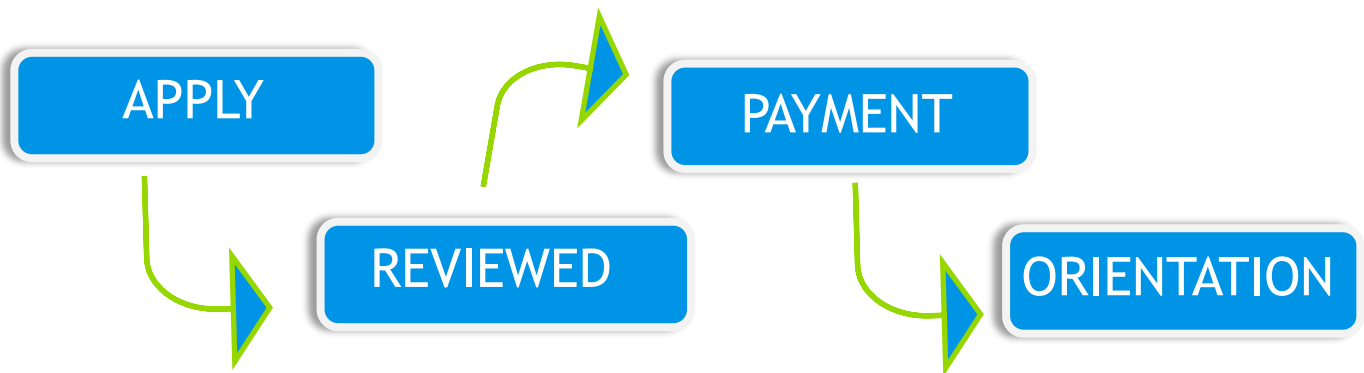




# New Member Application Process

Four steps to join:



## What You'll Need....

Full Membership (Real Estate Brokerage or Appraisal Firm)	<u>2</u>
Associate Member (Agents, Brokers, Licensed Assistants, Appraisers)	<u>3</u>
Non-licensed Sales Assistant Member	<u>4</u>
Documents for Review	<u>5</u>



# Full Membership

To begin the application you will need your Office Real Estate License information and contact information for your Registered person (assumes all responsibility if BIC/Head Appraiser is unable to perform). *Each Associate Member and non-licensed sales assistant who work for your firm must also complete the appropriate application for HHIMLS access.*

**NOTE: To be scheduled for the next orientation, complete the application, include items below and submit to [memberservices@hhimls.com](mailto:memberservices@hhimls.com) by Friday 4pm. Complete all forms electronically. No Handwritten Forms.**

•Associate Member Application (AM100)	•Full Member Application (FM100)
•Review, Complete, and Sign Associate Agreement (AM101)	• Review, Complete, and Sign Associate Full Member Agreement (FM103)
•Digital Professional Headshot Photo (724 X 1086)	
•Copy of Driver’s License •Payment	•Appraiser Disclosure Statement (FM115-Appraisal Firm Only)

Once your application has been reviewed, fees are collected. Payment is Payable with a Company Check. Check must have the same Company Name as the New Member Firm Name.

Upon receipt of payment, Member Services will send a confirmation email which will include an orientation date. (*Your orientation date may not be the following Wednesday.*)

Schedule of fees: \$750 Set up | \$150/mo.



# Associate Membership

To become an Associate Member your Real Estate License must be Active with a Current HHIMLS Member Real Estate Office or Appraisal Firm.

**NOTE: To be scheduled for the next orientation, complete the application, include items below and submit to [memberservices@hhimls.com](mailto:memberservices@hhimls.com) by Friday 4pm. Complete all forms electronically. No Handwritten Forms.**

- Associate Member Application (AM100)
- Review, complete, and sign Associate Agreement (AM101)
- Digital Professional Photo (*Required minimum size 724 X 1086*)
- Copy of Driver's License
- Payment (e-voice)

Once your application has been reviewed, you will receive an invoice for payment. You may pay the invoice electronically or call our office to pay over the phone at 843-785-9696.

Upon receipt of payment, Member Services will send a confirmation email which will include your orientation date. (*Your orientation date may not be the following Wednesday.*)

**SUPRA eKey and Access credentials are provided at Orientation.**

Schedule of fees: \$300 New Member Set up | \$65/mo. Billed to REB



# Non-licensed Sales Assistant

To become an Unlicensed Sales Assistant of HHIMLS you may not hold a real estate, appraiser, PMIC, Insurance or Mortgage license issued by the SCLLR or other State or Federal Agency.

**NOTE: To be scheduled for the next orientation, complete the application, include items below and submit to [memberservices@hhimls.com](mailto:memberservices@hhimls.com) by Friday 4pm. Complete all forms electronically. No Handwritten Forms.**

- NLSA Application (N101)\*
- Review, complete, and sign NLSA Agreement (N100)\*
- Digital Professional Photo (*Required minimum size 724 X 1086*)
- Copy of Driver's License
- Proof of employment (W-2, 1099 or W-9)
- Payment

Once your application has been approved, fees are collected from the brokerage.

Upon receipt of payment, Member Services will send a confirmation email which will include your orientation date (*Your orientation date may not be the following Wednesday*).

Access credentials are received at Orientation.

Schedule of fees: \$35 Set up | \$1/mo. Billed to REB



# Documents for Review

2019 SCHEDULE OF FEES

RULES & REGULATIONS

COMPLIANCE GUIDELINES

PRODUCTS & SERVICES

EXCLUSIVE BENEFITS