



# *Tri-Counties* *Association of REALTORS®*

## PLEASE READ BEFORE CONTINUING

### Application Checklist

#### Requirements to join Tri-Counties:

- Broker & Office location **NEED** be active at Tri-Counties A.O.R.
- Application **NEEDS** to be filled out completely & signed by both Broker & applicant.
- Current PWRflex contract, signed with payment information
- Copy of valid California **DRE** license
- Copy of birth dated picture ID (example; driver's license or passport)

### Supra Key Hours and Procedures

New Members: **9:00A.M. – 3:00P.M.** Issued during membership processing of walk-in applicant.

**YOU NEED TO BE PRESENT IN ORDER FOR A KEY TO BE ASSIGNED. ALL OTHER KEY ASSIGNMENTS (UPGRADING, DOWNGRADING ETC.) WILL BE ASSIGNED BY OUR FRONT COUNTER SALESPERSONS BETWEEN THE HOURS OF 9:30A.M. – 4:00 P.M. ON MONDAYS AND 9:00A.M. – 4:00 P.M. TUESDAY – FRIDAY.**

A separate form of payment to SUPRA is required in the form of check or credit card only. Supra fees are in addition to dues and MLS fees.

### Processing Time

#### Faxed or Mailed in applications:

24-48 hours from time of receipt (business days).

If any of the above items are missing, this will affect the processing time of your application dramatically.

#### Walk-In applications:

Walk-Ins are processed between 9am to 3pm daily on a first come first serve basis. **All required items above must be completed before processing.**

Processing time varies depending on the day, time of day, and how many walk-ins are ahead of you. Peak times are lunch time hours and all day Mondays and Fridays.

**Plan a 1 to 1½ hour wait minimum, if you come during a peak time.**