

REALTOR® Membership FAQs

- **I got my license! Now what?** – when you join the Cecil County Board of REALTORS® (CCBOR) as a primary member, you are also joining the National Association of REALTORS®, and Maryland REALTORS®. To join any REALTOR® association, the key requirements are:
 - Your broker must be a member of that association.
 - You will need to complete a three-hour Code of Ethics course within 180 days of joining the association.
 - You will need to complete a New Member Orientation within 180 days of joining the association.
- **Primary benefits include:**
 - As a member of CCBOR, you will be eligible to receive our shareholder discount with BrightMLS, our local multiple list service.
 - You can also gain access to Sentrilock, our electronic smart card and lockbox system.
 - Access to local and state forms.
- **How do I join CCBOR?**
 - Call our office at 410-398-4844 to obtain the correct and updated membership fees.
 - Completely fill out the [application](#) and either FAX it to 410-398-6990 or email to ccbor@cecilboard.com.
 - Within 24 hours after your application has been processed including payment of the membership fees, you will receive an email containing your NRDS (National REALTOR® Database System) membership number and other pertinent membership information.
 - At this point in time, your membership is considered provisional until it has been approved by the Board of Directors.
 - As soon as the next New Member Orientation and Code of Ethics class has been scheduled, you will be contacted with that date/time.
- **I am joining CCBOR as a secondary REALTOR® member. Is there anything different that I need to do?**
 - Make sure you indicate on the application that you are joining as a secondary member.
 - Also indicate if you wish to join Maryland REALTORS® - primary benefit of this is to access state forms.
 - Provide us with a Letter of Good Standing from your primary association.
- **How can I get access to the electronic keybox system, Sentrilock?**
 - Call 410-398-4844 to make an appointment to come in to 1) sign the agreement of use, 2) get set up in the Sentrilock system, and 3) if necessary, receive some training on use of the system. At that, time, you will be invoiced for the annual fee – there is no set up charge.
 - Note that lockboxes must be obtained from your broker as we do not sell them; they are leased only to our brokers who must be a member.

Affiliate Membership FAQs

- **What are the benefits of joining CCBOR as an affiliate member?**

What better way to expand your business than through relationships with real estate agents. Whether you provide financing, insurance, home inspections, decorating, home remodeling, etc. — becoming an affiliate member with The Cecil County Board of REALTORS® can be invaluable to you.

Benefits include:

- ❖ Access to our REALTOR® agents and brokers
- ❖ Become a volunteer committee member
- ❖ Networking at our many annual events
- ❖ Subscription to our newsletter

- **How do I join CCBOR and what is the fee?**

Fill out this application, submit it either by email to ccbor@cecilboard.com or by FAX to 410-398-6990. The yearly membership fee is \$125.00 and there is a one-time application fee of \$100.00. Once payment for dues and the application fee is remitted, you will then become a provisional member. Once your membership is approved by our Board of Directors, your membership moves into active status.

Dues FAQs

- **When are membership dues payable?**

Dues are payable on January 1 of every year. If not paid by February 1, a late fee is assessed. If not paid by April 1, membership is terminated.

- **To which address is my invoice mailed and when does it get mailed?**

Effective with 2019 membership dues, we no longer send invoices out by snail mail. Sometime during the first week of December, each member is communicated with by email that includes a link to where the dues invoice can be viewed and payment remitted.

- **Can I pay my membership dues on-line?**

Yes, you may pay through the [web portal](#) with a credit card – we accept Mastercard, Visa, Discover, and American Express. Payment can also be made by check and mailed to our office at One Brown Court, Elkton, MD 21921.

General FAQs

- **My contact information has changed – who should I contact to update it?**

Call our office at 410-398-4844 or you can update your personal information directly on the [web portal](#). If you have changed offices, that information must be conveyed to CCBOR using this form.

- **What are the office hours at the Board office?**

Monday-Friday, 9:00 am – 5:00 pm

- **How do I join one of the volunteer committees?**

We are also happy to welcome new members to sit on our committees. Learn more about the committees here – once you decide which committee(s) you would like to join, contact the office at 410-398-4844.