



## HGAR Application Check List

Joining as:  Primary Member  Secondary Member (State & National dues paid through a different Association/board)

### Primary Members:

- IF** joining as an Associate Broker or Salesperson: My Broker is a Member.
- Valid NYS Real Estate or Appraiser license & Expiration Date.  
(Submit a copy with application or include the info on page one of the application)
- HGAR New Member Orientation date selected (Requirement for NEW Primary Members ONLY).
- Valid email address.
- Correct payment amount entered.
- If paying by Credit Card: Credit card info included (We are unable to take payments over the phone)  
**OR** if paying by Check: Payment written out to HGAR and submitted with application by mail.
- Application filled out in its entirety.

### Secondary Members:

- Letter in Good Standing from Primary REALTOR® Association (Submitted with application)
- Valid NYS Real Estate or Appraiser license & Expiration Date.  
(Submit a copy with application or include the info on page one of the application)
- HGAR New Member Orientation NOT required.
- Valid email address.
- Correct payment amount entered.
- If paying by Credit Card: Credit card info included (We are unable to take payments over the phone)  
**OR** if paying by Check: Payment written out to HGAR and submitted with application by mail.
- Application filled out in its entirety.

Please allow 3 – 5 business days for processing.

Once completed you will receive a welcome email, which will include your access codes and New Member Orientation Date (if applicable).

**Submit applications to:** Email: [membership@HGAR.com](mailto:membership@HGAR.com) or Fax: 914-681-6044  
or Mail: One Maple Avenue, 3<sup>rd</sup> Floor, White Plains, NY 10605

***Incomplete applications will not be processed.***

***Please note that OneKey™ MLS access is a separate application found on HGAR.com.***

Any questions please contact our Member success team at 914-681-0833 or [support@HGAR.com](mailto:support@HGAR.com)



- New Member**
- Rejoining Member (Member # \_\_\_\_\_)**

I hereby apply for REALTOR® Membership in the Hudson Gateway Association of REALTORS®, Inc.

I am licensed to practice real estate in New York as a:

- Broker
- Associate Broker
- Salesperson
- Licensed or Certified Appraiser

I  AM  AM NOT an Owner, Principal, Proprietor, partner or Corporate Officer of the real estate brokerage or appraisal firm with which I am affiliated. (If you ARE an Owner, Principal, etc., please complete the SUPPLEMENTARY APPLICATION.)

My firm  DOES  DOES NOT have an Owner, Principal, Proprietor, Partner or Corporate Officer who holds current REALTOR membership in this Association or in another Realtor board or Association

I  AM  AM NOT affiliated with real estate firm whose Principal Broker(s) hold(s) current membership in this Association or in Realtor board or Association

**Are you currently, or have you ever held membership in a REALTOR® Organization?**  NO  YES

**If YES, please enter REALTOR® Organization:** \_\_\_\_\_ **State:** \_\_\_\_\_

If you are currently a REALTOR® member we **MUST** have documentation from that board providing the following:

1. Letter of Membership in good standing.
2. Your member NRDS #
3. Your office NRDS # (National Realtor Database System)

I wish to designate HGAR as my Primary Association.  I wish to join HGAR as a Secondary Association

**APPLICANT INFORMATION**

Mr  Mrs  Ms

Preferred mail (check one) Home  Office

Name: \_\_\_\_\_

Please print name as it appears on your license (First) (Middle Initial) (Last)

NYS Real Estate License Registration ID: \_\_\_\_\_ Expiration Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Home Address (REQUIRED)**

\_\_\_\_\_ Mailing Address

\_\_\_\_\_ Street Address (if Different from above)

\_\_\_\_\_ City State Zip

Home Phone #: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ (if applicable)

PUBLISHED Contact #: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Personal Fax#: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Office Ext: \_\_\_\_\_

\* Preferred Published Email address:(REQUIRED)

\_\_\_\_\_ Your Agent Web Address

**Company/Office Information:**

Office ID: \_\_\_\_\_ (If office is already a member)

\_\_\_\_\_ Company/Office Name

\_\_\_\_\_ Street Mailing Address

\_\_\_\_\_ City State Zip

Office Phone #: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Office Fax #: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

\_\_\_\_\_ Office Email – General email address for company

\_\_\_\_\_ Office Web Address

Email address to send access codes: \_\_\_\_\_

\* If Preferred Published Email address above is not yet active. Only used for application confirmation.

EMAIL: [Membership@HGAR.com](mailto:Membership@HGAR.com), FAX TO: 914-681-6044  
OR Mail to: One Maple Avenue, White Plains, NY 10605

<b>Office Use</b> Member #: ____ _ ____ _
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Hudson Gateway Association of REALTORS®

HGAR.com

One Maple Avenue  
White Plains, NY 10605  
914.681.0833 Telephone  
914.681.6044 Fax

9 Coates Drive, Suite 1  
Goshen, NY 10924  
845.294.7905 Telephone

2 Medical Park Drive, Suite 17A  
West Nyack, NY 10994  
845.735.0075 Telephone



**I UNDERSTAND AND AGREE TO THE FOLLOWING APPLICATION AND APPROVAL PROCEDURES:**

Payment of the Initiation Fee and Annual Dues (see Annual Dues Schedule) must accompany this application.

I agree to attend a 3 1/2 hour New Member Orientation course of the Association. I may do so at any scheduled orientation course from the date of this application to a date not later than 30 days after acceptance of my application by the Board of Directors.

I acknowledge that my membership will become effective on the date when BOTH of the following conditions are met: a) The directors have accepted my application, AND, b) I have attended a New Member Orientation.

I understand that my Initiation Fee and Annual Dues will be returned in full if the Directors do not accept my application. However, I also agree that the Association shall retain \$25 as a processing fee in the event that my application is accepted by the Directors but I fail to attend a New Member Orientation in the prescribed period.

**I AGREE TO ABIDE BY THE FOLLOWING REQUIREMENTS AND RULES OF MEMBERSHIP UPON MY ACCEPTANCE TO MEMBERSHIP IN THE HUDSON GATEWAY ASSOCIATION OF REALTORS®, INC.:**

I agree to abide by the Code of Ethics of the NATIONAL ASSOCIATION OF REALTORS®, including the obligation to arbitrate any future disputes with another Member in accordance with Association arbitration procedures. I also agree to abide by the Constitution, Bylaws, and Rules and Regulations of the above named Association, the State Association, and the National Association, and if required, I further agree to satisfactorily complete a reasonable and nondiscriminatory written examination on such Code, Constitutions, Bylaws, and Rules and Regulations. I consent that the Association, through its Membership Committee or otherwise, may invite and receive information and comment about me from any Member or other person, and I further agree that any information and comment furnished to the Association by any person in response to the invitation shall be inclusively deemed to be privileged and not form the bias of any action by me for slander, libel, defamation of character.

I acknowledge that if I resign from the Association with an ethics complaint request pending, the complaint shall be processed until the decision of the Association with respect to disposition of the complaint is final by this Association (if respondent does not hold membership in any other association) or by any association in which the respondent continues to hold membership.

If an ethics respondent resigns or otherwise causes membership in all Boards to terminate before an ethics complaint is filed alleging unethical conduct occurred while the respondent was a REALTOR®, the complaint, once filed, shall be processed until the decision of the Association with respect to disposition of the complaint is final.

In any instance where an ethics hearing is held subsequent to an ethic respondent's resignation or membership termination, any discipline ratified by the Board of Directors shall be held in abeyance until such time as the respondent rejoins an association of REALTORS®.

If a Member resigns or otherwise causes membership to terminate, the duty to submit to mediation and arbitration continues in effect even after the membership lapses or is terminated, provided that the dispute arose while the former Member was a REALTOR.

If I resign without having complied with an award in arbitration, the Board of Directors may condition any re-application upon my promise to pay the award, plus any costs that have previously been established as due and payable by me, provided that the award has not, in the meanwhile been otherwise satisfied.

I understand that I will be required to complete the periodic Code of Ethics training as specified in the association's bylaws as a condition of continuing membership.

By signing below, I consent that the REALTOR® Associations (local, state, national) and their subsidiaries, if any (e.g., MLS, Foundation) may contact me at the specified address, telephone numbers, fax number, email address or other means of communication available. This consent applies to changes in contact information that may be provided by me to the Association(s) in the future. This consent recognizes that certain state and federal laws may place limits on communications that I am waiving to receive all communications as part of my membership.

I herewith submit payment of the Initiation Fee \$ \_\_\_\_\_ and Annual Dues \$ \_\_\_\_\_ in the total amount of \$ \_\_\_\_\_ Effective Date \_\_\_\_\_ / \_\_\_\_\_ (MONTH / YEAR)

\_\_\_\_\_  
**Applicant: PLEASE PRINT**

\_\_\_\_\_  
**Principal REALTOR: PLEASE PRINT**

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Principal REALTOR Signature - REQUIRED**

\_\_\_\_\_  
**Date**

**BY SIGNING THIS APPLICATION, I ATTEST THAT ALL INFORMATION IS COMPLETE AND ACCURATE**

Hudson Gateway Association of REALTORS®

HGAR.com

One Maple Avenue  
White Plains, NY 10605  
914.681.0833 Telephone  
914.681.6044 Fax

9 Coates Drive, Suite 1  
Goshen, NY 10924  
845.294.7905 Telephone

2 Medical Park Drive, Suite 17A  
West Nyack, NY 10994  
845.735.0075 Telephone



I agree to attend a 3 1/2 hour New Member Orientation course of the Association. I may do so at any scheduled orientation course from the date of this application to a date not later than 30 days after acceptance of my application by the Board of Directors. Failure to complete this orientation will suspend my Membership until it is completed.

- This course will satisfy the National Association of REALTORS® (NAR) Mandated Code of Ethics requirement (Period: Jan 1, 2022 – Dec 31, 2024).
- This course meets the NY Department of State (DOS) requirement of 2.5 hours of ethical business practices.
- You will earn a total of 3 hours towards the (DOS) 22.5 hours of continuing education requirement.

***Until further notice, our orientations are being held virtually via Zoom. Registrants will receive the zoom link the business day before the class.***

Our New Member Orientation classes fill quickly. Please select a 1st and 2nd date of choice (Enter 1 or 2 next to your two dates of choice) from the list below

- |                                    |                    |
|------------------------------------|--------------------|
| ___ August 30, 2022 - Tuesday      | 1:00 PM to 4:30 PM |
| ___ September 8, 2022 - Thursday   | 9:30 AM to 1:00 PM |
| ___ September 18, 2022 - Sunday    | 9:30 AM to 1:00 PM |
| ___ September 28, 2022 - Wednesday | 6:00 PM to 9:30 PM |
| ___ October 5, 2022 - Wednesday    | 9:30 AM to 1:00 PM |
| ___ October 20, 2022 - Thursday    | 6:00 PM to 9:30 PM |
| ___ October 25, 2022 - Tuesday     | 1:00 PM to 4:30 PM |
| ___ November 8, 2022 - Tuesday     | 9:30 AM to 1:00 PM |
| ___ November 16, 2022 - Wednesday  | 6:00 PM to 9:30 PM |
| ___ November 30, 2022 - Wednesday  | 1:00 PM to 4:30 PM |
| ___ December 5, 2022 - Monday      | 9:30 AM to 1:00 PM |
| ___ December, 20, 2022 -Tuesday    | 6:00 PM to 9:30 PM |

**\*As a reminder, this course is a requirement for membership in the Hudson Gateway Association of Realtors. Failure to attend the HGAR New Member Orientation within 30 days will result in the suspension of Membership and access to OneKey® MLS.**

**OFFICE USE**  
Member ID: \_\_\_\_\_

I understand that you will try to accommodate me and register me for my 1st date of choice. If that class is full, you will register me on the 2nd date of choice. I will be informed of my New Member Orientation date in my welcome email.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

EMAIL: [CE@HGAR.com](mailto:CE@HGAR.com) OR FAX TO: 914-681-6044



**Supplement to Membership Application for Principal Broker/Designated Realtor Membership**  
(NOT required for Associate Brokers or Salespersons)

**Below or attached is a list of ALL licensees affiliated with my office. I understand that these licensees must show proof of Realtor membership or join the Association within ten (10 days) from my acceptance to the Association. If not, I will be charged the non-member rate per licensee in accordance with the HGAR By-laws.**

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(To be verified at time of processing)

If I am an owner, principal, partner, trustee, or senior operating officer of my firm, I hereby agree, as a condition of membership, to:

- \* Appoint myself or another owner, principal, partner, trustee, or senior operating officer of my firm to serve as Designated Realtor for my firm.

**Duties of Designated Realtor**

**The Designated Realtor shall:**

- \* Report to the Association, in writing, ALL licensees who are affiliated with the firm, within ten (10) days of such affiliation;
- \* Report to the Association, in writing, ALL licensees who are separated from the firm, within ten (10) days of such separation;
- \* Confirm to the Association, in writing, a correct roster of ALL licensees who are affiliated with the firm, at least once per year, in connection with an annual audit by the Association to be performed on a date certain, with suitable advance notice by the Association.

**Additionally, regarding annual dues, the Designated Realtor shall:**

- \* Pay annual dues which are computed on the basis of one (1) membership for the Designated Realtor himself or herself, plus an annually published formula rate times the number of licensees affiliated with the firm who are NOT members of the Association.  
[Example: If a firm has 10 licensees who are NOT members of the Association, the DR's annual dues are: One Designated Realtor plus 10 times the published rate for non-member licensees.]  
In paying the DR formula dues, the DR acknowledges that he/she is not thereby purchasing memberships for the non-member licensees.

**Additionally, regarding new licensees joining the Association:**

- \* The DR acknowledges that all new licensees or new member applicants are obliged to attend an Orientation Course within a prescribed time of application, and,
- \* Failure of any licensee to attend Orientation within the prescribed time results in the membership application being rejected by the Association, at which time rejected applicant is counted as a non-member licensee, and the DR is then assessed an additional formula dues reflecting the affiliation of such nonmember licensee with the firm.

**I hereby appoint the following person to be the Designated Realtor:**

\_\_\_\_\_  
Name/Title

\_\_\_\_\_  
Mailing address and contact number if different than applicants

\_\_\_\_\_  
Signature of Designated Realtor Applicant

Hudson Gateway Association of REALTORS®	One Maple Avenue White Plains, NY 10605 914.681.0833 Telephone 914.681.6044 Fax	9 Coates Drive, Suite 1 Goshen, NY 10924 845.294.7905 Telephone	2 Medical Park Drive, Suite 17A West Nyack, NY 10994 845.735.0075 Telephone
HGAR.com			



### ANNUAL DUES SCHEDULE – 2022

#### CATEGORIES OF REALTOR MEMBERSHIP

**REALTOR, Primary Membership** – is available to any applicant who is a licensed broker, associate broker, or salesperson. New York State certified or licensed appraisers are also eligible for Realtor Membership. This category includes membership in the Hudson Gateway Association of REALTORS®, the National Association of Realtors (NAR), and the New York State Association of Realtors (NYSAR). REALTOR Primary Membership applicants must pay an initiation fee, in addition to membership dues, when they file their application. The initiation fee for Realtor applicants is \$100.00. Applicants for Realtor membership are required to attend an orientation program. Information concerning the orientation can be found on the application.

**REALTOR, Secondary Membership** – is available to Realtors who hold primary membership in another Association of Realtors and who pay State and National Association assessments through that Association. A letter in Good Standing from the primary Association must accompany application when applying for secondary membership. Local dues only, initiation fee waived.

#### NEW MEMBER PRORATION SCHEDULE

Membership dues are paid yearly at \$498.00. Depending upon when the individual is approved for Membership, the dues are prorated for that month. The following is the yearly prorated amount to be paid when submitting an application for membership. **Dues are NOT prorated if you held Realtor membership the previous year; the entire year's dues are due at time of rejoining. Rejoining After: 1 to 2 years: Prorated Dues, NO Initiation Fee. 2+ Years: Prorated Dues + Initiation Fee**

Join Month	HGAR Local Dues	+NAR National Dues	+NYSAR State Dues	= SubTotal	+ Initiation	TOTAL DUE
January	\$213.00	\$185.00	\$100.00	= \$498.00	+ \$100	\$598.00
February	\$196.83	\$172.50	\$91.67	= \$461.00	+ \$100	\$561.00
March	\$178.67	\$160.00	\$83.33	= \$422.00	+ \$100	\$522.00
April	\$161.50	\$147.50	\$75.00	= \$384.00	+ \$100	\$484.00
May	\$143.33	\$135.00	\$66.67	= \$345.00	+ \$100	\$445.00
June	\$125.17	\$122.50	\$58.33	= \$306.00	+ \$100	\$406.00
July	\$108.00	\$110.00	\$50.00	= \$268.00	+ \$100	\$368.00
August	\$91.83	\$97.50	\$41.67	= \$231.00	+ \$100	\$331.00
September	\$73.67	\$85.00	\$33.33	= \$192.00	+ \$100	\$292.00
October	\$56.50	\$72.50	\$25.00	= \$154.00	+ \$100	\$254.00
November	\$38.33	\$60.00	\$16.67	= \$115.00	+ \$100	\$215.00
December	\$20.17	\$47.50	\$8.33	= \$76.00	+ \$100	\$176.00

#### MEMBERSHIP APPLICATION PAYMENT INFORMATION

Primary Membership

Secondary Membership

Local Dues Only

Applicant Name: \_\_\_\_\_

PLEASE PRINT

Initiation Fee: \$ \_\_\_\_\_  
+

Effective Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Month Year

Dues (Local+State+National): \$ \_\_\_\_\_

***REALTOR dues are not refundable***

Total Payable HGAR: = \$ \_\_\_\_\_  
(Correct Payment amount MUST be entered in order to process)

Office Use	<input type="checkbox"/> N	<input type="checkbox"/> RP	<input type="checkbox"/> R1-2	<input type="checkbox"/> R2+
Member #:	__	__	__	__

Check Enclosed #: \_\_\_\_\_ Charge to my VISA, MasterCard, Discover or American Express account:

Card #: \_\_\_\_\_

CVC: \_\_\_\_\_  
(3 or 4 digit number)

Card Exp. Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Card Holder Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Mail: HGAR, One Maple Avenue, White Plains, NY 10605  
Or Email: [Membership@HGAR.com](mailto:Membership@HGAR.com) or Fax: 914-681-6044 OR EMAIL