



Certification by Designated REALTOR®

August 1, 2017

To: All Designated REALTORS®
From: Kelly Travis, Executive Director

Please verify that the list of individuals listed on our website are currently licensed with your office.

1. Go to our website: www.stcloudrealtors.com
2. Click on "Member Login" link. Enter your email address as your username and your NRDS# for the password (unless you have changed this).
3. If you are not already at the home screen, click home.
4. Under your profile on the left hand side of the screen, you will see a box with your office name. At the bottom of that box there is a link that says "Manage Agents." Click on it.
5. You will see a list of the agents licensed with your office that are currently members of SCAAR. Please review the list and make sure it is accurate. Then fill out the form below indicating the list is accurate or noting any necessary changes.
6. Sign this form and return it to the board office.

Keep in mind, if a licensee drops membership for any reason and wishes to join again next year, he/she will be liable for dues for the entire year of 2018 (Article X, Section 2 (1) of the SCAAR Bylaws).

THIS CERTIFICATION MUST BE A COMPLETE AND ACCURATE LIST and must be signed by the Designated REALTOR®. Please return to the Association office. You may return this certification by fax: 320-253-9701 or mail: 2109 Troop Drive, Sartell, MN 56377 or email: Nicole@stcloudrealtors.com .

Please indicate:

- My list is accurate as shown on the SCAAR website.
- Please make the changes below to make my list accurate.

Please drop the following agents:

Please add the following agents:

I hereby certify that the list referenced, including any changes made above, is a complete listing of all individual(s) currently licensed with my office. I also certify that the Association will be notified of any individuals licensed with this office within thirty (30) days of the date of affiliation or severance. I understand that failure to comply with such notification shall result in a fine of \$250 per licensed individual for whom proper notification is not provided.

Date: _____

Office: _____

Designated REALTOR® Name (please print):

Designated REALTOR® Signature: