

STEPS TO BECOMING A REALTOR®

Before proceeding with the steps to join the Northwoods Association of Realtors you must have in your possession your valid real estate license. We cannot process any applications without an actual copy of your license. Once you receive your license in the mail and have joined a firm then you may proceed with the following steps;

- 1) Confirm that your broker has sent in your Notice of Real Estate Employment to the Wisconsin Department of Regulations & Licensing
- 2) Download the REALTOR® application from the website www.northwoodsrealtors.org in the forms and applications section.
- 3) Complete the application
- 4) Use the membership dues table to determine the amount due according to the month you are joining in. Please be aware that there are no refunds for dues once you have been accepted as a member of the association.
- 5) Attach check or money order to the application made payable to NWAR
- 6) Mail, fax, or bring in a completed application, check, copy of your real estate license and copy of the Notice of Real Estate Employment form signed by your broker to:
NWAR
PO Box 377
Woodruff, WI 54568
Fax: 715-358-2338
- 7) The NWAR will contact you with your National Association of REALTORS® ID number
- 8) Go to www.realtor.org and register for a logon ID
- 9) Next go to: <http://www.realtor.org/mempolweb.nsf/pages/newmemberorientationcourse> or use the link on the NAR website homepage that says "Take Ethics Training"
- 10) Print off or "Save as a web page" passing score at the end of the training
- 11) Mail, Fax (715)358-2338, or email mlscathy@verizon.net passing score verification to the NWAR.
- 12) Attend the new member orientation and MLS training, held at the board offices in Woodruff. Contact the board office to verify the next orientation date. You will have 2 opportunities to attend an orientation.
- 13) Attend the next General Membership Meeting (see board calendar on website) to be installed as a REALTOR®. **NOTE:** Please contact the board office at (715) 356-3400 to ensure that you are registered to be installed.