Chicago ASSOCIATION OF REALTORS®

NEW SECONDARY MEMBER OFFICE APPLICATION MANAGING BROKER LICENSEES

NOVEMBER 2026

For Managing Broker Licensees joining CAR as a Secondary Member & opening a Secondary Member Office

Includes Managing Brokers self-sponsoring and also existing CAR Secondary Member Offices opening additional branches/locations

Thank you for your interest in joining the Chicago Association of REALTORS®! To expedite the processing of your new office application, please review the following checklists and provide the documents applicable to your scenario.

New Secondary Office Checklist

- ☐ Completed and Signed Application & Payment Information
- ☐ Copy of Managing Broker License
  - *If applying for your Managing Broker License with IDFPR:*
    - ☐ State Exam Scorecard with a Pass Result
    - ☐ National Exam Scorecard with a Pass Result
    - ☐ Proof of Application to IDFPR
    - ☐ Transcripts from Managing Broker Pre-Licensing Courses
- ☐ Copy of Brokerage License *(not applicable if self-sponsoring)*
- ☐ If Brokerage is Doing Business As (DBA) a name other than the name on the Brokerage License, also include the DBA provided by the Secretary of State and registered with IDFPR.
- ☐ Letter of Good Standing from your primary/former REALTOR® Association

If your Secondary Office needs MLS Access, we will also need:

- ☐ Completed and Signed MRED Agreements (2 Documents)
  - ☐ Application and Agreement (1 Page)
  - ☐ Participation Agreement & Copyright (5 pages)

Completed applications can be submitted securely online at www.chicagorealtor.com/upload
Submit all documentation together in one submission. You may include multiple attachments and file types in the same submission.

If you have questions regarding your application, please contact our Membership team at 312-803-4900 or membership@chicagorealtor.com

We look forward to welcoming you as a new member of the Chicago Association of REALTORS®!

All fields marked with an *Asterisk are Required

TELL US ABOUT YOURSELF

All Information should be that of the Designated Managing Broker as sponsored with IDFPR

Full Name*: _____
As written on your IDFPR Managing Broker Real Estate License

AKA/Nick Name: _____
If you will be doing business by a different name for advertising and communications, you must first have IDFPR add your Nick Name/AKA name to your Real Estate License. Examples may include going by an abbreviated name, a middle name, or other nick name not referenced on your real estate license. Email fpr.realestate@illinois.gov and request this AKA name be added to your real estate license. Once added, we can update your membership records to reflect this nick name.

Date of Birth*: _____/_____/_____

Real Estate License Number*: _____ OR ☐ Pending/Applying for Managing Broker License

Home Address*: _____
Address, including Unit # (If applicable) *City* *State* *Zip*

Permanent Email Address*: _____
Internal only. This should be a personal email address. It will not be publicly displayed.

Business Email Address*: _____
This will be the email you use for marketing and business purposes. This may be an email address supplied by your Sponsoring Broker.

Cell Phone*: _____ **Phone Number for MLS Listings*:** _____

Which gender do you identify with?*: ☐ Female ☐ Male ☐ Non-Binary ☐ I Prefer Not to Answer

What industry are you coming from*? ☐ Business/Finance ☐ Construction/Trades ☐ Cosmetology ☐ Education
☐ Government/Public Sector ☐ Health Care ☐ Hospitality/Restaurant ☐ Legal ☐ Non-Profit/Association
☐ Real Estate/Current REALTOR® ☐ Retail ☐ Retired ☐ None ☐ Other _____

Are you joining with the intent to be a full-time or part-time member?*: ☐ Full-Time ☐ Part-Time ☐ Unsure

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NEW OFFICE INFORMATION

Brokerage Name*: _____
As written on the Brokerage License. If you are a self-sponsoring Managing Broker, you may enter your name

Brokerage License Number*: _____

Address of Brokerage*: _____
Address, including Suite (If applicable) *City* *State* *Zip*

Phone Number of Brokerage*: _____ **Fax Number:** _____
This will be displayed on the MLS

Primary Focus of Office *(choose one)*: ☐ Residential Real Estate ☐ Commercial Real Estate ☐ Property Management

Is this a Branch Location to an existing CAR Affiliated Office?* ☐ Yes ☐ No
If yes, Brokerage License Number of Main Office: _____ MLS Office ID of Main Office: _____

ADDITIONAL SERVICES AND MEMBERSHIPS: MULTIPLE LISTING SERVICE (MLS) AND ILLINOIS REALTORS® (IR)

Do you want access to the Multiple Listing Service (MLS)?*
☐ Yes (MLS Fees apply, see page 4) ☐ No (You and your office will not have access to CAR's MLS provider) ☐ Current MRED User

Do you want to become a member of Illinois REALTORS® (IR)?*
☐ Yes (State Dues apply, see page 4) ☐ No (You will not receive Illinois REALTORS® member benefits) ☐ Current IR Member

CURRENT REALTOR® MEMBERSHIP

Do you hold membership with another REALTOR® Association*? ☐ Yes ☐ No

If you answered no, you may proceed to the next section.

If you answered yes, please answer the following questions:

Name of Current/Former Association: _____

Member ID at this Association: _____

Year you joined this association? _____

Year you left this association? _____ OR *choose one:* ☐ Current Member, intend to stay with this Association.
☐ Current Member but leaving and transferring primary membership to CAR.

PREFERENCES, SPECIALTIES, DESIGNATIONS, AND INTERESTS

Preferred Address for Mail: ☐ Home Address ☐ Office Address *(If left blank, Home will be selected by default)*

Please note Chicago REALTOR® Magazine is delivered 4 times per year to Applicant's Home Address

Check your Real Estate Specialties: *(choose all that apply. If left blank, Residential will be selected by default.)*

☐ Appraisal ☐ Auction ☐ Commercial ☐ Development ☐ Industrial ☐ Office Space ☐ International ☐ Investment
☐ Leasing ☐ Property Management ☐ Rehabs ☐ Residential ☐ Retail ☐ Multi-Family ☐ Other

Current REALTOR® Designations: _____

Additional Languages Spoken: _____

Other professional or trade association memberships: _____

Do you want to receive the CommercialForum E-Newsletter? ☐ Yes ☐ No

Do you want to receive CAR's Global Real Estate Council E-Newsletter? ☐ Yes ☐ No

Do you want to receive CAR's Young Professional's Network (YPN) E-Newsletter? ☐ Yes ☐ No

Are you a current member of any of the following Industry Partners; or interested in learning more about any of the following Industry Partners?

Current Member	Want to Learn More	
☐	☐	Asian Real Estate Association of America, Chicago Chapter (AREAA)
☐	☐	Dearborn REALTIST Board (DRB)
☐	☐	LGBTQ+ Real Estate Alliance
☐	☐	National Association of Hispanic Real Estate Professionals, Chicago Chapter (NAHREP)
☐	☐	Real Estate to the Rescue (RTTR)
☐	☐	Women's Council of REALTORS®, Chicago Chapter (WCR)
☐	☐	Veterans Association of Real Estate Professionals, Chicago Chapter (VAREP)

I hereby submit the initial fees and application for membership in the Chicago Association of REALTORS®. In the event of my election to membership, I agree to abide by the By-laws of the Chicago Association of REALTORS® and the Code of Ethics of the National Association of REALTORS®. Upon the expiration of said membership for any cause, I will discontinue use of the designation "REALTOR®" and return to the Association all identifying indications of membership and any items which are the property of the Association.

I further certify that in signing this application, all answers given on this application are true and correct and I authorize said Board through its representatives to make such investigation as may be considered advisable to verify the statements herein made by me. I give the Association permission to communicate with me via phone, email, and/or fax.

I understand that by joining as a Secondary Member, I must maintain an active membership in good standing with a primary REALTOR® board and pay any national REALTOR® dues annually through my primary REALTOR® board. I agree that should my membership status change with my primary REALTOR® board, I will immediately notify CAR and if necessary, become a primary member of CAR and pay any applicable dues and fees until expiration or termination of my membership.

I agree to pay the established fees as are due and payable as long as I remain a member of this Association. **I understand that I am paying for pro-rated dues for the fiscal year 10/1 through 9/30. I acknowledge that I will receive an invoice every August for the following fiscal year's annual dues (10/1 – 9/30).** I understand that my renewal dues payment is due and must be received by CAR no later than 10/1 of each year. I understand that RPAC and C.A.R. Foundation amounts are voluntary. I understand that all dues and fees paid to the Association are non-refundable unless stated otherwise in our Policy Manual.

I agree to complete New Member Orientation, Code of Ethics, and Fair Housing courses as a prerequisite to my consideration for membership. Furthermore, I agree to complete all 3 required courses and be installed as a member **within 120 days from the date of this application.** Otherwise, I understand that all monies paid to the Association by me will be kept by the Association as its process fee and that it will be necessary for me to re-apply for membership, which will include the additional payout of all fees and costs.

I hereby authorize the Association to bill me MRED access charges, and I agree to pay MRED payments fully and punctually if I am joining a MRED office. I understand that if the monies are not received by the Association by the invoice due date, my MRED access will be suspended and that I will be required to pay a reactivation fee along with past due amount to have my MRED access re-activated.

I understand my office must be in compliance with all local zoning ordinances and homeowner and/or condominium association rules, regulations, and policies.

REALTOR® Association Communication Consent

I understand that by providing my home address, email address(s) and telephone number(s), I consent to receive communications sent from the Chicago Association of REALTORS®, Illinois REALTORS®, and the National Association of REALTORS® via U.S. Mail, e-mail, or telephone at those number(s)/address(es) listed in this application.

Applicant Signature*: _____ Date*: _____

REALTOR® PRINCIPAL CERTIFICATION AND ACKNOWLEDGEMENT

I hereby certify that the named applicant for membership is an employee or associate actively engaged in real estate within my office; that I believe said applicant is honest, trustful and of good reputation, and I recommend that the named Board elect said applicant to membership.

By choosing to become a REALTOR® Principal with the Chicago Association of REALTORS®, I acknowledge that under the National Association of REALTORS® Dues Formula, I have a total dues obligation based on the number of licensees sponsored in my office. I acknowledge that I will receive credit towards that total dues obligation for each individual licensee who chooses to individually hold REALTOR® membership. After applying all credits based on those individual licensees who have chosen to hold REALTOR® membership, I acknowledge that I will be invoiced a non-member assessment fee for the remaining balance. I acknowledge that non-member assessment fees are my responsibility as the REALTOR® Principal member and not the responsibility of any individual non-member licensee. In the event of my election to REALTOR® membership, I agree to abide by the By-laws of the Chicago Association of REALTORS® and the Code of Ethics of the National Association of REALTORS®.

Applicant Signature*: _____ Date*: _____

New Membership Dues & Fees and Renewal Notice

Even though you are joining as a new member today, CAR has begun its annual membership renewal. CAR's fiscal year runs October 1st – September 30th, and every member renews on this same annual cycle. The dues and fees listed below will cover your membership for 11-months: from November 2026 – September 30, **2027.**

Below is a breakdown of the membership dues and fees that cover a 11-month period from November 2026 through September 30, **2027.** Note: CAR dues do not include a subscription to SentriLock or Commercial Contracts Pro. These are optional add-on services which you may subscribe to after membership.

Nov '26 – Sept '27	**Current Designated REALTOR® joining Chicago as a Secondary Member and Opening an Office** (Must hold a primary REALTOR® membership at another REALTOR® association)
Local Dues (CAR)	$332.75
National Dues (NAR)	Waived with Letter of Good Standing
Application Fee	Waived with Letter of Good Standing
Total without MLS Access or IR Membership	$332.75
If applicable, add MRED MLS Fees (Based on Selection on Page 1)	$390.50 (MLS User Fee) $183.33 (MLS Office Fee) $400.00 (One-time MRED Start-up Fee)
If applicable, add State Dues (IR) (Based on Selection on Page 1)	$432.50

Amount Due is based on additional services and membership selections on page 1.
If amount due is different or variable, we will contact you before charging your Card. Card information below is still required.
All dues and fees are non-refundable unless stated otherwise by our Refund Policy.

Check One*: ☐ Visa ☐ MasterCard ☐ American Express ☐ Discover

Name on Card*: _____

Card Number*: _____ **Expiration*:** _____/_____

Refund Policy Agreement*: ☐ "I acknowledge and agree to the terms of the Refund Policy on ChicagoREALTOR.com"

Authorized Signature*: _____ **Date*:** _____

Add the Following One-Time Investment and/or Donation to my initial dues:
See page 5 for more information

☐ $20 "Fair Share" to RPAC *Recommended*
☐ $20 to CAR's Charitable Foundation
☐ $5 to Real Property Alliance (RPA)

Your application will not be processed if payment information is blank.
Securely submit your application and all supporting documents at www.chicagorealtor.com/upload

Please allow 1-3 Business Days for Processing. A welcome email will be sent confirming your Membership.

CAR can also accept checks for membership fees. If applying with a check, mail your application and applicable fees to 430 N Michigan Ave, 8th Floor | Chicago, IL 60611. This option will delay your membership processing and access to services.

Information on Voluntary Investments and Donations

RPAC INVESTMENT: The REALTORS® Political Action Committee (RPAC) is a non-profit, non-partisan organization whose purpose is to provide financial assistance to the election campaigns of qualified candidates.

The PAC receives voluntary contributions from REALTORS®, REALTOR® ASSOCIATES and others interested in the rights of private property ownership. The record, program and quality of candidate determine who gets PAC support. Its primary role is to support local elected officials/candidates.

Payments or contributions to Chicago Association of REALTORS®, Illinois REALTORS® and RPAC either state or federal, are not deductible as charitable contributions for federal income tax purposes. Local, state, and national dues may be deductible as a business expense. Contributions to RPAC are voluntary and the amount listed for RPAC is merely a suggestion.

C.A.R. FOUNDATION DONATIONS: A 501(c)3 charitable organization, we are the education, philanthropic and research arm of the Chicago Association of REALTORS® Provide REALTORS® with opportunities to enhance their business through education; foster careers in real estate, and champion the professional image of the Chicago REALTOR®.

REAL PROPERTY ALLIANCE (RPA): Assist your REALTOR® community with a voluntary contribution to RPA which provides insight and analysis for Illinois property owners and a voice for establishing sound real estate policy that promotes growth and seeks to limit taxes and regulations which can make it harder to live and work in the state. Contributions to the Real Property Alliance are tax-deductible contributions.

REAL ESTATE EDUCATION FOUNDATION (REEF): Assist your REALTOR® community with a voluntary contribution to REEF which will expand Real Estate research and provide assistance to qualified students. Contributions to the Real Estate Education Foundation (REEF) are tax-deductible contributions.

Tax Deductibility and Required Disclosures

NON-DEDUCTIBILITY PERCENTAGE

Compliance with the Tax Reform Act of 1993, as amended by the Tax Cuts and Jobs Act of 2017, requires that the portion of dues attributable to lobbying and political activities at the Local, State and Federal levels of government be considered nondeductible for income tax purposes.

For 2026, with ILLINOIS REALTORS® dues at $219 and the RVOICE assessment at $85 per member (a total of $304), ILLINOIS REALTORS® computes 32 percent, or $97.28, to be nondeductible for income tax purposes due to lobbying efforts by ILLINOIS REALTORS®. For 2027, with ILLINOIS REALTORS® dues at $226 and the RVOICE assessment at $85 per member (a total of $311), ILLINOIS REALTORS® computes 32 percent, or $99.52, to be nondeductible for income tax purposes due to lobbying efforts by ILLINOIS REALTORS®.

For 2026, with dues at $156 per member, NAR computes 35 percent, or $55, to be nondeductible for income tax purposes due to NAR's lobbying efforts. Please note that the entire $45 Public Awareness Campaign special assessment qualifies as fully deductible. For 2027, with dues at $156 per member, NAR computes 35 percent, or $55, to be nondeductible for income tax purposes due to NAR's lobbying efforts. Please note that the entire $45 Public Awareness Campaign special assessment qualifies as fully deductible.

For 2026, with dues at $354 per member, the entire amount qualifies as fully deductible for tax purposes. For 2027, with dues at $363 per member, the entire amount qualifies as fully deductible for tax purposes.

2026 AND 2027 NAR SPECIAL ASSESSMENT

For both years, NAR's $45 mandatory assessment for the Consumer Advertising Campaign is for classifications of REALTOR® and REALTOR®-ASSOCIATE. The Consumer Advertising Campaign funds a nationwide public awareness campaign that includes TV network and cable ads highlighting the value a REALTOR® brings to a transaction and stressing the importance of using a REALTOR®. As always, the assessment is not prorated so new members who join throughout the year owe the full $45. Note that the entire $45 portion of dues related to Consumer Advertising Campaign qualifies as deductible dues.

ILLINOIS REALTORS® RVOICE PROGRAM

IILLINOIS REALTORS®' 2026 dues include a $85 mandatory assessment for all REALTOR® and REALTOR®-ASSOCIATE members to fund the RVOICE Program, established in 2006 to ensure that REALTORS® have a strong voice on public policy issues throughout Illinois. RVOICE provides ILLINOIS REALTORS® the resources to advocate on local governmental issues and take its message to the people, policy makers and the media. Learn more at http://www.illinoisrealtor.org/advocacy.

ILLINOIS REALTOR® $85 mandatory assessment for the RVOICE Program is for classifications of REALTOR® and REALTOR®-ASSOCIATE and cannot be prorated.

ILLINOIS REALTORS®' 2027 dues include a $85 mandatory assessment for all REALTOR® and REALTOR®-ASSOCIATE members to fund the RVOICE Program, established in 2006 to ensure that REALTORS® have a strong voice on public policy issues throughout Illinois. RVOICE provides ILLINOIS REALTORS® the resources to advocate on local governmental issues and take its message to the people, policy makers and the media. Learn more at http://www.illinoisrealtor.org/advocacy.

ILLINOIS REALTOR® $85 mandatory assessment for the RVOICE Program is for classifications of REALTOR® and REALTOR®-ASSOCIATE and cannot be prorated.