefix letters):

**Kansas** (Please check one)  Broker  Salesperson SP000001  
**Missouri** (Please check one)  Broker  Salesperson S12112212

**Area of Specialty:** General Residential Sales  
Select up to 4 areas of Specialty (list on the reserve side)

**Email Address:** olesellskc@sbcglobal.net  
\*\*\* KCRAR does not sell our email address list\*\*\*

**Designations:** GRI, ABR

**Do you FLUENTLY speak AND write any language other than English?**

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Tricia Grace, RCE  
HMLS and KCRAR Membership Director



## **Areas of Specialties (Business Codes)**

### **RESIDENTIAL**

#### **Residential Sales-Related**

- 100 General Residential Sales
- 101 Existing Homes (Resales)
- 102 New Homes
- 105 Residential Lots
- 107 Condominiums
- 109 Appraisals

#### **Residential Management-Related**

- 120 Brokerage Management
- 121 Corporate Management
- 122 Sales Management
- 123 Trainer/Instructor/Educator

#### **Residential Property Management**

- 130 Single Family
- 131 Multi Family
- 132 Condos; Resorts; Time Shares

### **COMMERCIAL**

#### **Commercial Sales/Leasing Related Activity**

- 200 General Commercial Sales/Leasing
- 201 Industrial Sales/Leasing
- 202 Office Sales/Leasing
- 203 Retail Sales/Leasing
- 204 Land Sales/Leasing
- 205 Multi-Family Sales/Leasing
- 206 Property Management
- 207 Appraiser
- 211 Investment Sales

#### **Commercial Management Related**

- 220 Brokerage Management
- 222 Trainer/Instructor/Educator

#### **Commercial Other Activities**

- 232 Development
- 233 Investment Properties
- 236 Commercial Sales/Leaseback

### **OTHER REAL ESTATE SPECIALTIES**

- 300 Auctioneer
- 301 General Appraisal
- 313 Financial Services
- 314 Real Estate Law
- 316 Relocation

### **AFFILIATE / INDUSTRY RELATED**

- 400 Accountant/CPA
- 402 Attorney
- 410 Builder/Developer – Commercial
- 411 Builder/Developer - Residential
- 420 Escrow or Settlement Agent
- 432 Home Inspector
- 433 Home Repair Contractor
- 434 Homeowner Insurance
- 435 Homeowner Warranty Sales
- 460 Mortgage Banker or Broker
- 461 Mortgage Loan Originator/Processor
- 480 Termite Inspector
- 485 Title Insurance Agent/Representative

# Kansas City Regional Association of REALTORS

11150 Overbrook Rd

Leawood KS 66211

Office Phone: (913) 498-1100 Fax Phone: (913) 498-1110

Report run on 01/29/08 at 11:06

Diane Ruggiero  
Kansas City Regional Assn  
11150 Overbrook Rd  
Leawood KS 66211

Office Number: 1018  
Phone: 913-498-1100  
Fax: -

Member Number	Member Name	Member License #	Mem. Type	Description
717235	Bozarth, Cristalle		ST	Staff
99996	Crume, Perry	BR00019025	ST	Staff
620463	Davis, Nancy		ST	Staff
717069	Dreiling, Jennifer L		ST	Staff
615909	Everly, Juli L		ST	Staff
618781	Farrell, Robin A		ST	Staff
99994	Grace, Tricia		ST	Staff
619898	Green, Cindy		ST	Staff
717416	Hart, Bob		ST	Staff
617488	Hostetler, Susan		ST	Staff

Signed \_\_\_\_\_

Date \_\_\_\_\_

Thank you for renewing your membership in KCRAR for 2008. KCRAR continues to strive to provide you with the best possible real estate programs, products and services. KCRAR dues are not automatically debited to your credit card even though you might be set up for MLS to debit your credit card for their services. Please select one of the following 3 payment options.

1. You may pay on line by going to [www.KCRAR.com](http://www.KCRAR.com), click on Member Login and then use your login and password, by **midnight December 14, 2007**. Please make sure to use capital letters for the login and password.
2. You may pay by credit card. Please complete the information below and **MAIL** to KCRAR by **Midnight, December 14, 2007. DO NOT FAX! KCRAR DOES NOT ACCEPT FAXED CREDIT CARD PAYMENTS FOR DUES RENEWALS.**

Please charge my 2008 dues to my:  VISA  Mastercard  AMEX  Discover Card

Card Number \_\_\_\_\_ Expiration Date \_\_\_\_/\_\_\_\_

Please sign: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

(Charge requests that are denied will be treated like NSF checks and will incur a \$25.00 fee)

3. You may pay by check. Please return the top portion of this invoice with your check, and **MAIL** to KCRAR by **December 14, 2007** Please include your membership number on the check.

**PLEASE PAY BY Midnight, DECEMBER 14, 2007 TO AVOID A \$25.00 LATE FEE CHARGE**

Dues payments are not deductible as charitable contributions for federal income tax purposes; however, dues payment maybe deductible as an ordinary and necessary business expense. Please see reverse side for other important notations.

**THANK YOU FOR RENEWING YOUR MEMBERSHIP!**

(Missouri members only) MAR \$40.00 Special Assessment for Issues Mobilization Fund

- This fall, the Missouri Association of REALTORS® (MAR) Board of Directors approved an assessment of \$40.00 per year per MAR member for legislative programs, which is reflected in your 2008 MAR dues total.
- These funds will be dedicated to the MAR Issues Mobilization fund, and are necessary to *fight* transfer taxes, sales taxes on services, and other recently proposed *taxes at the state and local level that would greatly affect the housing market and your bottom line.*
- These tax proposals have appeared before the Missouri Legislature in the past, and are sure to surface again. *As Realtors® we can't afford to be caught unprepared.*

*Questions about your dues, please contact:*

Missouri Association of REALTORS® - 1-800-403-0101  
Kansas Association of REALTORS® - 1-800-366-0069  
National Association of REALTORS® - 1-800-874-6500

RPAC contributions are not deductible for general income tax purposes. Contributions to RPAC are voluntary and are used for political purposes. The amount indicated is the amount established for us to reach our goal. You are free to contribute less, and are encouraged to contribute more. RPAC funds are used to promote the business agenda of REALTORS®. The association will not favor or disadvantage anyone by reason of the amount of their contribution, and you may refuse to contribute without reprisal by the association. 70% of each contribution is used to support local and/or state political candidates and issues. 30% is sent to the National RPAC to support federal candidates.

(Missouri members only) The Missouri Center for Education and Private Enterprise (CEPE) is a 501(c)(3) not-for-profit foundation. Contributions to CEPE and Missouri Education Foundation are tax deductible and voluntary.

(Kansas members only) The Education Foundation contribution will be used to contribute to scholarships or other 501(c)(3) education foundations in Kansas, and are tax deductible. Contributions to the Education Foundation are voluntary.

The Budget Reconciliation Act of 1993 contains a provision which eliminates the deductibility of lobbying expenses of corporations and trade associations as a business expense for federal income tax purposes. Therefore, the 2007 dues paid to local, state, and national association are not deductible to the extent of that association lobbying expenditures on state and federal issues. Please note the amount of local, state and national dues which are not deductible for income tax purposes:

Estimated lobbying expenses not deductible for income tax purposes:

NAR REALTORS®	\$18.00
MAR Designated REALTORS®	\$42.12
MAR REALTORS®	\$36.27
KAR REALTORS®	\$24.00
KCRAR	\$13.00

**2008 Dues Billing Schedule**

<b>November 1, 2007</b>	Dues invoices mailed to members home address. <b>Pay by <u>Midnight, December 14, 2007.</u></b>
<b>December 1, 2007</b>	Second statement will be sent to you at your office address.
<b>December 15, 2007</b>	Late fee of <b>\$25.00</b> added to your account.
<b>January 1, 2008</b>	The third dues statement will be sent to the member's broker and a late fee of \$25.00 will appear. This statement is due <b>by <u>Midnight, January 14, 2008.</u></b>
<b>January 15, 2008</b>	All KCRAR and MLS services are terminated if dues are not paid.
<b>February 1, 2008</b>	All outstanding statements are sent to the Broker with an additional late fee of <b>\$25.00</b>
<b>March 1, 2008</b>	Additional <b>\$25.00</b> late fee is accessed. In accordance with NAR Dues policy, your broker will be billed a non-member assessment for agents who have not renewed by this date.



## Don't Pay a Late Fee!

Please remember that your 2008 dues payment is due **by Midnight on Friday, December 14th, 2007**. After that time, a late fee of \$25.00 will be added to your account.

The quickest and easiest way to pay is to "due it" online. Once you receive your dues statement in November, simply go online to [www.kcrar.com](http://www.kcrar.com) login using your login and password (remember to use all capital letters for the login). For your convenience, in addition to accepting MasterCard and Visa, KCRAR also accepts American Express and Discover. KCRAR does **not** accept dues payments via fax.

### 2008 Dues Billing Schedule:

- Your bill will be sent to your home address on November 1st, 2007 with a due date of December 14<sup>th</sup>.
- On December 1<sup>st</sup> a reminder "statement" will be sent to those members who had not yet paid their dues.
- After December 14<sup>th</sup>, if dues have not been paid, a **late charge of \$25**. will be added to your bill.
- During the first week of January another bill will be sent to members at their office address if they have still not paid dues. This bill will include the late fee of \$25. Dues not paid by January 14<sup>th</sup> will result in **suspension of MLS and KCRAR services**.
- After January 31st, 2008, an additional \$25 late fee will be added to the dues bills of unpaid members for a total of \$50 in late fees. During the first week of February 2008 a third bill will be sent but will be packaged and sent to the broker. Total late fees at this point are still \$50. (For Kansas members an additional \$10 is added on February 1st for the KAR late fee).
- After February 29th, 2008 members who still have not paid dues will be terminated from KCRAR and HMLS
- Members may reinstate membership up until April 1st, 2008 by paying full dues for the year and a \$75 late fee (\$85 for KAR members).
- After April 1st, 2008, members wishing to reinstate will need to fill out new member applications and pay application fees **to the Local and State Association (\$250.00+)** and **prorated** dues for the year, but no late fees.

### There are still three ways to pay for 2008 dues:

- **You can pay on line** by going to [www.kcrar.com](http://www.kcrar.com) and clicking on the red button that says "Online Registrations & Payments. A click on the button will take you the member login page where you'll need to enter your login and password. Please make sure to use capital letters for the login and password. Credit cards accepted for online payments are MasterCard and Visa, and this year you can also use American Express and Discover.
- **You can pay by credit card** – please complete the information on the invoice/statement and MAIL (DON'T FAX) to KCRAR. KCRAR now accepts MasterCard, Visa, American Express and Discover. **This year KCRAR will NOT accept any dues payments by fax.**
- **You can pay by check** – please return the top portion of the invoice/statement and mail to KCRAR.

***Thank you in advance for your attention to timely payment.***

November 27th, 2007

DR name  
Company  
920 Mulberry  
Belton, MO 64012

Dear Susan,

Periodically, KCRAR completes a comparative review of the Kansas and Missouri Real Estate Commission licensees lists and our membership list.

We know, at times, new licensees are overlooked or are not advised to join the Association. The Kansas and/or Missouri Real Estate Commission's records indicate that there are licensee(s) who are not members of the Kansas City Regional Association of REALTORS® in your office. The dues formula established for all REALTOR Associations by the National Association requires that every broker/manager pay dues based on the number of licensees in their office. For those licensees who join KCRAR, the broker is credited and the agent becomes a REALTOR®. For those licensees who do not join KCRAR, the broker is assessed the dues amount, outlined in the KCRAR by laws Article X, Section 2a.

I am enclosing a membership application for Tricia Grace who is not currently a KCRAR member. Please have Donna complete the application and make an appointment with Membership at 913-498-0018 to start the membership process, or please pay the broker assessment of \$XXX.00 by December 31st 2007.

If you have questions regarding this policy, please call me at 913-498-1100 ext 318.

Thank you for your cooperation.

Sincerely,

Tricia Grace, RCE  
Membership Director

## NAR Dues Transmittal Form

Date:

Billing Year:

Assoc ID:

Assoc Name:

Join Date

Counts

	R/RA	NM Slsp	Total (automatic Calculation; do not enter)
JAN			\$0.00
FEB			\$0.00
MARCH			\$0.00
APRIL			\$0.00
MAY			\$0.00
JUNE			\$0.00
JULY			\$0.00
AUGUST			\$0.00
SEPT			\$0.00
OCT			\$0.00
NOV			\$0.00
DEC			\$0.00

(Automatic Calculations)

Total Dues	<input style="width: 80%; height: 15px;" type="text" value="\$0.00"/>
Assessments	<input style="width: 80%; height: 15px;" type="text" value="\$0.00"/>

Total Payment Due	<input style="width: 80%; height: 15px;" type="text" value="\$0.00"/>
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Enclose form with check and mail to:

National Association of REALTORS®  
 P O Box 92251  
 Chicago, IL 60675-2251  
 ATT: Accounts Receivable

**NAR Internal Use Only:**

Batch Date:	<input style="width: 95%; height: 15px;" type="text"/>	<input style="width: 95%; height: 15px;" type="text"/>	<input style="width: 95%; height: 15px;" type="text"/>
Batch#	<input style="width: 100%; height: 15px;" type="text"/>		
Validation:	<input style="width: 100%; height: 15px;" type="text"/>		

