

# ALTITUDE REALTORS® PRIMARY/SECONDARY APPLICATION

# 2025

**Thank you for your interest in joining Altitude REALTORS®/Altitude MLS, Inc!  
to apply, please include the following:**

- 1 Application Form - Confirm ALL Signatures**
- 2 Payment Information (CC Authorization or Check)**
- 3 Copy of a Valid ID:** Please submit a picture or scanned copy of your ID by email
- 4 Photograph:** Please submit a current headshot (jpeg or PNG) by email, this will be displayed on the Altitude Dashboard
- 5 MLS Training Certificate:** Must complete prior to application being submitted and access being granted. (See page 2 for link.)

**Completed applications are processed within an average of five business days.**

Once processed, you will receive several "Welcome Emails". The first will come from [staff@altituderealtors.com](mailto:staff@altituderealtors.com) - it might look like spam but it is auto generated from the system with your credentials.

Provisional participants will be considered REALTORS® and shall be subject to all the same privileges and obligations of a REALTOR® membership until all requirements have been met.

Final Membership Status will be updated upon review of the application by the Board of Directors and completion of all education requirements.

Once granted access, provisional membership in the Altitude REALTORS® is **conditional until your completion of the remaining education requirements:**

- ★ **Code of Ethics Course**-within 3 months from the date you are granted access
- ★ **Fair Housing Course**-within 3 months from the date you are granted access

The easiest way to fulfill these requirements within 3 months is at [nar.realtor](http://nar.realtor). You might also check the education calendar on the Altitude website; [www.altituderealtors.com](http://www.altituderealtors.com) for local offerings. Once you have completed these courses, to remain a member in good standing, you are required to complete another Code of Ethics and Fair Housing Course every cycle.

**Your Designated REALTOR® must be a member in order for Broker Associates/Agents to become members.**

DESIGNATED REALTOR®/RESPONSIBLE BROKER: A "Designated REALTOR®" is defined as the sole proprietor, partner, or corporate officer of a real estate or appraisal firm, or an individual exercising management control of such firm.

**Please email this application to: [MEMBERSHIP@ALTITUDEREALTORS.COM](mailto:MEMBERSHIP@ALTITUDEREALTORS.COM)  
Welcome and do not hesitate to contact us with any questions!**



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I hereby apply for REALTOR® Membership in the Altitude REALTORS® and am enclosing my payment for a **one-time application fee** and my **prorated membership dues** payable directly to the Association of REALTORS®. I understand that my dues will be returned to me in the event of non-election and that the application fee is **non-refundable**.

I understand that membership brings certain privileges and obligations that require compliance, including the following:

**After the Association grants access, I will attend New Member Orientation with in two-course offerings.** Failure to meet this requirement may result in having my membership terminated.

## MLS Training Requirement:

[Click Here To Start the MLS Training](#)

**Or copy this link: <https://altituderealtors.digitalchalk.com/>**

Any applicant for MLS participation and any licensee (including licensed or certified appraisers) affiliated with the MLS Participant who has access to and use of MLS-generated information shall complete an orientation program of no more than eight (8) classroom hours devoted to MLS rules and regulations and computer training related to MLS information entry and retrieval and operation of the MLS before being granted access to the MLS.

Please use the link above to access and complete this requirement before being granted access to the MLS systems.

**I will complete both a CODE OF ETHICS/PROFESSIONAL STANDARDS and FAIR HOUSING course within 90 days of the Association's granted access,** and shall pass such reasonable and nondiscriminatory written examination thereon as may be required by the board of directors.

Membership in the Association necessarily means that I am also a member of the State Association and National Association of REALTORS®. I agree to abide by the Code of Ethics of the National Association, which includes the duty to arbitrate (or to mediate if required by the association), as well as the Constitution, Bylaws, and Rules and Regulations of the Association, the State Association, and the National Association. Further, if required, I agree to satisfactorily complete the periodic Code of Ethics training and a reasonable and non-discriminatory written examination of such Code, Constitutions, Bylaws, and Rules and Regulations.

I acknowledge that as a member of the Association, I will be licensed to use the REALTOR® trademarks to indicate such membership. I agree to abide by the rules governing the use of those trademarks. I understand that REALTOR® is a federally registered trademark of the National Association and that the use of this designation is subject to rules promulgated by the National Association. Upon termination of my membership in the Association for any reason, my license to use the term REALTOR® is automatically revoked. I will immediately discontinue using the term REALTOR® and all REALTOR® trademarks.

Membership is final only upon approval by the Board of Directors and may be revoked should completion of New Member MLS Training not be completed within the time-frame established.

**NOTE:** The duty to submit to an ethics complaint continues in effect even after membership lapses or termination. Any ensuing discipline will be held in abeyance until the respondent rejoins an association of REALTORS® (see Code of Ethics and Arbitration Manual, Section 20(e)). The duty to submit to arbitration continues in effect even after membership lapses or is terminated, provided the dispute arose while the former member was a REALTOR®.

**NOTE:** It is a "Altitude Board Policy" that if membership is terminated for non-payment of annual renewal dues or for dropping membership, the applicant may reapply for membership in the manner prescribed for new applicants for membership, as specified in the Bylaws of the Association. Article X- DUES and ASSESSMENTS Section 1: Application Fee. The Board of Directors may adopt an application fee for REALTOR® Membership in reasonable amount, not exceeding three times the amount of the annual dues for REALTOR® Membership, which shall be required to accompany each application for REALTOR® Membership and which shall become the property of the Association upon final approval of the application.

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## PERSONAL

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Last Name: \_\_\_\_\_ Suffix: \_\_\_\_\_

Nickname (DBA): \_\_\_\_\_

Home Mailing Address: \_\_\_\_\_

Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Physical Address: \_\_\_\_\_

Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Email address: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Website: \_\_\_\_\_

## LICENSE

Real Estate License #: \_\_\_\_\_ Expiration: \_\_\_\_\_

Licensed/Certified Appraiser:  Yes  No

Appraisal License #: \_\_\_\_\_ Expiration: \_\_\_\_\_

## COMPANY

Office Name: \_\_\_\_\_

Office Mailing Address: \_\_\_\_\_

Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Office Physical Address: \_\_\_\_\_

Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Office Fax: \_\_\_\_\_

Company Type:  Sole Proprietor  Partnership  Corporation  LLC  Other, specify \_\_\_\_\_

Your Position:  Principal  Partner  Corporate Officer  Majority Shareholder  
 Branch Officer Manager  Non-principal Licensee  Other, specify \_\_\_\_\_

Names of other Partners/Officers of your firm: \_\_\_\_\_

How many licensed brokers are in your Brokerage?: \_\_\_\_\_ Office?: \_\_\_\_\_

Is the Office Address, as stated your principal place of business?  Yes  No

If not, or if you have any branch offices, please indicate and give address: \_\_\_\_\_

Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

## CONTACT

Preferred Phone:  Cell  Office  Home

Preferred Mailing Address:  Home  Office  Other

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Are you currently a member of **any other Association of REALTORS®**? Yes  No

If yes, which Association?: \_\_\_\_\_

Type of membership held: \_\_\_\_\_

**Are you applying for?**      **Primary Membership**       **Secondary Membership**

Have you **previously** held membership at any other Association of REALTORS®? Yes  No

If yes, which Association?: \_\_\_\_\_

Type of membership held: \_\_\_\_\_

Do you have any **unsatisfied discipline pending for violation** of the Code of Ethics? Yes  No

If yes, please provide details: \_\_\_\_\_

If you are now or have ever been a REALTOR® before, **indicate your NAR membership (NRDS) #**: \_\_\_\_\_

Last Date (year) of completion of NAR's Code of Ethics training requirement: \_\_\_\_\_

Have you **been refused** membership in any other Association of REALTORS®? Yes  No

If yes, please state the basis for each such refusal and detail the circumstances related thereto:

\_\_\_\_\_

\_\_\_\_\_

Do you hold, or have you ever held, a real estate license **in any other State**? Yes  No

If yes, where?: \_\_\_\_\_

Do you have any record of **civil judgments imposed** within the past seven (7) years involving judgments of civil right laws, real estate license laws, or other laws prohibiting unprofessional conduct rendered by the courts or other lawful authorities? Yes  No

If yes, please provide details: \_\_\_\_\_

\_\_\_\_\_

Do you have a record of **criminal conviction(s)** within the past seven (7) years? Yes  No

If yes, please provide details: \_\_\_\_\_

\_\_\_\_\_

## I CERTIFY

I hereby certify that the foregoing information furnished by me is true and correct, and I agree that failure to provide complete and accurate information as requested, or any misstatement of fact, shall be grounds for revocation of my membership if granted. I further agree that, if accepted for membership in the Board, I shall pay the fees and dues as from time to time established.

NOTE: Payments to the Altitude REALTORS® are not deductible as charitable contributions. Such payments may, however, be deductible as an ordinary and necessary business expense. No refunds.

By signing below, I consent that the REALTOR® Associations (local, state, national) and their subsidiaries, if any (e.g., MLS, Foundation) may contact me at the specified address, telephone numbers, fax numbers, email address or other means of communication available. This consent applies to changes in contact information that may be provided by me to the Association(s) in the future. This consent recognizes that certain state and federal laws may place limits on communications that I am waiving to receive all communications as part of my membership.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



# ALTITUDE REALTORS® PRIMARY/SECONDARY APPLICATION

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## MLS AGREEMENT

Altitude REALTORS® is pleased that you are seeking MLS services in the Altitude MLS through our organization. The Altitude MLS covers the areas of Summit, Park Lake, Routt and Jackson Counties. There are no additional charges for inputting listings or time charges when logged on to the system. However, each individual User ID is monitored by the MLS. In the event of misuse or duplicate login, this will result in termination of MLS access.

Once access is granted and payment is received, you will be notified by email. This email will contain your personal MLS ID and password. You will also receive additional information regarding your access/participation. As a participant in the MLS, you are required to complete a MLS Training class within 2 course offerings of granted access. These training courses are held bi-monthly at the Altitude Board Office. Classes are scheduled with notification to the new member by email or check the education calendar on the Altitude website [www.altituderealtors.com](http://www.altituderealtors.com).

Name of Participant: \_\_\_\_\_

Office Mailing Address: \_\_\_\_\_

Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Primary Board or Association: \_\_\_\_\_

I agree as a condition of participation in the MLS to abide by all relevant Bylaws, Rules and other obligations of participation including payment of fees. I confirm that I currently, and will on a continual and ongoing basis in the operation of my real estate business activities, actively endeavor to list real property of the type filed with the MLS. I agree that I must continue to engage in such activities during my participation in the MLS. I further agree to be bound by the Code of Ethics on the same terms and conditions as board/association members including the obligation to submit to ethics hearings and the duty to arbitrate contractual disputes with other REALTORS® in accordance with the established procedures of the board/association. I understand that a violation of the Code of Ethics may result in termination of my MLS privileges and that I may be assessed an administrative processing fee which may be in addition to any discipline, including fines, that may be imposed.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## MLS MONTHLY FEE

Once granted access, **you will be billed \$55.00 per month for the access to the MLS System.** This fee will be ongoing and can be viewed on the Altitude Dashboard, accessible from the MLS. You have the option to pay this monthly; on-line, by check or set up an Auto Payment to be charged to a card on file, on or after the 15th of each month.

### I would like to pay my \$55.00 MLS Fee:

- By Check Monthly - Payable to Altitude MLS, Inc Mail to: Altitude, PO Box 2397, Dillon, CO 80435
- By Check for the Year - \$\_\_\_\_\_ Check # \_\_\_\_\_
- By CC Monthly From the Altitude Dashboard
- By Auto Payment - Please fill out attached CC Auth Form



# ALTITUDE REALTORS® PRIMARY/SECONDARY APPLICATION

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**This is to be signed by your Employing Broker. IF your Employing Broker is NOT a member of Altitude or a Participant in the Altitude MLS, the Designated REALTOR® for the office must also sign below.**

I hereby certify that the applicant for membership in the Altitude REALTORS® named below is licensed as a "Broker Associate" under my Broker's License, at the address listed below.

**Applicant's Name:** \_\_\_\_\_

**Real Estate License #:** \_\_\_\_\_

**Firm Name:** \_\_\_\_\_

**Firm Physical Address:** \_\_\_\_\_

**# of Licensed brokers in the Firm:** \_\_\_\_\_

**# of Admin in the Firm:** \_\_\_\_\_

**Employing Broker's Name:** \_\_\_\_\_

**Employing Broker's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Is Employing Broker is a Member of Altitude or a Participant of Altitude MLS?    Yes     No

IF NOT, Designated REALTOR® for the office must ALSO sign below.

**Designated REALTOR® Name:** \_\_\_\_\_

**Designated REALTOR® Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**How did you hear about Altitude REALTORS®?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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## FEES AND PAYMENTS

★ **MLS Application Fee** -----\$1,000.00, payable to Altitude MLS, Inc.

--> or **MLS DR Application Fee** -----\$1,600.00, payable to Altitude MLS, Inc.

★ **Altitude Application Fee** -----\$1,000.00, payable to Altitude REALTORS®

--> or **Altitude DR Application Fee** -\$1,600.00, payable to Altitude REALTORS®

**NOTE:** The Application Fee's are "One Time" as long as you remain a member of the Altitude REALTORS® and Altitude MLS. If you terminate your membership and wish to rejoin at a later date, the application fee will be due again for reinstatement of your membership.

**NOTE:** With Full and/or Secondary Membership, the Designated REALTOR® is required to join first in order for Broker Associates/Agents to become members.

**I would like to Pay my**  **\$1,000.00** or  **\$1,600.00 DR MLS Application Fee:**

By Check, payable to Altitude MLS, Inc. Check # \_\_\_\_\_

By Credit Card - Please fill out attached CC Authorization Form

**I would like to Pay my**  **\$1,000.00** or  **\$1,600.00 DR Altitude Application Fee:**

By Check, payable to Altitude REALTORS®. Check # \_\_\_\_\_

By Credit Card - Please fill out attached CC Authorization Form

**2025 Membership dues are prorated to the month you are granted access, please see below for the breakdown.**

**Payable to Altitude REALTORS®.**

| 2025            | January  | February | March    | April    | May      | June     | July     | August   | September | October  | November | December |
|-----------------|----------|----------|----------|----------|----------|----------|----------|----------|-----------|----------|----------|----------|
| <b>Altitude</b> | \$360.00 | \$330.00 | \$300.00 | \$270.00 | \$240.00 | \$210.00 | \$180.00 | \$150.00 | \$120.00  | \$90.00  | \$60.00  | \$30.00  |
| <b>CAR</b>      | \$195.00 | \$178.75 | \$162.50 | \$146.25 | \$130.00 | \$113.75 | \$97.50  | \$81.25  | \$65.00   | \$48.75  | \$32.50  | \$16.25  |
| <b>NAR</b>      | \$156.00 | \$143.00 | \$130.00 | \$117.00 | \$104.00 | \$91.00  | \$78.00  | \$65.00  | \$52.00   | \$39.00  | \$26.00  | \$13.00  |
| <b>NAR SA</b>   | \$45.00  | \$45.00  | \$45.00  | \$45.00  | \$45.00  | \$45.00  | \$45.00  | \$45.00  | \$45.00   | \$45.00  | \$45.00  | \$45.00  |
| <b>Total</b>    | \$756.00 | \$696.75 | \$637.50 | \$578.25 | \$519.00 | \$459.75 | \$400.50 | \$341.25 | \$282.00  | \$222.75 | \$163.50 | \$104.25 |

**I would like to pay my 2025 prorated dues:**

By Check - Payable to Altitude REALTORS®. Check # \_\_\_\_\_

By Credit Card - Please fill out attached CC Authorization Form.



## CREDIT CARD AUTHORIZATION

Name as it appears on the Credit Card: \_\_\_\_\_

Company Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Credit Card Billing Address: \_\_\_\_\_

Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Credit Card Type: Amex  Discover  Master Card  Visa

Credit Card #: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

I authorize Altitude REALTORS® to charge my American Express, Discover, Master Card or Visa for the following selected charges:

MLS Application Fee \$1,000.00

MLS DR Application Fee \$1,600.00

### Separate Transaction:

Altitude Application Fee \$1,000.00

Altitude DR Application Fee \$1,600.00

Prorated Dues \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

**Total Amount:** \$ \_\_\_\_\_

★ We have the ability to save your credit card for "Auto Pay" OR to be kept "On File."

Monthly MLS Fees - \$55.00 will be debited on the 15th of each month.

2026 Annual REALTOR® Dues will be debited on October 17, 2025.

Please check below to let us know if you want your card on Auto Pay or to just be kept on file.

Auto Pay: MLS Monthly User Fee - Charged on the 15th of the month or as close as we can get.

Auto Pay: Annual REALTOR® Dues - Charged on October 17th, 2025 or as close as we can get.

Keep card "ON FILE", do NOT put card on "Auto Pay." (This card will not run with out your permission.)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

{Once Payments are run and/or Auto Pay is set up, this form is destroyed for your protection.}

## THANK YOU!