

www.tigar.org | Ph.: 951.735.5121 | Fax: 951.735.0335

Please use the checklist below to ensure you are submitting all required materials for your application:

- ☐ COMPLETED and SIGNED Application (SIGNED BY APPLICANT, AGENT AND BROKER)
- ☐ Copy of Driver's License
- ☐ Payment (SEE OPTIONS BELOW)

MEMBERSHIP PAYMENT OPTIONS

Office Clerical | Agent Clerical | Appraiser Clerical

Please check one box below to indicate your preferred payment method:

- ☐ **Auto Debit:**
MLS dues will be automatically deducted each quarter. Please fill out the "Auto Debit Form".
See page 3-4.
- ☐ **One Time Credit Card Authorization (NOT AUTOMATICALLY DEDUCTED)**
A one-time payment for the quoted set-up and MLS fees will be processed via credit card.
MLS is billed quarterly based on the standard calendar year. Future payments must be made
online, over the phone or in person at TIGAR at dues billing time. See page 5.
- ☐ **One Time Payment by cash or check. (Must be done in person at TIGAR)**
A one-time payment for the quoted set-up and MLS fees submitted by cash or check.
Cash and/or check transactions must be made in person at TIGAR. MLS is billed quarterly
based on the standard calendar year. Future payments must be made online, over the phone
or in person at TIGAR at dues billing time.



APPLICATION FOR MEMBERSHIP

Office Clerical | Agent Clerical | Appraiser Clerical

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MEMBERSHIP TYPE

☐

Office Assistant

Add/Edit rights on behalf of entire office

☐

Personal Assistant

Add/Edit Rights on behalf of a responsible agent

☐

Appraiser Assistant

Add/Edit Rights on behalf of a responsible appraiser

CLERICAL APPLICANT INFORMATION

First Name: _____ Last Name: _____

Date of Birth : ____/____/____ Contact Phone # : _____

Email Address : _____

☐

I do not have a California DRE License

☐

I have a DRE License *Valid licenses must have a status of "Licensed NBA" (No Broker Affiliation)*

DRE License #: _____ Expiration Date : ____/____/____

AGENT/OFFICE INFORMATION

Responsible Agent/ Broker Applicant will be working on behalf of.

First Name: _____ Last Name: _____

Agent MLS ID : _____

Office : _____

I understand that clerical applicant users may only be authorized to have "limited access" to the MLS for office/personal/appraiser clerical support only. I understand that clerical assistant users are not allowed to use information in any way other than to provide support to the agent the clerical is working on behalf of. Persons performing any such activities that require a real estate or appraisal license are not eligible for this office/personal assistant classification. I further understand that any violation by an office/personal assistant employed by, under contract, or used by the agent, is the agent's sole responsibility and can result in discipline and ultimate termination of MLS service.

As per the MLS Rules and Regulations, Article 4 Section 3, individuals under the direct supervision of an MLS participant or subscriber, who performs only administrative and clerical tasks that do not require a real estate license, or an appraiser certificate, or license are eligible. Each participant and subscriber shall provide the MLS with an updated list of all clerical assistant(s) employed by or affiliated as independent contractors with the participant or subscriber and shall immediately notify the MLS of any changes, additions, or deleting from the list. The use of lockboxes and Supra KEYS are prohibited for office/personal/appraiser assistant users. As per the MLS Rules and Regulations, the clerical assistant fees are not transferable.

Clerical Applicant Signature (Required) Date: _____

Agent/ MLS Subscriber Signature (Required) Date: _____

Designated REALTOR®/ Broker Signature (Required) Date: _____



AUTO DEBIT AUTHORIZATION FORM

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SEND COMPLETED FORM TO: MEMBERSHIP@TIGAR.ORG

First Name: _____ Last Name: _____

Office Name : _____

Cell Phone # : _____

☐

Visa

☐

MasterCard

☐

American Express

☐

Discover

Card # Exp. Date CID

Name as it appears on credit card: _____

Credit card billing address: _____

City: _____ State: _____ Zip Code: _____

In Auto Debit of my (Check all that apply):

☐

Annual REALTOR® Dues (\$573)

⇒ I also would like a contribution of
toward REALTOR® Action Fund

\$

(recommended \$49 or \$148)

⇒ I also would like a contribution of
toward the Housing Affordability Fund

\$

(recommended \$10 or more)

☐

MLS Fees (\$142.50 per quarter / Clerical \$75 per quarter)

By signing below, I agree I have read and understand the terms and legal disclosures on the reverse side of this form. I authorize The Inland Gateway Association of REALTORS® (TIGAR) to automatically charge my credit card on the scheduled due date. I understand that if the due date falls on a weekend it may be applied on the following business day. I understand that TIGAR will not be responsible for any bank charges incurred due to the Auto Debit. I also understand and agree to the Association's no refund policy on all Dues. Should I choose to cancel my Auto Debit, I understand that it is my responsibility to do so before the charge is incurred. Credit card transactions will reflect, "REALTOR ASSOCIATION/ML" on your monthly statement. Pricing is subject to change without notice upon Board of Director action. It is my responsibility to update auto debit information when necessary and will be responsible for late penalties if not updated by the due dates. The REALTOR® Action Assessment (\$69 of the \$237) will automatically be deposited into CREPAC, CREIEC, and/or IMPAC and used for other political purposes. Those wishing to have their assessment entirely applied for more general political purposes may specify in writing and it will be redirected into a different account instead of one of the dedicated California real estate PACs (CREPAC, CREIEC or IMPAC). Designated REALTORS® must pay the \$69 REALTOR® Action Assessment for each licensee of that DR (as shown in the nonmember count), and the payment will be attributed to the Designated REALTOR®.

Signature: _____

Date: _____

LEGAL NOTICES AND DISCLOSURES REGARDING DUES BILLING STATEMENT

REALTOR® ACTION ASSESSMENT & FUND: Explanation and Legal Notice

California Association of REALTORS® (C.A.R.) Political Action Committees: C.A.R. sponsors four Political Action Committees (PACs). CREPAC is used to support state and local candidates to further the goals of the real estate industry. CREIEC is an independent expenditure committee that independently advocates for or against candidates in accordance with the interests of the real estate industry. CREPAC/Federal supports candidates for the U.S. Senate and House of Representatives. IMPAC supports local and state ballot measures and other advocacy-oriented issues that impact real property in California. IMPAC is funded by your dues dollars. C.A.R. also supports the Advocacy Local Fund (ALF), a non-PAC fund for expenditures on general advocacy activities.

REALTOR® Action Assessment (RAA): This mandatory \$69 state political assessment may be satisfied in one of two ways: either (1) a voluntary contribution to CREPAC, CREIEC, and/or IMPAC and/or other related political purposes or (2) a designation of the funds for political purposes in the C.A.R. general fund. You may include the entire amount on one check and if you do so, \$69 will go into CREPAC, CREIEC and/or IMPAC, or other related political purposes. If you have an assessment that is over \$138 due to your DR nonmember count, then any amount over \$138 contributed to the state PACs (i.e. CREPAC, CREIEC and IMPAC) will go into CREIEC. If you choose not to contribute to a PAC, you must do so in writing and the entire assessment of \$69 will be placed in the C. A.R. general fund and used for other political purposes. PAC contributions from the REALTOR® Action Assessment will be allocated among CREPAC, CREIEC, IMPAC and possibly ALF. The allocation formula is subject to change. Payment of the assessment is a requirement of maintaining membership.

REALTOR® Action Fund (RAF): REALTORS®, and REALTOR-ASSOCIATES® may also participate in RAF by including an additional voluntary contribution on the same check as your dues and assessment payment. Forty-nine dollars (\$49) is the suggested additional voluntary contribution but you may give more, or less, or nothing at all. No member will be favored or disfavored by reason of the amount of his/her contribution or his/ her decision not to contribute. Contributions to the REALTOR® Action Fund will be allocated among C.A.R.'s political action committees (CREPAC, CREIEC, and CREPAC/Federal) according to a formula approved by C.A.R. depending on whether it is a personal or corporate contribution. The allocation formula is subject to change including re-designating a portion to IMPAC and ALF. Failure to contribute to RAF will not affect an individual's membership status in C.A.R.

CORPORATE CONTRIBUTIONS to C.A.R.'s PACs are permissible and may be used for contributions to state or local candidates or for independent expenditures to support or oppose federal, state, or local candidates. However, current C.A.R. practice is to deposit all corporate contributions into CREPAC, CREIEC, IMPAC and possibly ALF in an allocation to be determined by C.A.R. A corporate contribution includes any contribution drawn from a corporate account.

PERSONAL CONTRIBUTIONS to C.A.R.'s PACs may be used for both state and federal elections and therefore may be deposited into CREPAC/ Federal in addition to all other C.A.R. political action committees. Up to \$200 of a REALTOR® Action Fund contribution will be divided between CREPAC/Federal and CREPAC, CREIEC, IMPAC and possibly ALF in an allocation to be determined by C.A.R. Any amount above \$200, up to applicable legal limits, will be allocated to CREPAC/Federal.

If you are a California major donor and need specific information regarding your contributions, please contact the C.A.R. Controller's office at (213) 739-8252. Contributions in excess of the contribution limits will be reallocated to another PAC connected with C.A.R. Under the Federal Election Campaign Act, an individual may contribute up to \$5,000 in a calendar year to CREPAC/Federal.

Political contributions are not deductible as charitable contributions for federal and state income tax purposes. Federal and State law prohibit any individual from making political contributions (either RAA or RAF) in the name of or on behalf of any other person or entity.

NOTICE REGARDING DEDUCTIBILITY OF DUES, ASSESSMENTS AND CONTRIBUTIONS

2025 ESTIMATED PORTION OF YOUR DUES USED FOR LOBBYING THAT ARE NON-DEDUCTIBLE:

NAR	27.36%	\$55.00
C.A.R.	34.3%	\$81.28
Local	0.44%	\$0.59

Total Non-Deductible (Lobbying) Dues Portion: **\$ 136.87**

Dues payments and assessments for your local association, C.A.R. and NAR, and contributions to RAF are not tax deductible as charitable contributions. However, the dues portion of your bill, excluding the portion of dues used for lobbying activities, REALTOR® Action Assessment and REALTOR® Action Fund, may be deductible as ordinary and necessary business expenses. Contributions to C.A.R. Housing Affordability Fund are charitable and tax-deductible to the extent allowed under both federal and state law. Please consult your tax professional.

All dues, assessments, and fees are non-refundable.

C.A.R. HOUSING AFFORDABILITY FUND:

REALTORS® and REALTOR-ASSOCIATES® may make a voluntary, tax-deductible, charitable contribution to the C.A.R. Housing Affordability Fund (HAF) on the same check as the dues payment. HAF is a charitable nonprofit organization whose purpose is to address the statewide housing crisis. It receives contributions from REALTORS® and other individuals as well as businesses and other organizations and distributes funds through local associations of REALTORS® toward programs that increase homeownership and the supply of housing across the state.

HAF is exempt under Section 501(c)(3) of the IRS Code. Contributions to HAF from both individuals and businesses are charitable and tax-deductible to the extent allowed under both federal and state law.

Individual contributions are designated by 'Keys to California' Pins: Ambassador (\$25), Bronze (\$100), Silver (\$500) with an option to renew annually for \$250, Gold (\$1,000) with an option to renew annually for \$350, and Founder's Circle (\$1,500) with an option to renew annually for \$500. For information about HAF, including major non-cash gifts or corporate sponsorships, visit www.carhaf.org or contact the HAF at 213-739-8200 or by mail at 525 S. Virgil Ave., Los Angeles, CA 90020.



CREDIT CARD AUTHORIZATION

ONE-TIME PAYMENTS ONLY

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**Please complete the form below to authorize a ONE-TIME payment
with The Inland Gateway Association of REALTORS®.**

☐ Visa ☐ MasterCard ☐ Amex ☐ Discover Amount Authorized \$

Card # Exp. CID

Name as it appears on credit card: _____

Credit card billing address: _____

City: _____ State: _____ Zip Code: _____

By signing below, I authorize the above amount to be charged to the credit card listed above. I also understand and agree to the Association's no refund policy on all Dues and MLS fees. Credit card transactions will show NAR Realtor's E- Commerce on your monthly statement.

Signature: _____ Date: _____

Cell Phone # : _____

Office Name : _____

Please allow 24 hours for all transactions to be processed.