



San Francisco Association of REALTORS®

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Notification Regarding New Member Code of Ethics Orientation Requirement

In accordance with the Association's bylaws (Article VI, Section 4), applicants for REALTOR® membership shall complete an orientation program on the Code of Ethics of not less than two hours and thirty minutes of instructional time. This requirement does not apply to applicants for REALTOR® membership who provide proof of having completed comparable ethics orientation in another association, provided that REALTOR® membership has been continuous, or that any break in membership is for one year or less.

Failure to satisfy the New Member Code of Ethics Orientation requirement within 25 days of the date of application will result in denial of the membership application.

In addition, between January 1, 2009, and December 31, 2012, and for successive four-year periods thereafter, every REALTOR®, as a condition of membership, is required to complete a quadrennial ethics training as prescribed by the National Association of REALTORS®. REALTOR® members who have completed the New Member Code of Ethics Orientation during any four-year cycle shall not be required to complete additional ethics training until a new four-year cycle commences.

REALTORS® who fail to satisfy the quadrennial ethics training will be suspended for the first two months (January and February) of the year following the end of any four-year cycle or until the requirement is met, whichever occurs sooner. On March 1st of that year, the membership of a member who is still suspended as of that date will be automatically terminated.

In the event of a REALTOR® broker's suspension of membership, the memberships of all REALTOR® agents under his or her office will also become suspended. Equally, upon a broker's termination of membership, the same will apply to his or her agents' REALTOR® membership. If a REALTOR® agent's membership is terminated, that agent's broker will receive a Non-Member Special Dues Assessment in the amount of \$486 for that agent's failure to remain an active REALTOR® member licensed under a REALTOR® broker. Once a terminated REALTOR® who is in default of meeting the NAR Ethics requirement has taken the NAR Ethics course, he or she will qualify for re-activation of membership. However, please note that a reinstatement fee will apply.

Taking the Ethics Course Online

The Code of Ethics training course is accessible online for **free** at the National Association of REALTORS® web site: <http://www.realtor.org>. The help line number for the site is 800-874-6500.

- When you access the site, look for **Take Code of Ethics Training** under **Do It Online** toward the bottom of the page.
- Click **Take Training Now**.
- Click **New Member Code of Ethics Orientation** OR **Quadrennial REALTOR® Ethics Training**, depending on whether you are a new member applicant or a continuing member.

IMPORTANT: When you have successfully completed the online course, you will receive an email message from REALTOR.org confirming this. Please forward the confirmation to Michael Lacson at michael@sfrealtors.com or fax it to 415-553-3968.

Signature

Date