



Membership Application

HRRA - Your Ultimate Support for Business Success in any Market

Step 1

Read and complete this packet. It is your and your broker's responsibility to initiate the membership process within 30 days of placing your license with a REALTOR® firm.

Step 2

Submit this form via email to applications@hrra.com. You may also bring or mail the form to Attn: Membership@hrra.com. You may also bring or mail the form to Attn: Membership HRRA 638 Independence Parkway Suite 100 Chesapeake, VA 23320. Forms without an accompanying check or completed credit card information will not be processed.

Any questions? Email membership@hrra.com or call (757) 473-9700 ext. 3.

Welcome to your HRRA REALTOR® Family

When you become a REALTOR®, you have reached a higher standard in your real estate career. The term REALTOR® means "member" of the National Association of REALTORS®. When you join HRRA, you are also joining the state association, Virginia Association of REALTORS® [VAR], and the National Association of REALTORS® [NAR]. This interrelation, and interdependency, is called the three-way agreement, and it is a powerful model of influence that has benefitted our brokers and agents for over 100 years.

Filling out this application is only the first step. Once your application is approved and payment verified, if you have been a REALTOR® before, or if you are a current REALTOR® transferring from another association, you will be required to complete HRRA's new member orientation session within the next three available sessions, **but no later than 60 days from your approval letter.**

If you are newly licensed, you will be required to complete HRRA's new member orientation session within the next three available sessions, **but no later than 60 days from your approval letter**, and complete the NAR new member Code of Ethics training. This fulfills your ethics post-licensing education credit.

We sincerely thank you for your membership!



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Step 3

Upon receipt of your application, your dues, and new member fees, you will receive an approval letter with your M1 number and the next available orientation dates. You must register for the orientation class. To do so, follow the directions in the letter. Even if you are an existing REALTOR®, you must attend the HRRA orientation session. Once you have completed new member orientation, you will have access to all the benefits of HRRA, VAR & NAR.

Step 4

Once you have completed the orientation, and if a new REALTOR®, the new member Code of Ethics training, you will receive your REALTOR® certificate, REALTOR® pin, and new member packet. You may now use the REALTOR® trademark in your advertising.

Part 1- Application Information

I hereby apply for:

- REALTOR®
- Designated REALTOR® (Principal or Managing Broker)
- Secondary REALTOR® (I have paid another local association dues in the current year) — Please attach your letter of good standing from your current local board.
- Secondary Designated REALTOR® (I have paid another local association dues in the current year) — Please attach your letter of good standing from your current local board.
- Please check here if your primary field of business is commercial real estate or if you typically have one or more commercial transactions per year.

If you checked the box above for commercial, please indicate if you are a member of any of these organizations

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- I am applying for reinstatement as a REALTOR® (This means I have not paid prior years REALTORS Due; I understand I am responsible for the calendar year's dues and the \$100 reinstatement fee. This application will not be processed without payment. I understand I will not have to pay HRRA or VAR new member fees.)



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Step 5

If you are new to the real estate business, join the Young Professionals Network (YPN), a network for those young in age or young in the business. Go to facebook.com/groups/HRRAYPN. If you are a Designated REALTOR® who is new to HRRA, please join our broker group at facebook.com/groups/hrraom. And if in commercial, join the commercial group at facebook.com/groups/HRRAC ommercial and check out the commercial website, hrracommercial.com.

Step 6

Jump into success – Visit HRRA.com to view the list of free forums & trainings. HRRA also offers discounted (and some are free) CE and PLE courses.

Part 1- Application Information Cont'd

Your name on your real estate license: _____

Date Licensed in VA real estate: _____

VA Real Estate License #: _____

You cannot complete this form if you do not have an active license hung with a HRRA REALTOR® brokerage.

Title (circle one): Mr. Mrs. Ms. Miss Mx. Dr. Pr. N/A

DOB (mm/dd/yyyy): _____

HRRA mail will be sent to your home address; your emailed invoices and reminders will be sent to the email address you provide below (**applications without an email will not be processed**).

Email: _____

***HRRA does not share or sell email addresses.**

Home Address: _____

City, State & Zip: _____

Brokerage Name: _____

Branch Name (if applicable): _____

Office Address: _____

City, State & Zip: _____

Your Cell Phone: _____

Your Work Phone (if different): _____

Your Website: _____

Pre-license Education School Name: _____

I Speak Another Language in Addition to English (please identify the language): _____



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Step 7*

Choose Your Options

President Teddy Roosevelt famously said: "Every man owes part of his time and money to the business or industry to which he is engaged. No man has a moral right to withhold his support from an organization that is striving to improve conditions within his sphere."

Your dues investment includes your voluntary \$15 RPAC Fair Share. **This is non-refundable if you do not opt out.** RPAC supports much of the advocacy work done at all three levels of organized real estate. Campaign contributions, for example, legally cannot be funded from dues; RPAC gains us access to legislators deciding our business conditions.

Check here to opt out

Contributions to the Virginia REALTORS® (VAR) RPAC are voluntary and are used for political purposes; they are not deductible for federal and state income tax purposes. Members may contribute more or less than the suggested amount and may refuse to contribute without reprisal. The National Association of REALTORS® (NAR) or any of its state or local associations will not favor or disfavor any member because of the amount contributed. NAR has established state Federal Disbursement Allocations based on anticipated national RPAC needs. 30% of all Major Investor contributions are sent to NAR to be applied to the Federal RPAC Disbursement Allocation and are charged against the limits under 52 U.S.C. 30116 with the remaining 70% maintained for state & local use. Decisions regarding VAR RPAC contributions to meet the allocation will be made throughout the fundraising year. The contributor certifies that they are at least 18 years old and are making this contribution with their own personal funds - not those of another person or entity, nor are they a foreign national or federal contractor.

Part 1- Application Information Cont'd

If you are licensed in another state please identify the state here:

Are you a past HRRA member or a member of another REALTOR® Association/Board? If yes, complete the section 1. If you are a broker, complete section 2, otherwise go to section 3.

Section 1

Your 9-digit NRDS/M1 Number: _____

Date Range of Membership: _____

Name of Prior Association Board if not HRRA: _____

City & State of Prior Board: _____

If your prior board was not HRRA, you must attach a letter of good standing from your prior board with this application

Section 2 For Brokers

Circle the option that best describes your position within the brokerage:
Broker-Owner Managing Broker Commercial Broker

Section 3

Circle the option that best describes your primary field of business (circle all that apply): Residential Sales Property Management
New Construction Commercial Sales Commercial Leasing
Commercial Investment Land Licensed Assistant

Are you involved in any recent (past 3 years) or pending bankruptcies?
If yes, please attach a brief explanation.

Do you have a record of official sanctions of unprofessional conduct within the past 3 years involving: 1) civil rights laws 2) real estate license laws 3) ethics violations? If yes, please attach a brief explanation.



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Step 8

CALCULATE DUES

NAR prorates dues monthly, VAR quarterly & HRRA monthly. Each new member pays application fees to VAR in the amount of \$203 and to HRRA in the amount of \$300 for a total one-time fee of \$503. This is added into the dues schedule below:

Join Dates

January: HRRA \$335 VAR \$203 NAR \$201

RPAC \$15 (\$754) Total \$1257

February: HRRA \$307.08 VAR \$203 NAR \$188

RPAC \$15 (\$713.08) Total \$1216.08

March: HRRA \$279.17 VAR \$203 NAR \$175

RPAC \$15 (\$672.17) Total \$1175.17

April: HRRA \$251.25 VAR \$152.25 NAR \$162

RPAC \$15 (\$580.50) Total \$1083.50

May: HRRA \$223.33 VAR \$152.25 NAR \$149

RPAC \$15 (\$539.58) Total \$1042.58

June: HRRA \$195.42 VAR \$152.25 NAR \$136

RPAC \$15 (\$498.67) Total \$1001.67

July: HRRA \$167.50 VAR \$101.50 NAR \$123

RPAC \$15 (\$407.00) Total \$910.00

August: HRRA \$139.58 VAR \$101.50 NAR \$110

RPAC \$15 (\$366.08) Total \$869.08

September: HRRA \$111.67 VAR \$101.50

NAR \$97.00 RPAC \$15 (\$325.17) Total \$828.17

October: HRRA \$83.75 VAR \$50.75 NAR \$84

RPAC \$15 (\$233.50) Total \$736.50

November: HRRA \$55.83 VAR \$50.75

NAR \$71 RPAC \$15 (\$192.58) Total \$695.58

December: HRRA \$27.92 VAR \$50.75

NAR \$58 RPAC \$15 (\$151.67) Total \$654.67

Part 2- Applicant Agreement

Please initial after reading each bullet point.

Qualifications for Membership. I understand that membership brings certain privileges and obligations that require compliance, including the following:

- I understand that my annual dues will be invoiced in the fall and that all subsequent annual dues are due January 31. I understand that I will be invoiced a \$100.00 late fee if dues are not paid by January 31 each year. I understand that failure to pay dues 30 days past the deadline will result in the termination of my membership. _____ **Initial Here**
- I will attend orientation within 60 days of the Association confirming my membership. Failure to meet this requirement may result in having my membership terminated. _____ **Initial Here**
- I consent to receive all HRRA electronic communication. _____ **Initial Here**
- Membership in the Association means that I agree to abide by the Code of Ethics of the National Association, which includes the duty to arbitrate and mediate, as well as the Constitution, Bylaws and Rules and Regulations of the Association, the State Association and the National Association. Further, I agree to satisfactorily complete the periodic Code of Ethics training and a reasonable and non-discriminatory written examination on such Code, Constitutions, Bylaws and Rules and Regulations. _____ **Initial Here**
- I acknowledge that as an Association member, I will be licensed to use the REALTOR® trademarks, and I agree to abide by the rules governing use of those trademarks. I understand that REALTOR® is a federally registered trademark of the National Association and use of this designation is subject to rules promulgated by the National Association. _____ **Initial Here**
- Upon termination of my membership in the Association for any reason, my license to use the term REALTOR® is automatically revoked, and I will immediately discontinue use of the term REALTOR® and all REALTOR® trademarks. _____ **Initial Here**
- Membership is final only upon approval by the Board of Directors and may be revoked should completion of any membership requirement, such as orientation, not be completed within the timeframe established in the Association's bylaws. Failure to complete will result in paying application fees again. _____ **Initial Here**

Please add \$10 as a voluntary contribution to the Hampton Roads REALTORS® Foundation. _____ **Initial Here**

NOTE: *The duty to submit to an ethics complaint continues in effect even after membership lapses or is terminated. Any ensuing discipline will be held in abeyance until such time as the respondent rejoins an association of REALTORS® (see Code of Ethics and Arbitration Manual, Section 20(e)). The duty to submit to arbitration continues in effect even after membership lapses or is terminated, provided the dispute arose while the former member was a REALTOR®.*

_____ **Initial Here**



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Step 9

PAY YOUR DUES

Alternately, please find my enclosed check in the amount of \$_____ (Fill in the dues amount for the month you are joining as shown in the schedule on page 4). Checks must be made out for the full amount of application fees and dues. Partial payment will not be accepted, and your application will be declined.

DOWNLOAD A COPY OF THE HRRA BYLAWS by visiting HRRA.com/About then select Bylaws from the dropdown list.

DOWNLOAD A COPY OF THE 2026 Code of Ethics by visiting HRRA.com/ethics-professional-standards/

Part 2 Applicant Agreement-Cont'd

I UNDERSTAND THAT MY HRRA, VAR, AND NAR DUES ARE DUE AND PAYABLE WITH THIS APPLICATION FOR MEMBERSHIP. I UNDERSTAND THAT MY BROKER WILL BE BILLED IF I DO NOT SUBMIT PAYMENT WITH THIS APPLICATION.

Please charge my credit card \$_____ (Fill in the amount for the month you are joining as shown in the schedule on page 4.)

Name on Card: _____

Card type: Visa Mastercard

CVV (3-digit code on back of card): ____ Exp. (mm/yyyy) ____/____

Card Number: _____

Billing address if different from home address:

Signature required: _____

Sign Here

Part 3 Broker's Certification

I certify the above applicant is affiliated with my brokerage. I certify that, per the NAR dues formula, I am responsible for a personal dues increase if the requirements are not met by the applicant. I understand that this means I will be invoiced and will pay the dues obligation within 30 days. **Annually, the firm's Designated REALTOR® is assessed personal dues for HRRA, VAR, and NAR for each salesperson who does not become a REALTOR®. Such salespersons have no membership standing, receive no membership benefits and may not use the term REALTOR®.**

Principal or managing broker's signature: _____

Sign Here

Print principal or managing broker's name: _____

Revised 01.01.2026