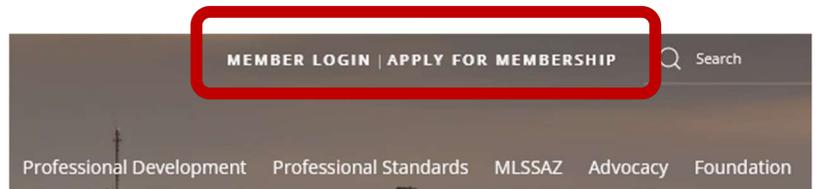


# COMPLETE A MEMBERSHIP APPLICATION

Go to [www.tucsonrealtors.org](http://www.tucsonrealtors.org)

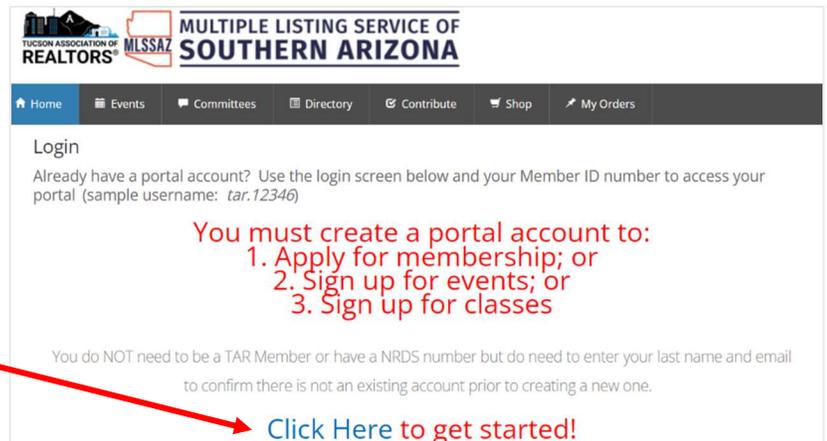
Click on MEMBER LOG-IN/APPLY FOR MEMBERSHIP



## Create a Portal Account

**NEVER** been a member of **Tucson Association of REALTORS®** or **MLS of Southern Arizona**

Click the link provided to get started



OR

Enter your **tar.MEMBERID** and password to log-in to your existing profile

A screenshot of the login form. It has a title 'Login'. There are two input fields: the first is labeled 'tar.#####' and the second is labeled 'Password'. Both fields are highlighted with red boxes. Below the password field is a checkbox labeled 'Remember Me'. At the bottom of the form is a blue button labeled 'Login'.

## NEVER BEEN A REALTOR®/MEMBER

### BEFORE (Arizona or anywhere else)

Enter as much information as possible

First name

Last name

Email

AZ License Number (REALTOR®/Appraiser)

NRDS ID will remain blank if the applicant has never been a REALTOR®/Appraiser in Arizona or anywhere else)

Click CONTINUE

A screenshot of the NRDS ID verification form. The title is 'NRDS ID' and the main text says: 'Before you can create an account, we must verify you do not already have one. Please enter your Last Name and Email (you do NOT need to have a NRDS ID)'. Below this, it says 'OR Enter your name and NRDS ID to confirm! If you do not know your NRDS ID, find it at https://www.nar.realtor/my-account'. There are four input fields: 'First Name' (with 'test12'), 'Last Name' (with 'test12'), 'Email Address', and 'NAR NRDS ID'. There are also two fields for 'Real Estate License Number'. At the bottom, there are two buttons: 'Cancel' and 'Continue'. The 'Continue' button is highlighted with a red circle.

Click CONTINUE

A screenshot of a success message. The text says: 'Awesome! Great news! You can create an account, please click continue to proceed'. At the bottom, there are three buttons: 'Back', 'Cancel', and 'Continue'. The 'Continue' button is highlighted with a red circle.

# COMPLETE A MEMBERSHIP APPLICATION

Create **password** and **security question**

**MULTIPLE LISTING SERVICE OF SOUTHERN ARIZONA**

Home Events Committees Directory Contribute Shop My Orders

Contact Information

Prefix [optional] Last Name  
First Name Suffix [optional]  
Middle Name [optional]

Account Information

Username Password  
Confirm Username Confirm Password  
Security Question Security Question Answer

Cancel Continue

Click **CONTINUE**

Enter **PREFERRED PHONE** and then **enter that related information in the matching phone field** (i.e. Preferred is Mobile, enter mobile phone in the mobile phone field)  
Must include the dashes **###-###-####**

**MULTIPLE LISTING SERVICE OF SOUTHERN ARIZONA**

Home Events Committees Directory Contribute Shop My Orders

Contact Information

Preferred Phone Mobile Phone  
Home Phone Direct Dial Phone  
Office Phone & Extension Primary Email  
Preferred Fax [optional] Office Fax  
Home Fax

Back Cancel Continue

Click **CONTINUE**

Enter **address** information

**Home Address**

Street Address 1 State/Province  
Street Address 2 [optional] Zip/Postal Code  
City Country  
United States

**Mailing Address**

Same As  
 Enter Address  Home Address

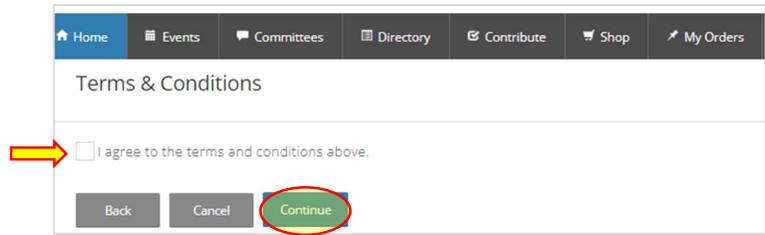
Street Address 1 State/Province  
Street Address 2 [optional] Zip/Postal Code  
City Country  
United States

Back Cancel Continue

Click **CONTINUE**

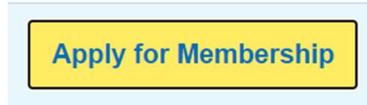
# COMPLETE A MEMBERSHIP APPLICATION

Read the Terms & Conditions and check the box and click **CONTINUE**



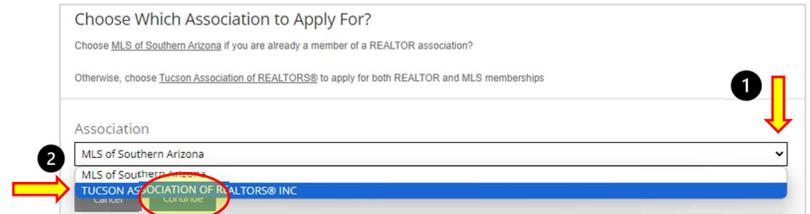
The screenshot shows a navigation bar with links for Home, Events, Committees, Directory, Contribute, Shop, and My Orders. Below the navigation bar is a section titled "Terms & Conditions". A checkbox is present with the text "I agree to the terms and conditions above." A yellow arrow points to the checkbox. Below the checkbox are three buttons: "Back", "Cancel", and "Continue". The "Continue" button is circled in red.

Click **APPLY FOR MEMBERSHIP**



A yellow button with the text "Apply for Membership" in blue.

Change drop down from MLS to Tucson

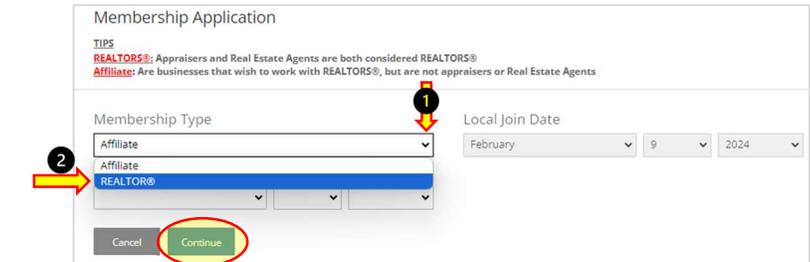


The screenshot shows a form titled "Choose Which Association to Apply For?". It has two paragraphs of text. The first paragraph says "Choose MLS of Southern Arizona if you are already a member of a REALTOR® association?". The second paragraph says "Otherwise, choose Tucson Association of REALTORS® to apply for both REALTOR and MLS memberships". A red circle with the number "1" and a yellow arrow points to the second paragraph. Below the text is a dropdown menu labeled "Association". The dropdown menu is open, showing three options: "MLS of Southern Arizona", "MLS of Southern Arizona", and "TUCSON ASSOCIATION OF REALTORS® INC". A red circle with the number "2" and a yellow arrow points to the "TUCSON ASSOCIATION OF REALTORS® INC" option.

Click **CONTINUE**

Change Membership Type to **REALTOR®**

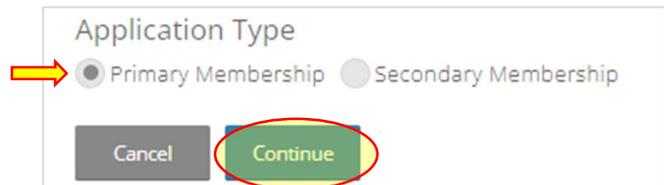
*Appraisers make this same choice*



The screenshot shows a form titled "Membership Application". It has a "TIPS" section with two lines of text: "REALTORS®: Appraisers and Real Estate Agents are both considered REALTORS®" and "Affiliate: Are businesses that wish to work with REALTORS®, but are not appraisers or Real Estate Agents". Below the tips is a "Membership Type" dropdown menu. The dropdown menu is open, showing two options: "Affiliate" and "REALTOR®". A red circle with the number "2" and a yellow arrow points to the "REALTOR®" option. To the right of the dropdown menu is a "Local Join Date" section with three dropdown menus: "February", "9", and "2024". Below the dropdown menu are two buttons: "Cancel" and "Continue". The "Continue" button is circled in red.

Click **CONTINUE**

Default is **Primary** because of your prior selections

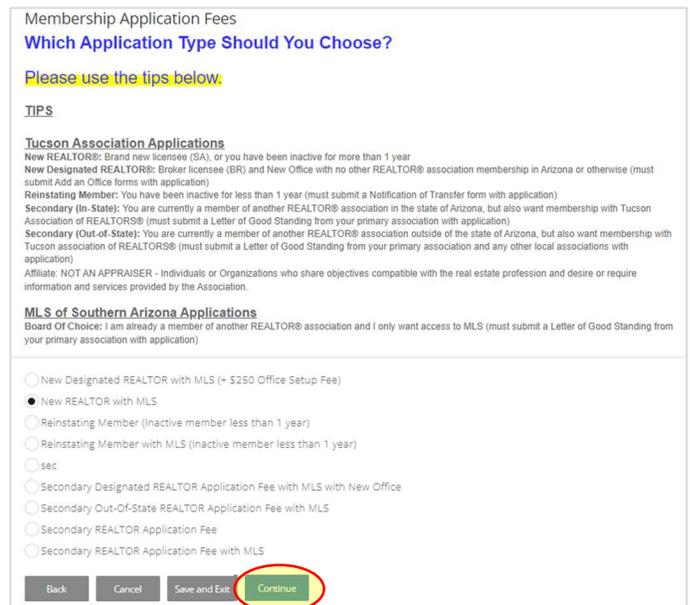


The screenshot shows a form titled "Application Type". It has two radio buttons: "Primary Membership" and "Secondary Membership". A yellow arrow points to the "Primary Membership" radio button. Below the radio buttons are two buttons: "Cancel" and "Continue". The "Continue" button is circled in red.

Click **CONTINUE**

Review the list of application types and select the one that best fits what you are applying for

Never been a REALTOR® before or been gone longer than 1 year, choose NEW REALTOR® with MLS



The screenshot shows a form titled "Membership Application Fees". It has a section titled "Which Application Type Should You Choose?". Below this section is a "TIPS" section with two paragraphs of text: "Tucson Association Applications" and "MLS of Southern Arizona Applications". Below the tips is a list of radio buttons with the following options: "New Designated REALTOR with MLS (+ \$250 Office Setup Fee)", "New REALTOR with MLS", "Reinstating Member (inactive member less than 1 year)", "Reinstating Member with MLS (inactive member less than 1 year)", "sec", "Secondary Designated REALTOR Application Fee with MLS with New Office", "Secondary Out-Of-State REALTOR Application Fee with MLS", "Secondary REALTOR Application Fee", and "Secondary REALTOR Application Fee with MLS". A red circle with the number "1" and a yellow arrow points to the "New REALTOR with MLS" option. Below the list of radio buttons are four buttons: "Back", "Cancel", "Save and Exit", and "Continue". The "Continue" button is circled in red.

Click **CONTINUE**

# COMPLETE A MEMBERSHIP APPLICATION

Read the **TERMS & CONDITIONS**, check the box and type your name to agree

Click **CONTINUE**

I hereby apply for membership with the Tucson Association of REALTORS® and/or MLS of Southern Arizona. I will complete the education requirement within 90 days (30 if Designated Broker) of application. Failure to satisfy this requirement will result in termination of provisional membership. Tucson Association of REALTORS® Bylaws contain a no-refund policy regarding the payment of member dues and related fees. I will abide by the Code of Ethics and Arbitration Manual of NAR as amended. I understand I can be required to complete Code of Ethics training as specified in the association's bylaws as a continued condition of membership. I agree to abide by the TAR, MLSSAZ, AAR and NAR Bylaws, Policies, Rules and Regulations. I understand I have access to a copy of these Bylaws, Policies, Rules and Regulations online. I certify that the information provided is true and correct. I hereby authorize TAR and MLSSAZ to send communication to my preferred addresses and numbers as designated here.

By checking this box and signing below, I confirm I have read and understand the terms provided.

Are you the broker? If yes, check the box

Click **CONTINUE**

Are you applying for membership as the Broker of Record (Designated REALTOR®)?

Only the broker or responsible party for an office can add a new office with the application. If you are an agent you will be able to search for your broker's existing office.

I am the broker or responsible party for my office

Enter Office License and/or Office NRDS/M1 ID

as the preferred fields to search for an office

Click **SEARCH**

Office Search

\*You must choose at least 1 field to search for an office.

Office Name [optional]

Office NRDS ID [optional]

Zip Code [optional]

Office License Number [optional]

If a match is found, select it from the list provided

Click **SELECT OFFICE**

	Office Name	Address	NRDS ID	License Number	Status
<input checked="" type="radio"/>	Tucson Association of REALTORS®	2445 N Tucson Blvd	148000000	LC00000000	Active

Enter your name and license number as shown

on the Arizona Department of Real Estate

Click **CONTINUE**

License Information

Real Estate or Appraiser License

Full Name (as it appears on your license)

Real Estate or Appraiser License Number

Confirm/Update the home address listed

It is recommended to use a business address

Click **CONTINUE**

Home Address

Street Address 1

State/Province

Street Address 2 [optional]

Zip/Postal Code

City

Country [optional]

Confirm/Update the mailing address

It is recommended to use a business address

Click **CONTINUE**

Mailing Address

Same As  Enter Address  Home Address

Street Address 1 [optional]

State/Province [optional]

Street Address 2 [optional]

Zip/Postal Code [optional]

City [optional]

Country [optional]

# COMPLETE A MEMBERSHIP APPLICATION

Confirm/Update your contact information

Choose Preferred Address

Choose Publication Address

Choose Primary Field of Business

Click **CONTINUE**

Contact Information

E-mail Address  
test12@gmail.com

Preferred Phone  
Direct Dial Phone  
Home Phone  
Office Phone & Extension  
Preferred Fax [optional]  
Home Fax  
Office Fax

Mobile Phone  
Direct Dial Phone  
Primary Email  
Preferred Address  
Publication Address  
Primary Field of Business

Appraiser  
Commercial Sale/Leaseback  
General Real Estate  
General Real Estate  
Personal Assistant  
Property Management

Back Cancel Save and Exit **Continue**

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Review the Application details

Click **SUBMIT APPLICATION**

Application Summary

Member Type  
MLS

Application Type  
Secondary

Are you currently a REALTOR member at another association?  
Yes

If so, is the other REALTOR Association in the state of Arizona?  
Yes

Office  
Tierra Antigua Realty | Tucson, AZ

Real Estate or Appraiser License  
test12 | SA000000000

Last COE Date

Are you an Appraiser?  
Yes

Designated Realtor®  
Dianne David  
Judy Lowe

Back Cancel Save and Exit **Submit Application**