



NORTHERN RHODE ISLAND
BOARD OF REALTORS®

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

1. The REALTOR® Association is a three-tiered organization. When you become a member of the Northern Rhode Island Board of REALTORS®, 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. The Northern Rhode Island Board is responsible for billing and collecting annual dues for all three Associations.
2. Annual dues statements are **E-mailed** out in late summer and are payable in advance by October 31st in accordance with our Bylaws. New licensees may join the Association throughout the year and their dues may be prorated accordingly.
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. Find a copy of the Code [here](#).
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 5th 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.nribr.realtor.
5. As a member, you can call yourself a REALTOR® and must publicize it to the public.
6. You agree file an annual [Board Certification Form](#) with us as an obligation of membership.
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](#) and then be sure to create a registration on nar.realtor (the official website of the National Association of REALTORS®). Your NRDS ID is your unique membership number with the REALTOR® Association. There is a wealth of valuable information and resources to members on nar.realtor. Save your login credentials in a safe place, and be sure to review your membership profile on our [member portal](#). Members of the public and other Board members refer to the directory consistently. Make your profile stand out!
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 that the REALTOR® Dues Formula of the REALTOR® Association states that you will be responsible for a non-member assessment for any licensee that elects not to join voluntarily. The **non-member** dues for 2017 total \$531.50.
10. Please be courteous and professional to your fellow members and the public at all times. We encourage you to consider practicing these [REALTOR® Pathways to Professionalism](#).

If you have any questions, or require assistance, please contact the Board office at (401) 333-6343 or by email at nribr@nribr.realtor. Visit us on the web at www.nribr.realtor.

OUR MISSION IS TO PROVIDE OUR MEMBERS WITH THE TOOLS AND RESOURCES TO SUPPORT THEIR SUCCESS.