



## QUESTIONS AND ANSWERS REGARDING THE BOARD CERTIFICATION FORM

*Posted 3/28/2019*

### **1. Why am I receiving this Board Certification Form?**

Per the Board's Bylaws, it is a requirement of membership that each Designated REALTOR® (the Principal Broker or Principal Appraiser) of an office file this form with us annually.

### **2. When is this form due?**

4/10/2019.

### **3. What happens if I do not return this form?**

Per Article VI, Section 12 (a) of the Board Bylaw's, you will be in violation of your membership requirements. You may be subject to suspension of membership for failing to meet these requirements. Additionally, there is a **\$250 fine** for failing to file this form by the deadline.

### **4. I've completed the form. Where do I send it now?**

Email it to [nribr@nribr.realtor](mailto:nribr@nribr.realtor) by 4/10/2019. You may also fax it to 866-609-6746 or mail it to us at 2178 Mendon Road, Suite 400, Cumberland, RI 02864 by 4/10/2019.

### **5. I've had no changes to my office roster since I filed this form last year. Do I still have to complete it?**

Yes. You would just check off Option A on the Board Certification Form and then sign at the bottom.

### **6. How do I log into the member portal on <http://www.nribr.realtor/>?**

Click on the "member login" photo in the middle of the screen. Enter your confidential username and password, which was previously provided to you. If you can't find your username, you can [click here to look it up](#) and then ask for your password to be emailed to you.

### **7. I have part-timers and licensed assistants affiliated with me. Do I have to list them on the form?**

Yes. All licensees (including appraisers, real estate sales and real estate brokers) that are affiliated with you need to be listed on this form regardless of their specialty and work status.

### **8. Do you require an original signature?**

Faxed copies or emailed copies of the Board Certification Form, as prepared by the Designated REALTOR®/Principal, will be accepted.

### **9. Can I just send you a copy of my office roster?**

Yes. Simply complete the bottom half of the Board Certification Form and attach a printout of your office's roster.

### **10. I am a new Designated REALTOR®/Principal and at the time I joined, I completed a Board Certification Form. Do I need to do another one?**

The Board's Bylaws require one form on file for each year. If you have filed one for 2019 in the last 90 days, then you would be exempt. If you feel this applies to you, then please contact us with verification.

### **11. What is the LFRO Form about?**

If the Designated REALTOR® (Principal Broker or Principal Appraiser) has a direct or indirect ownership in a firm, which is engaged exclusively in soliciting and/or referring clients and customers to a REALTOR® firm on a substantially exclusive basis, then the Designated REALTOR® is also required [to complete and return this form](#) to us on an annual basis. All licensees affiliated with that firm must be listed. LFRO forms, if applicable to you, must be filed by 4/10/2019 also.

### **12. I am a Principal Appraiser – not a Broker. Do I still need to complete the Board Certification Form?**

Yes, you are the Designated REALTOR® of the firm and must complete the form. The term REALTOR® isn't a synonym for real estate broker or real estate salesperson. A REALTOR®, simply put, is an individual who has voluntarily sought membership in the REALTOR® Association and abides by the Code of Ethics of the NAR. A REALTOR® is someone who is licensed (i.e. salesperson, broker, appraiser, auctioneer, property manager). Here at NRIBR we are sensitive to the fact that you are licensed as an Appraiser and make every possible attempt to address you as such in our correspondence with you.

**Questions? Please contact Erin Herzog, Membership Director, at 401-333-6343. The mission of the NRIBR is to provide our members with tools and resources to support their success.**