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### **The Top 10 Things you Need to Know as the Designated REALTOR® (Principal Broker or Principal Appraiser) Member of the RICABOR**

1. The REALTOR® Association is a three-tiered organization. When you become a **primary** member of RICABOR, you also become a member of the RI Association of REALTORS® and the National Association of REALTORS®. You receive services and benefits from all three. We are responsible for billing and collecting annual dues for all.
2. Those annual dues statements are E-mailed out to every member in October and payment is due December 1<sup>st</sup> in accordance with our Bylaws. The dues may be prorated for any new member joining us throughout the year. All information is posted under JOIN NOW on [www.ricabor.org](http://www.ricabor.org).
3. You and your office agree to subscribe to the [Code of Ethics](#) of the National Association of REALTORS® and put it into practice in your day to day business.
4. New members must complete a course on the National Association's REALTOR® Code of Ethics within 180 days of application. All other members must complete the course once every 2 years (called a "biennial" – we are in biennial 5<sup>th</sup> cycle, which runs from 1/1/2017 – 12/31/2018). There are no exemptions to this REALTOR® membership requirement. Check out our upcoming classes on [www.ricabor.org](http://www.ricabor.org).
5. As a member, you can call yourself a REALTOR® and must publicize it to the public. [Click here](#) for details.
6. You agree to file a [Board Certification Form](#) with us in March of each year.
7. You agree to notify us any time you add a new licensee to your office or if you delete anyone. Your notification must be in [writing](#) and submitted within ten (10) days of any individual's affiliation or severance.
8. Know your [NRDS member ID number](#) (it's not your MLS number or your license number). Your NRDS ID is your unique membership number with the REALTOR® Association. And when you create a [registration](#) on [www.nar.realtor](http://www.nar.realtor), you will have access to a wealth of valuable information and resources. Always save your login credentials in a safe place. Also, be sure to view your [member profile](#) on our portal. The public and other members look to the profiles when searching for assistance from members with certain designations, specialties and even those located within certain zip codes.
9. When interviewing/hiring any new associates, be sure to disclose the fact that you are a member of the REALTOR® Association and that your associate will be invited to join also. Understand the [REALTOR® Dues Formula](#) of the REALTOR® Association and that you will be responsible for any of your non-member licensees.
10. Please be courteous and professional to your fellow members and the public at all times. We encourage you to utilize these [Pathways to Professionalism](#).

If you have any questions, or require assistance, please contact the Board office at (401) 274-8386 or by [email](#).

Visit us on the web at [www.ricabor.org](http://www.ricabor.org). Established in 1995, the Rhode Island Commercial and Appraisal Board of REALTORS® is a chartered member Board of the National Association of REALTORS®, the Voice for Real Estate®.

*RICABOR leads, supports, and inspires excellence in its members through education, advocacy and business development.*