



# New Realtor® Packet

1. Verify with the **Utah Division of Real Estate (DRE)** that your license is active and listed with the correct brokerage. To join a Realtor® association, your license must be placed with a Realtor®-member broker.

Utah Division of Real Estate: 801-530-6747; [www.RealEstate.Utah.gov](http://www.RealEstate.Utah.gov)  
160 E. 300 S.  
Salt Lake City, UT 84114

*\*License renewals go through the Division. You renew your license every two years (from the date it was issued). You must have 18 CE hours to renew (at least 9 must be CORE), and the "New Agent Course" (12 CORE) is required for your first renewal. Every renewal requires you to include the "Mandatory Residential Course" (3 CORE) as one of your CE classes.*

2. Turn in a Realtor® Application to the **Salt Lake Board of Realtors® (SLBR)** online or in person.

Salt Lake Board of Realtors®: 801-542-8840; [www.slrealtors.com](http://www.slrealtors.com)  
230 W. Towne Ridge Parkway, Ste. 100  
Sandy, UT, 84070

*\*Fill out the appropriate application on the website and send to [assistant@slrealtors.com](mailto:assistant@slrealtors.com). It can take 1-2 business days for your application to be processed. Payment must be made in order to complete the application process. In addition to dues (prorated by month), all new members pay a one-time \$450 entry fee when they join (unless they are transferring an active membership from another board). Annual renewals are \$895 and are due by June 30<sup>th</sup>, however, you can pay through July 31<sup>st</sup> with no penalties (grace period).*

3. Join the **Multiple Listing Service** (MLS – also called the WFR or UtahRealEstate.com; separate paperwork & dues)

Multiple Listing Service: 801-646-5400; [www.UtahRealEstate.com](http://www.UtahRealEstate.com); [www.newmlsmember.com](http://www.newmlsmember.com)

4. Take **required classes**

- Code of Ethics (Required by NAR; take within 60 days of joining the Board; required for getting a Supra key)
- Realtor Essentials (Required by SLBR; take within 60 days of joining the Board)
- 12-Hour New Agent Course (Required by DRE for first license renewal; take within 2 years of getting licensed)
- Mandatory Residential Course (Required by DRE; take once every license renewal cycle)

5. Get your **Supra Key**

\*To get your key set up, you must first complete the Code of Ethics course. You must also come to the Salt Lake Board of Realtors® Membership & Education Center to sign a Key Agreement in person.

## **SLBR Dues**

Please remember that when you join the Board, your dues are prorated to cover the month you join through the end of the billing cycle (June). Regardless of your original join date, SLBR annual dues are billed by the end of May and must be paid NO LATER than July 31<sup>st</sup>. Our billing cycle is July 1<sup>st</sup> through June 30<sup>th</sup>, making the entire month of July a "grace period" for late dues payments. Memberships that are not renewed (paid for) by July 31<sup>st</sup> are considered expired, and members are subject to a \$350 re-entry fee when they rejoin.

# Membership Benefits

## **SALT LAKE BOARD OF REALTORS®**

*\*Read more about our benefits at [www.slrealtors.com](http://www.slrealtors.com)*

- Ability to join UtahRealEstate.com
- Supra Key
- Free Education
- Mediation & Arbitration
- Realtor® Store
- Access to Data Analysis (Housing Sales Statistics)
- Dedicated Lobbyists – Government Affairs Team
- Salt Lake Realtor® Magazine
- Hire A Realtor® Campaign
- Philanthropic Partnerships
- Professional Staff Members

## **UTAH ASSOCIATION OF REALTORS®**

*\*Read more about UAR benefits at [www.utahrealtors.com](http://www.utahrealtors.com)*

- Legal Hotline
- Online Legal Library
- Ethics/Dispute Resolution
- Forms & Contracts
- Dedicated Lobbyists – Government Affairs Team
- Realtor® Magazine
- Homeownership Campaigns
- Market Statistics
- Education & Networking

## **NATIONAL ASSOCIATION OF REALTORS®**

*\*Read more about NAR benefits at [www.nar.realtor](http://www.nar.realtor)*

- Partner Products & Service Discounts
- Health Insurance Plans
- Dental Insurance Plans
- Tools (publications, products, services, information)
- Education Products & Resources
- Annual Conventions & Mid-Year Meetings
- National Lobbyists & Economists
- Lead Generation
- Advertising & Communications
- Online Realtor® Store
- Realtor® Magazine