

**ADMISSION PROCEDURES**

1. The application for REALTOR® membership in the Lexington-Bluegrass Association of REALTORS® shall be prepared on forms provided by the Association, and shall be accompanied by the following:
  - a. A letter from the applicant stating:
    - that he/she has a brokers license in the Commonwealth of Kentucky and/or is a certified appraiser.
    - that he/she will become familiar with the Bylaws of the Association and the Code of Ethics and is willing to abide by these.
    - that he/she will complete the Association Orientation Program.
    - that he/she will become familiar with the financial obligations of membership in the Association and is willing to meet these as they become due.
  - b. A letter from each of the two REALTORS® sponsoring his/her application stating that to the best of their knowledge, the applicant has a favorable business reputation in the community.
  - \* c. A check in the amount of the application fee, plus pro-rated dues, if applicable.
  
2. Procedure for the processing of applicants:
  - a. The application and letters are submitted to the Member Services Director.
  - b. The Member Services Director shall determine whether all requirements have been met and refer the application to the Board of Directors.
  - c. The Member Services Director shall review the application and order publication of the name of the applicant in the Bluegrass REALTOR® to give all members an opportunity to comment in writing on the application. Such comments must be received prior to the next meeting of the Board of Directors but in no case shall the time allowed for receipt of such comments be less than 30 days.

(Over)

- d. If objections are received from any member, the Professional Standards Committee shall hold a hearing at which time both the objector and the applicant will be present to present their cases. If the committee believes the objections should be upheld, it will so inform the objector and the applicant, and the application will be forwarded to the Board of Directors with a recommendation for disapproval. If the committee believes the objections are not substantiated, the committee shall so inform the objector and the applicant in writing.
  - e. The Professional Standards Committee shall forward its recommendation on the application to the Board of Directors for review at its next meeting. The Directors shall then certify the application.
3. When the Board of Directors certifies the application, the applicant shall be declared elected to the membership.
  4. On **election to active membership**, if the applicant is an employing broker, he/she shall **pay an administration fee to the Association based on the number of licensees** under his/her brokerage and submit additional dues as established by the Bylaws of the Association.