SLBR

WELCOME TO THE BOARD

SERVICE | KNOWLEDGE | ADVOCACY | COMMUNICATION

GET STARTED

STEP 1 UNDERSTAND YOUR RESOURCES

- Ability to use **The Realtor Store®** for the purchasing of real estate equipment
- Ability to make your listings available to thousands of homebuyers with the **Supra Keybox System**
- Discounted admission to **Education Courses** provided on the Salt Lake Board of Realtors® Campus
- Access to the **Legal Hotline** provided by the UAR, which can be reached **MWF** at **801-676-5200**
- Advertising of the **REALTOR® brand** and a host of other services provided by the NAR

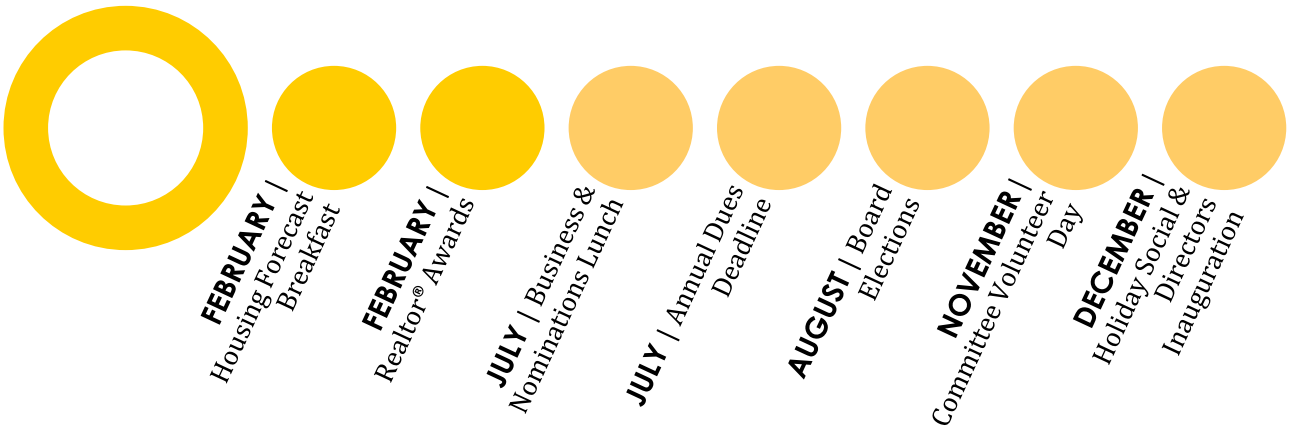
STEP 2 GET WORKING

- Get a Key
- Work on Education Requirements
- Be Aware of Important Dates
- Get Involved

IMPORTANT DATES

For Event Registrations Please Visit www.slrealtors.com | or Call **801.542.8852**

Meet potential business partners, improve your own practices by learning from the best, or simply come have a great time! Our events are the best you will find amongst any Realtor® Association anywhere! Though we pack our calendar with events and opportunities every month, here is just a glimpse of a few of our most popular events.



GET INVOLVED

PROGRAM	STAFF CONTACT	COST	DESCRIPTION OF OPPORTUNITY
REAL ESTATE PROPERTY TOURS	Megan Johnson Member Services	Included with your dues	Come and join us at any of our four property tours held in the Salt Lake Valley. For more details on the tour rules and information, please visit http://slrealtors.com/salt-lake-tours/ or contact Megan.
EDUCATION COURSES	Kelley Anderson Education Director	Included with your dues	The Salt Lake Board offers a full schedule of CE courses, many of which are free! The Education Committee sees to the quality and relevance of these courses. Come and learn from associating with and hearing the questions of other Realtor® members.
SLBR EVENTS	Emily Norris Operations Director	Varies by Event	**Charitable Endeavors:** New Yearly Charity Event | June The Christmas in July **Business Endeavors:** Tech Summit | September Ski Day | February RPAC Events: Four per year Young Professionals Network (YPN) | Monthly Women's Council of REALTORS® | Monthly
COMMITTEE SERVICE	Marcus Jessop Gov't Affairs/RPAC Kelley Anderson Education Professional Standards Emily Norris Operations Director Events Affiliates/YPN	Included with your dues	**Yearly Committees** Affiliates Advisory Board Realtors® Commercial Alliance Christmas in July Education Government Affairs/RPAC Grievance/Professional Standards Young Professionals Network(YPN) ***Enrollment for these committees begins in November of each year.***

GET CONNECTED

Realtor® Associations

SALT LAKE BOARD OF REALTORS®
230 West Towne Ridge Parkway Ste. 200 | Sandy, Utah 84070 | **801.542.8840** | www.slrealtors.com
Local Gov't Advocacy | Supra Keys | Higher Educational Standards | Networking Events | Professional Standards

UTAH ASSOCIATION OF REALTORS®
230 West Towne Ridge Parkway Ste. 500 | Sandy, Utah 84070 | **801.676.5200** | www.utahrealtors.com
State Gov't Advocacy | Legal Hotline **801.676.5211** | Realtor Forms | Annual Convention | Designations

NATIONAL ASSOCIATION OF REALTORS®
430 N. Michigan Ave. | Chicago, IL 60611 | **800.874.6500** | www.realtor.org
National Advocacy | National Publications | Realtor Programs & Benefits | Code of Ethics & Designations

Multiple Listing Service (MLS)

UTAHREALESTATE.COM
230 West Towne Ridge Parkway Ste. 400 | Sandy, Utah 84070 | **801.676.5400** | www.UtahRealEstate.com
Top 5 MLS in the Nation | Realtor Database Search | Active Property Listings | Comparables | Forms | Reports

State of Utah Licensing Authority (Government Agency)

UTAH DIVISION OF REAL ESTATE
160 East 300 South 2nd Floor | Salt Lake City, UT 84114 | **801.530.6747** | www.realestate.utah.gov
State Licensure | CE Required & Tracked | State Law Regulated by Investigators | Online Q&A Legal Chat

FOLLOW US

Be the first to know about Upcoming Events, Classes, Legal Tips, Current Market Statistics, and Exciting **Giveaways!**

facebook → @slrealtors

Instagram → @saltlakerealtors

twitter → @slrealtors

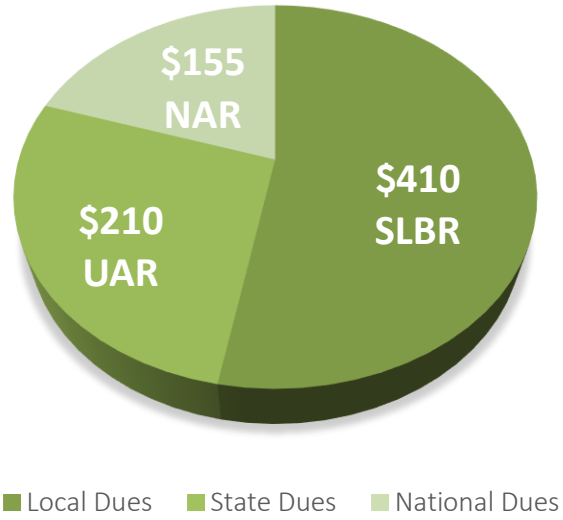
MEMBERSHIP

Director Kris Woodside | **801.542.8861** | Kris@slrealtors.com

Mark Your Calendar…

- We bill dues every June
- Your payment is due by July 31st
- **$775 Total Yearly Dues** for Realtor® Members

Dues Breakout



Membership FAQ

1. **Q: When do I pay the annual membership dues?**
   A: You will be billed for the annual dues June 1st and are required to submit payment by July 31st. You may do this by going online after June 1st to our website at www.slrealtors.com.

2. **Q: Are the annual dues prorated if I join mid billing cycle?**
   A: Dues are prorated monthly from July – June, annually. Contact the Membership Department for exact prorated amounts at 801-542-8861.

3. **Q: Is the Supra Key included in my dues?**
   A: The Salt Lake Board of Realtors® pays for a Supra key lease for the eKEY. The ActiveKEYs require a $50 deposit and a $3/month lease. Contact our Key Department at 801-542-8874.

4. **Q: How do I inactivate, renew or move my real estate license?**
   A: Your license is controlled by the Utah Division of Real Estate. Please visit their website www.realestate.utah.gov or the Utah Division of Real Estate at 801-530-6757.

5. **Q: How do I set up my account with UtahRealEstate.com?**
   A: We are a separate company from UtahRealEstate.com, but you can contact UtahRealEstate.com at 801-676-5400.

6. **Q: If I inactivate my membership am I required to pay dues when I return?**
   A: In order to not incur entry fees upon return from inactivation, we offer the opportunity for you to go on 'inactive status' with the Board. This status requires a yearly $75 fee for up to three years. Upon return, you will only be responsible for the prorated monthly dues, but will not have to repay new member entry fees if all conditions are met. Please talk to a staff member about this opportunity in further detail.

9. **Q: If I inactivate my membership do I get a refund? A:** Unfortunately, no. There are circumstances that you may receive a portion of your dues back depending on the time of year you inactive.

EDUCATION

Director Kelley Anderson | **801.542.8852** | Kelley@slrealtors.com

Keep these 3 facts in mind…

- These classes are mandatory
- These classes have a deadline
- Code of Ethics is a prerequisite to receive the Supra Key

YOUR REQUIRED COURSES:

DEADLINE	COURSE	PRICE	CE CREDIT	LIVE AT SLBR*	AVAILABLE ONLINE OPTIONS	
60 Days	REALTOR® Code of Ethics Course	Free	3 CORE	www.slrealtors.com to Register	FREE (NO CE) www.realtors.org 'New Member Code of Ethics Training'	3 CORE ($30) www.slrealtorseducation.com *'How to Be an Ethical & Involved Realtor'*
60 Days	Salt Lake Board Orientation	Free	4 CORE	Email Staff to Register for FREE	n/a	
2 Years	New Agent Course	$75	12 CORE	www.slrealtors.com to Register	**Email Staff for List of Courses**	

** All live courses are held in the Education Center (1st floor) of the Salt Lake Board of Realtors® building).*

SLREALTORS.COM Login Information

- Default Email (the email you provided on your SLBR Membership Form)
  - Your default password will be: **Password1**.
    Once you have logged in, it will immediately prompt you to change your password.

Education FAQ

1. **Q: How many Continuing Education (CE) credit hours do I need to renew my license?**
   A: You need 18 CE Hours, 9 of which must be CORE credit hours, every two years as your license expires.

2. **Q: How many Continuing Education credit hours do I already have?**
   A: You can view your banked credit hours on the Utah Division of Real Estate's website www.realestate.utah.gov on the Real Estate Tab under Online Services

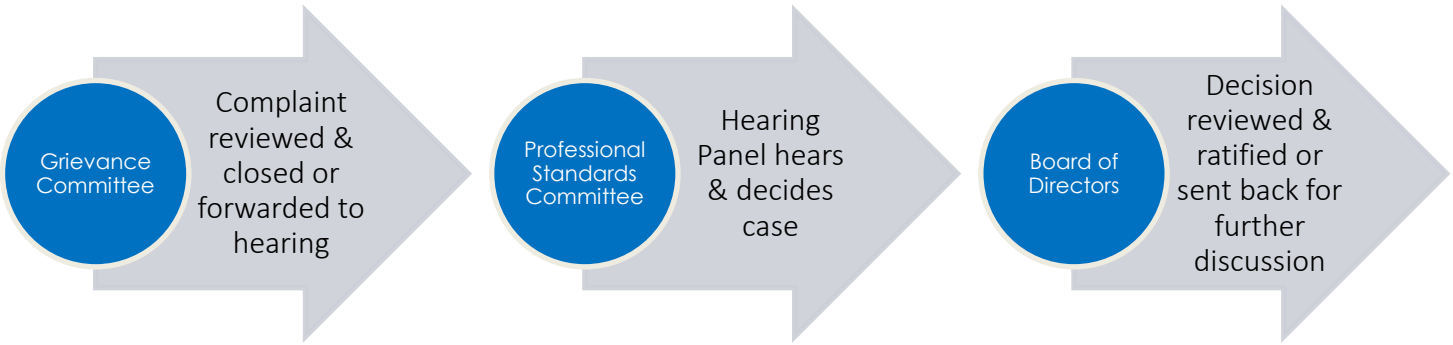
3. **Q: Who banks my Continuing Education (CE) credit hours and how long does it take?**
   A: The instructor of the CE course is responsible for banking students' CE hours within 10 business days. If you are coming up against your license renewal date it is recommended that you take classes for credit no later than the 15th of the month of your renewal to allow adequate time for your credits to be banked. Should a problem arise, contact SLBR staff or the instructor directly.

PROFESSIONAL STANDARDS

Director Holly Robbins | **801.542.8856** | Holly@slrealtors.com |Office Hours 8:30am-5pm M-F

Best Practices Include…

- Understanding the Code of Ethics
- Always keeping the client's best interest first
- Communicating with other Realtors® effectively before true conflicts arise



Professional Standards Department FAQ

1. **Q. What if my complaint relates to a potential violation of Utah law?**
   A. You should file a complaint with the Utah Division of Real Estate at www.realesate.utah.gov or 801.530.6747. You can still file with the SLBR as well if there is a potential ethics issue.

2. **Q. Can members of the public recuperate funds through filing an ethics complaint?**
   A. No. Monetary amounts cannot be awarded to members of the public by the SLBR through arbitration.

3. **Q. Must I attend a hearing if I file an ethics complaint or request to arbitrate?**
   A. Yes. Both parties would be required to attend the hearing scheduled by the Professional Standards Committee. This affords committee members the opportunity to clarify the facts of the case and ask for additional information regarding the complaint.

4. **Q. What if I win arbitration, and the other party refuses to pay?**
   A. If you win the arbitration and the losing party refuses to pay, you may seek to enforce the arbitration through any legal means necessary. In most cases, courts will uphold the decision of the Arbitration Panel.

5. **Q. What do I do if an ethics complaint is filed against me?**
   A. You will be notified by the SLBR if a complaint filed against you has been passed on to an ethics hearing by the Grievance Committee. At that point, you will be provided with the opportunity to provide your side of the story as well as any evidence to back up your claim. The burden of proof in an ethics hearing is upon the complainant, (the party who filed the complaint).

GET A KEY

Director Ashley Mordwinow | **801.542.8853** | Ashley@slrealtors.com | Supra Support Available 24/7 | **877-699-6787**

BEFORE you can get a key…

- **Code of Ethics** is a prerequisite course which must be taken **PRIOR** to obtaining the Supra Key

CHOOSE FROM TWO KEY TYPES

OR

ActiveKEY $50 Deposit
$3/mo Lease

eKEY App FREE

BLUETOOTH BOXES FOR PURCHASE:

You can purchase **Bluetooth Key Boxes** for $120/ea.

Key Department FAQ

1. **Q. Which education requirements need to be completed to obtain a Supra key**?
   A. You must complete the Code of Ethics course and be registered for the New Member Board Orientation.

2. **Q. Can I send another person to pick up my Supra key for me?**
   A. No, each agent is required to obtain their own Supra key. Keys must remain in the key holder's possession at all times per the Key Lease Agreement and the NAR Code of Ethics.

3. **Q. Where will my key work?**
   A. Every REALTOR® association in Utah excluding Park City and Washington County. There is an option of a key cooperation with these Associations. Contact their key service departments to find out more.

4. **How do I update my key?**
   A. Each type of key updates itself wirelessly. (**Note**: The ActiveKEY cannot update if the battery is dead.) The ActiveKEY must be connected to a power source in order to update for 24 hours. The eKEY app will update when the app is opened; make sure to update the app before going to remote areas where cellular service can be unreliable.

5. **Q. My ActiveKEY shows it is expired. What does this mean?**
   A. The key needs a manual update code. You can obtain this simply by calling the Key Department at 801-542-8870 or Supra's Agent Support at 877-699-6787.

6. **Q. What hours of the day can I use my key?**
   A. 6:00AM-10:00PM (unless listing agent programmed their key box for alternate times.)

7. **Q. What is the cost of a replacement key?**
   A. A Lost or damaged ActiveKEY results in a $249.00 fine. If the ActiveKEY is found undamaged within 90 days, it can be returned for a full refund of the fine.