

HGAR Application Checklist

Joining as: Primary Member	Secondary Member (State & National dues paid through a different Association/board)
Primary Members:	p
IF joining as an Associate Broker or Salesper	son: My Broker is a Member.
Valid NYS Real Estate or Appraiser license &	Expiration Date.
(Submit a copy with the application or inclu	ide the info on page one of the application)
HGAR New Member Orientation date selected	d (Requirement for NEW Primary Members ONLY).
*Valid email address.	
*Cell phone number.	
Correct payment amount entered.	
If paying by Credit Card: Credit card info inclu	ded (We are unable to take payments over the phone)
OR if paying by Check: Payment written ou	t to HGAR and submitted with application by mail.
Application filled out in its entirety.	
Secondary Members:	
Letter in Good Standing from Primary REALT	OR® 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 require	d.
*Valid email address.	
*Cell phone number.	
Correct payment amount entered.	
If paying by Credit Card: Credit card info inclu	ded (We are unable to take payments over the phone)
OR if paying by Check: Payment written or	ut to HGAR and submitted with application by mail.
Application filled out in its entirety.	

- Submit completed application to Membership@HGAR.com OR Fax to 914-681-6044
 OR Mail to HGAR, One Maple Avenue, 3rd Floor, White Plains, NY 10605
- Incomplete applications will not be processed.
- Please allow 3-5 business days for processing after we receive your completed application. Once
 processed, you will receive a welcome email with instructions on how to complete the New Member
 Registration. The email will also include your New Member Orientation Date (if applicable).
- Please note that OneKey® MLS access is a separate application found on HGAR.com.
- Any questions please contact our Member Success Team (MST) at Support@HGAR.com OR at 914-681-0833.

One Maple Avenue White Plains, NY 10605

914.681.6044 Fax

914.681.0833 Telephone

^{*} By signing up for membership and/or subscription to our online services, you acknowledge and agree to the use of multi-factor authentication (MFA) as an additional layer of security. MFA helps protect your account by requiring multiple forms of verification, such as a password and a unique code sent to your phone or email. All personal information collected for MFA purposes will be handled securely, in compliance with all state and federal laws/regulations and used solely for authentication. We value your privacy and are committed to safeguarding your data.



			Rejoining	g Member	(Member #	· · · · · · · · · · · · · · · · · · ·
	R® Membership in the Huds	son Gateway A	ssociation of R	EALTORS	S®, Inc.	
am licensed to practice rea						
□ Bro	ker	☐ Sale	esperson			
Ass	sociate Broker	Lice	nsed or Certifie	d Appraise	er	
	n Owner, Principal, Proprieto m affiliated. (If you ARE an					
	DOES NOT have an Overship in this Association or i				orporate Office	er who holds
AM AM NOT at Association or in REALTOR	filiated with real estate firm was special of the firm	whose Princip	al Broker(s) hol	ld(s) curre	nt membership	in this
Are you currently, or have	you <u>ever</u> held membersh	ip in a REAL	ΓOR® Organiza	ation?	NO _	YES
f YES, please enter REAL	TOR® Organization:				State:	·
	ntly a REALTOR® member we MU nbership in good standing. 2 . You					
I wish to designate HGA	AR as my Primary Association	on I	wish to join HG/	AR as a S	econdary Asso	ociation
Applicant Information:						
Nar	ne: (Please print your name as it a	appears on your li	cense - First, Middle	e, Last)		
NYS Real Estate License Regi	stration ID			Licen	se Expiration Da	ate
Home Mailing Address Require	d		City		State	Zip
Home Phone	*Cell Phone (REQUIRE	ED)	Office Ext	Persona	l Fax	
*Preferred Published Email Add	dress (REQUIRED)		our Agent Web Ad	ldress		
Company/Office Informati						
	Company/Office Name		Office	e ID (If Office	is already a mem	ber)
Street Mailing Address			City		State	Zip
Office Phone	Office Fax					
Office Email – General email ad	ddress for Company	Office W	/eb Address			
Preferred Mailing: Off	ice Home	Preferred Pub	ished Contact Pho	one: Of	fice Home	Cell
an additional layer of security. MFA your phone or email. All personal i	d/or subscription to our online servi A helps protect your account by req information collected for MFA purpo or authentication. We value your pri	quiring multiple for loses will be hand	rms of verification, s led securely, in com	such as a pas npliance with	ssword and a uniq all state and fede	ue code sent to
	ion to Membership@HGAR ne Maple Avenue, 3rd Floor			44	ice Use mber #:	

New Member



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

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

I agree to attend a $3\frac{1}{2}$ 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 Processing 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 my Processing Fee of \$100 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 am accepted as a Member and I subsequently resign from membership in the Association with an ethics complaint or arbitration request pending, the Board of Directors may condition my right to reapply for membership upon my verification that I will submit to the pending ethic or arbitration proceeding and will abide by the decision of the Hearing Panel; or if I resign without having complied with an award in arbitration, the Board of Directors may condition any reapplication 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 number, 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 Processing Fee \$100.00	and Annual Dues \$	in the
total amount of \$	Effective Date/_MONTH / Y	
Applicant:		
Signature:	Date	:

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

Submit completed application to Membership@HGAR.com OR Fax to 914-681-6044 OR Mail to HGAR, One Maple Avenue, 3rd Floor, White Plains, NY 10605



OFFICE USE Member ID:	
_	

I agree to attend a 3 ½ 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, 2025 Dec 31, 2027).
- 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 unless otherwise stated.

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

*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.

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:	

Registration is done during the application processing. All other inquiries email CE@HGAR.com

Email to Support@HGAR.com OR Fax to 914-681-6044

Drint Name.



ANNUAL DUES SCHEDULE - 2025

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). Primary REALTOR® Membership applicants must pay a processing fee and membership dues when they file their application. The processing 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 the application when applying for Secondary Membership. Local dues only, processing fee waived.

NEW MEMBER PRORATION SCHEDULE

Membership dues are paid yearly at \$596.00. 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 applying 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, PLUS a \$100 late fee.
- Rejoining any time after a 1-year lapse in Membership; Prorated Dues, PLUS \$100 Processing Fee are due at time of rejoining.

Join Month	HGAR Local Dues	+NAR National Dues	+NYSAR State Dues	=	Sub Total	+ Processing Fee	TOTAL DUE
January 2025	\$275.00	\$201.00	\$120.00	=	\$596.00	+ \$100	\$696.00
February 2025	\$252.00	\$188.00	\$110.00	=	\$550.00	+ \$100	\$650.00
March 2025	\$229.00	\$175.00	\$100.00	=	\$504.00	+ \$100	\$604.00
April 2025	\$206.00	\$162.00	\$90.00	=	\$458.00	+ \$100	\$558.00
May 2025	\$183.00	\$149.00	\$80.00	=	\$412.00	+ \$100	\$512.00
June 2025	\$160.00	\$136.00	\$70.00	=	\$366.00	+ \$100	\$466.00
July 2025	\$138.00	\$123.00	\$60.00	=	\$321.00	+ \$100	\$421.00
August 2025	\$115.00	\$110.00	\$50.00	=	\$275.00	+ \$100	\$375.00
September 2025	\$92.00	\$97.00	\$40.00	=	\$229.00	+ \$100	\$329.00
October 2025	\$69.00	\$84.00	\$30.00	=	\$183.00	+ \$100	\$283.00
November 2025	\$46.00	\$71.00	\$20.00	=	\$137.00	+ \$100	\$237.00
December 2025	\$23.00	\$58.00	\$10.00	=	\$91.00	+ \$100	\$191.00

MEMBERSHIP APPLICATION PA	Primary Membersh		Secondary Membershi Local Dues Only	
Applicant Name: PLEASE PRINT		_ Effective Date: Month	/ Year	_
Processing Fee: Dues (Local+State+National):	\$ <u>100.00</u> +	REALTOR dues a		fundable
Total Payable HGAR: = (Correct Payment amount MUST b	+	Office Use N Member #:		IYL
Check Enclosed #:	Charge to my VIS	SA, MasterCard, Discover,	or America	an Express account:
Card #:				
CVC: (3 or 4-digit number)		Date: /		
Card Holder Signature:				
Print Name:		Date:		
Submit comp	oleted application to Membersh	nip@HGAR.com OR Fax	to 914-681	-6044

OR Mail to HGAR, One Maple Avenue, 3rd Floor, White Plains, NY 10605



SUBSCRIBER APPLICATION (Licensee; Associate Broker, Salesperson)

- Your office must be a Participant in OneKey® MLS before you can subscribe
- There is a yearly MLS Licensee fee for all Sales Associates/Associate Brokers.
- There is a Subscriber Start-up Fee of \$200.00
- Upon termination from MLS for any reason, I understand that payment of MLS Fees is non-refundable.
- Please enclose a copy of your current NY State Real Estate License

DO NOT SHARE YOUR MLS ID# AND/OR PASSWORD WITH ANYONE. The disclosure of the MLS ID# and/or Password to any person or entity would be a violation of the Subscriber Agreement and could result in termination of MLS Services.

I hereby apply for a s	ubscription to OneKe	y® MLS.			
I am a member of:	Long Island Bo	oard of REALTORS®	, Inc.,		
		ay Association of RE	EALTORS® or		
(If other please include a	letter in Good Standing	from Primary Associatio	n and provide your NRDS/M1	#	
Name:					· · · · · · · · · · · · · · · · · · ·
(As appears on l	Real Estate License - First	, Middle, Last)			
Office Name:					
Office Street Mailing Ac	ldress	City		State	Zip
Home Mailing Address		City	Stat	te Z	ip
*Email Address (REQUI	RED):	Pe	ersonal Web Address:		
Office Ext #:	Home Phone #:		* Cell # (REQUIRED):	·	· · · · · · · · · · · · · · · · · · ·
Preferred Mailing:	Office Home	Preferred Conf	tact Phone: Office H	lome Cell	
Applicant Signature:					
Applicant Oignataro.				Date	· · · · · · · · · · · · · · · · · · ·
(MFA) as an additional lay unique code sent to your p	er of security. MFA helps p phone or email. All person	protect your account by re- al information collected fol	acknowledge and agree to the quiring multiple forms of verifica MFA purposes will be handled privacy and are committed to s	tion, such as a p securely, in com	assword and a opliance with all state
Please allow 3-5 busines with instructions on how to			eted application. Once processe	ed, you will recei	ve a welcome email
FOR OFFICE USE ONL	Y· Member #·	Office #	Payment Amount:	Г	ate:



One Maple Avenue, White Plains, NY 10605



SUBSCRIBER APPLICATION – Payment Page 2025

MLS Fees are Non-Refundable

Month	January	February	March	April	May	June
Amount	\$200+ \$200 Start-up fee	\$183.33 + \$200 Start-up fee	\$166.67 + \$200 Start-up fee	\$150 + \$200 Start-up fee	\$133.33 + \$200 Start-up fee	\$116.67 + \$200 Start-up fee
Total	\$400.00	\$383.33	\$366.67	\$350.00	\$333.33	\$316.67

Month	July	August 24	September	October	November	December
Amount	\$100 + \$200 Start-up fee	\$83.33 + \$200 Start-up fee	\$66.67 + \$200 Start-up fee	\$50 + \$200 Start-up fee	\$33.33 + \$200 Start-up fee	\$16.67 + \$200 Start-up fee
Total	\$300.00	\$283.33	\$266.67	\$250.00	\$233.33	\$216.67

Subscriber Name: Please Print		
Subscriber Start-up Fee:	\$ Start-up D	Date: / Month Year
Subscriber Fee:	\$	
Total Payable OneKey® MLS: = (Correct Payment amount MUST		
Check Enclosed #: (Make Checks Payable to OneKey® I	MLS)	
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:
Email application to: Membership@HGAR.com - OR - Fax application to: 914 • 681 • 6044 OR - Mail application to: One Maple Avenue, White Plains, NY 10605		
		Office Use
		Member #



One Maple Avenue, White Plains, NY 10605