



Member Information Form

Please Print

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone#: () _____ Work Phone#: () _____

Cell Phone#: () _____ Email Address: _____

Employer: _____

License Status (please check one): Salesperson Broker New

Real Estate License Number: _____

Social Security Number: _____

Date of Birth: _____

How did you hear about LMA Realty? _____



REFERRAL ASSOCIATE MEMBERSHIP AGREEMENT

THIS AGREEMENT is made this _____ day of _____, 20____, between
LMA Realty, LLC ("Company") and _____

WITNESSETH THAT:

WHEREAS, Company is a LLC organized under the laws of the State of Virginia and is authorized and licensed to engage in a general real estate brokerage business; and

WHEREAS, Referral Associate desires to be associated with Company as an independent contractor for the sole purpose of making referrals of prospective real estate clients and customers;

NOW THEREFORE:

In consideration of the mutual promises and covenants contained herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. Referral Associate represents that he/she is duly licensed by the State of Virginia as a Real Estate Salesperson or Broker. Referral Associate is responsible for license renewals, fees, and complying with continuing education requirements.
2. Referral Associate shall use his/her best efforts to promote the Company and Referral Associate's referral business in order that both may derive the greatest profit.
3. Referral Associate understands that engaging in any real estate business other than the referral business set forth herein shall immediately terminate this Agreement. Referral Associate represents that he/she is not working and shall not work on a full or part time basis as a real estate salesperson or broker. Referral Associate represents that he/she does not and shall not list, sell, auction, or lease real estate on behalf of others, shall not conduct open houses, negotiate contracts, or engage in any other licensed activity as defined by the Virginia Real Estate License Board and its rules.
4. Referral Associate shall conduct his/her referral business so as not to diminish or impair the goodwill, reputation, business and profits of Company. Specifically, but not by way of limitation, Referral Associate shall not commit any act for which the Virginia Real Estate Board suspends or revokes a real estate sales license.

5. Company shall furnish Referral Associate with information and cooperation in connection with Referral Associate's referral business.

6. Company shall have no authority to control Referral Associate's referral business. This agreement does not establish an employment relationship between Referral Associate and Company. Referral Associate is not entitled to a salary, sick pay, or any other benefits from Company. Referral Associate is responsible for payment of all federal, state, and local taxes and FICA.

7. All commissions earned by Referral Associate are due and payable to Company. Referral Associate shall receive a proportionate share of a collected commission as set forth from time to time by Company in the Policy and Procedure Manual ("Manual") and Company shall receive the balance. Referral Associate shall not enter into special arrangements relating to payment or division of commission with any prospective client or customer. In no case shall Company and Referral Associate be liable to one another for any commission prior to its receipt. Company shall pay to Referral Associate his/her proportionate share of commission due pursuant to this Agreement as soon as practicable after collection.

8. Referral Associate's only source of compensation for services under this Agreement shall be commissions paid pursuant to paragraph 7. Referral Associate shall be liable for any and all expenses incurred in connection with his/her performance of his/her obligations hereunder, including without limitation, any expenses incurred in making referrals. Referral Associate shall not be entitled to reimbursement for such expenses.

9. Referral Associate acknowledges that he/she has reviewed, understands, and agrees to abide by the Manual. Referral Associate acknowledges: 1) that the Manual may be changed and updated from time to time, 2) that Referral Associate is bound by such changes and updates as they occur, and 3) that it is Referral Associate's responsibility to become informed of such changes and updates.

10. Referral Associate shall pay an annual membership fee to Company in the amount set by Company from time to time.

11. Either party may terminate this Agreement and the association it creates at any time upon notice to the other party. The rights of the parties to any commissions, which accrued prior to the date of such notice to terminate, shall survive termination of this Agreement. Any commissions due Referral Associate on transactions closed after termination by either party for any reason shall be subject to a processing fee as set forth in the Manual. Referral Associate shall not, after termination of this Agreement by either party, use to his/her advantage, or to the advantage of any competing person or entity, any information gained from his/her association with the Company and not generally known.

12. Referral Associate shall indemnify, save, defend and hold Company harmless from any and all loss, damage, cost, or expense, including reasonable attorneys' fees, incurred by Company, arising out of this Agreement, or in the collection of fees or commissions due to Company under the terms of this Agreement, providing Company is not at fault.

LMA Realty

Referral Associate

By: _____

Date: _____

- 9.B. Have you ever been convicted or found guilty, regardless of the manner of adjudication, in any jurisdiction of the United States of **any felony** there being no appeal pending therefrom or the time for appeal having elapsed? Any plea of nolo contendere shall be considered a conviction.
- No
- Yes If yes, list the felony conviction(s). Attach your original criminal history record and any other information you wish to have considered with this application (i.e., information on the status of incarceration, parole or probation; reference letters; documentation of rehabilitation; etc.). If necessary, you may attach a separate sheet of paper.

See page 3 of this application for information on how to obtain the required police and court records.

10. Have you ever violated the fair housing laws of any jurisdiction?
- No
- Yes If yes, list the violation and attach a certified copy of the final order, decree, case decision or conciliation agreement by a court or regulatory agency with lawful authority to issue such order, decree, decision or agreement.
11. Do you have any other **active** Virginia Real Estate Broker licenses?
- No
- Yes If yes, please complete the following table

Broker License Number	Associate (AB) or Principal (PB)	Firm Name & Trade Name	Firm License Number
	AB <input type="checkbox"/> * PB <input type="checkbox"/>		
	AB <input type="checkbox"/> * PB <input type="checkbox"/>		

QUESTIONS #13 THROUGH #18 REFER TO THE NEW FIRM OR SOLE PROPRIETORSHIP WITH WHOM YOU WILL BE AFFILIATED. ALL QUESTIONS MUST BE ANSWERED OR THE APPLICATION WILL NOT BE PROCESSED.

12. Firm/Sole Proprietorship Name LMA REALTY
13. Trade Name _____
14. Firm/Sole Proprietorship Street Address 11801 CANON BLVD., STE. 100
City, State, Zip Code NEWPORT NEWS, VA 23606
15. Firm/Sole Proprietorship E-mail Address _____
Telephone 757-873-2707 Facsimile 757-873-2709
16. Is the real estate firm listed in #12 a **new** business?
- Yes If yes, **and the firm is not a broker-owned sole proprietorship**, the firm must also submit a completed **REAL ESTATE FIRM LICENSE APPLICATION** prior to the Board issuing your broker license. Skip to #18.
- No If no, *and you are applying as the new principal broker*, the firm must also submit a completed **CHANGE OF PRINCIPAL BROKER APPLICATION** prior to the Board issuing your broker license.
17. Firm's (10-digit) Virginia Real Estate License Number 0226-008466 (not required for sole proprietors)

If you are applying as a Sole Proprietor trading under a **fictitious** name, you must attach a copy of the certificate filed with the Clerk of the Court in the locality where you will be conducting business.

18. What type of license are you requesting? (Select **only** one)
- Salesperson
- Associate Broker
- Principal Broker If checked, skip to #22.
- Sole Proprietorship If checked, skip to #22.
19. Firm/Sole Proprietorship's Principal Broker CHARLES ROBERT LEE
First Middle Last Generation
20. Principal Broker's (10-digit) Virginia Real Estate License Number 0225-082485

21. Broker's Statement (must be completed by either the principal or supervising broker with signatory authority who will be responsible for the applicant's real estate activities)

I, CHARLES ROBERT LEE, 0225-08248 authorize _____
Print Name of Principal or Supervising Broker VA (10-digit) Real Estate License No. of Principal or Supervising Broker Applicant's Name

to apply for a license as a real estate salesperson or associate broker with the real estate firm listed in #12, and I hereby assume responsibility for the licensee pursuant to Title 54.1, Chapter 21, of the *Code of Virginia* and the *Real Estate Board Regulations*.

Signature of Broker

APPLICATIONS AND SIGNATURES MUST BE ORIGINAL. FAXES AND COPIES WILL NOT BE ACCEPTED.

By signing this application, you acknowledge that if you are not a Virginia resident, or move outside of Virginia while you hold a Virginia Real Estate License, you understand that this application serves as a written power of attorney, whereby you appoint the Director of the Department of Professional and Occupational Regulation, and his/her successors in office, to be your true and lawful agent and attorney-in-fact, in your stead, upon whom all legal process against and notice to you may be served and who is hereby authorized to enter an appearance in your behalf in any case or proceedings arising out of the trade or profession practiced; and that by submitting this application you hereby agree that any lawful process against you which is duly served on said agent and attorney-in-fact shall be of the same legal force and validity as if served upon you.

22. I, the undersigned, certify that the foregoing statements and answers are true, and I have not suppressed any information that might affect the Board's decision to approve this application. I will notify the Department if I am subject to any disciplinary action or convicted of any felony charges, misdemeanor charges or fair housing violations (in any jurisdiction) prior to receiving the requested license. I also certify that I understand, and have complied with, all the laws of Virginia related to real estate licensure under the provisions of Title 54.1, Chapter 21 of the *Code of Virginia* and the *Virginia Real Estate Board Regulations*.

Signature _____

Date _____

APPLICATIONS AND SIGNATURES MUST BE ORIGINAL. FAXES AND COPIES WILL NOT BE ACCEPTED.

* State law requires every applicant for a license, certificate, registration or other authorization to engage in a business, trade, profession or occupation issued by the Commonwealth to provide a social security number or a control number issued by the Virginia Department of Motor Vehicles.

Instructions on Obtaining Court and Criminal History Records

Certified copies of court records may be obtained by writing to the Clerk of the Court in the jurisdiction in which you were convicted. The address is available from your local police department.

Original criminal history records may be obtained by contacting the state police in the jurisdiction in which you were convicted. Virginia residents must complete a criminal history record request form in the presence of a notary public and mail it to the Department of State Police, Central Criminal Records Exchange, Post Office Box 27472, Midlothian, Virginia 23261-7472.

Applicants with criminal convictions and/or license disciplinary actions will be considered by the Real Estate Board, which requires an additional two to three months of processing and review time.

Education Requirements

If you are a salesperson who has renewed your license at least once before, a total of 16 hours of continuing education is required to activate your license. You must complete at least 2 hours in Fair Housing, 3 hours in Ethics & Standards of Conduct, 1 hour in Real Estate Agency, 1 hour in Real Estate Contracts, and 1 hour in Legal Updates. The remaining 8 hours may be in Real Estate Related Subjects or in the specific continuing education subjects mentioned earlier in this paragraph.

*Note – New salespersons must complete 30 hours of post license education to renew their license for the first time. Post license education and continuing education are completely different types of Board-approved education. Post license education cannot be used to activate your license.

If you are a broker, a total of 24 hours of continuing education is required to activate your license. You must complete at least 2 hours in Fair Housing, 3 hours in Ethics & Standards of Conduct, 1 hour in Real Estate Agency, 1 hour in Real Estate Contracts, 1 hour in Legal Updates and 8 hours in Broker Management. The remaining 8 hours may be in Real Estate Related Subjects or in the specific continuing education subjects mentioned earlier in this paragraph.

In addition to these continuing education hours, all salespersons and brokers who activate their license before July 1, 2009, must complete a one-time two-hour course in Limited Service Agency.

If your license is inactive for more than three (3) years, you must have at one time completed the current pre-license education requirements for salesperson (60 hours of "Principles of Real Estate Course") and brokers (180 hours of specific courses) to activate your license. Proof of education must be submitted with this application.