



## **Welcome to the Fresno Association of REALTORS® (F.A.R.). You may be asking,**

*“I paid, but WHAT did I join and WHAT do I do now?”*

### **What is F.A.R.?**

The Fresno Association of REALTORS® (F.A.R.) is a trade association for REALTORS®. We are also home to the Fresno Multiple Listing Service (FMLS) where REALTORS® and agents access for sale and for lease properties in Fresno and eastern Madera Counties.

Real Estate Agents first become licensed by the California Department of Real Estate, hang their license with a brokerage and join the Fresno, California, and National Association of REALTORS® (F.A.R., C.A.R., N.A.R.). If your license is hanging with a brokerage that has joined, you must join too. As your local association, F.A.R. will process your membership and receive your payments for your C.A.R. and N.A.R. membership on their behalf.

Only real estate licensees who are members of the National Association of REALTORS® are properly called REALTORS®. They proudly display the REALTOR “R” logo on their business card or other marketing and literature.

**Our Mission Statement** is to promote the professionalism of REALTORS® and to make available the programs and services that allow members to conduct their business with integrity and competency.

### **What are my benefits for joining?**

**YOU** receive REALTOR® benefits from F.A.R., C.A.R., and N.A.R. and may see the benefits you receive from each at [fresnorealtors.com](http://fresnorealtors.com) or by clicking the links listed below. One of the main benefits is the ability to use the term REALTOR®. Be sure to set up your profiles with the Fresno MLS, C.A.R. and N.A.R. at your first opportunity.



- F.A.R. REALTOR® Resources  
[Benefits](#)
- C.A.R. REALTOR Resources  
[Benefits](#)
- N.A.R. REALTOR Resources  
[Benefits](#)

## Where is F.A.R.?

**We are located at:**  
6720 N. West Avenue  
Fresno, CA 93711  
Phone 559-490-6400  
FAX 559-490-6464

**Hours of Operation:**  
Monday through Friday, 8:00 am - 5:00 pm  
Wednesdays we open at 9:00 am  
due to staff meetings.

**We are closed on most Federal Holidays.**



**Website:** [fresnorealtors.com](http://fresnorealtors.com)

Our website is FULL of information for you.

Check out the '[News + Events](#)' tab for our [calendar](#) that has our office hours, upcoming trainings and events. Be sure to use the '[Buyers and Sellers](#)' tab for more resources for your clients. You will find the [FMLS Rules & Regulations here](#) and other helpful [forms](#) to assist you and your business.

**Social media:**

**Facebook:**

- [Fresno Association of REALTORS®](#)
- [Fresno YPN \(Facebook Group\)](#)

**Instagram:**

- @fresno\_realtors
- @fresnoypn



## When do I Pay Again and Why?

As a new member, you were required to pay everything upfront at one time. Going forward, REALTOR® Dues, FMLS Fees and Key Access have their own billing cycles as outlined below. Real Estate is a professional industry, dues and fees are paid regularly and **these statements are emailed to you**. Please keep your email address we have on file up to date.

- **F.A.R./C.A.R./N.A.R. REALTOR® Membership Dues** are billed once a year. Due January 1st, pay by February 15th. The REALTOR® Dues for 2024 are \$582.00. If payment is not submitted by February 15th, you will become inactive as a REALTOR®. Once a Dues billing goes into “past due” status, a late fee assessment of 10% will be applied. REALTOR® Dues are subject to change every year.

**Due January 1 --- 45-day grace period --- Last day to pay February 15**

- **Fresno MLS Fees** are \$225.00 every 6 months, due May 1st - pay by June 15th & due November 1st - pay by December 15th. If not paid by delinquent date MLS and KEY will become suspended. Once an MLS billing goes into “past due” status, a late fee assessment of 10% will be applied.

**Due May 1 --- 45-day grace period --- Last day to pay June 15**

**Due November 1 --- 45-day grace period --- Last day to pay December 15**

- Supra eKEY is an application on your smartphone. The cost is an initial \$50 activation plus per diem prorated access based on the chosen monthly fee. The recurring monthly fee is \$15.56 for Basic or \$21.48 for Professional. This must be paid with a credit or debit card. A credit or debit card must also be on file for the recurring payment every month, which debits around the 20th. Supra will assess late fees after 25 days of an invoice becoming past due. Billed by and paid to Supra, not F.A.R.

- Co-Op Key Access fee is \$179.40 due March 1st – pay by April 15th.

**Due March 1 --- 45-day grace period --- Last day to pay April 15**



All statements will be emailed to you.  
It is crucial that you keep your email  
address current especially if you change brokerages.

Please make sure to white-list and never mark as spam our emails.

## How do I Pay?

We offer four easy ways to make your payment.

Payments may be made [online](#), over the phone, in person or via mail.

## What is Supra?

Supra is the designated key and lockbox system used by the FMLS.

There are two components of Supra.

- 1) The iBox BT LE is the lockbox
- 2) The eKEY is an app on your smart phone

**Lockboxes** are sold in our office. We do not loan, rent, lease, or buy them back. Lockboxes *may* be transferable to other areas, and this may be confirmed by calling our office with the lockbox serial number. *It is not advisable to buy lockboxes from yard sales or online from individuals you cannot verify. They may not be current or compatible.*

If you have your own Supra lockbox and want to list properties in other areas, follow these steps.

1. Call the association in the area of your listing to see what is required of you
2. Ask if they use Supra
3. Call our office at 559-490-6400 with serial number to check eligibility to go to another area
4. Have your lockbox deprogrammed so you may take it to another association to be added to their network



**Your Supra eKEY** is issued from the FMLS and will initially function **only** in Fresno and eastern Madera Counties. Pressing the update button daily will ensure you are able to use your Supra eKEY regardless of your data connection. It is possible to Co-Op your Fresno eKEY to another area by contacting the association in which you would like to show. There may be paperwork and fees required to do this.

If you have the Supra eKEY and want to show properties in other areas, follow these steps:

1. Call the association in the area of properties you want to show and see what is required of you
2. Ask if they use Supra
3. Follow their instructions

**Supra Assistance** is available by:

1. Calling our office at 559-490-6400 during our normal business hours
2. Calling Supra at 877-699-6787 seven days a week from 5:00 am to 7:00 pm. You will be asked for your Supra eKEY serial number and four-digit pin used to obtain a key to verify your account and then be transferred to a live person.
3. Going to the [Supra page of our website](#)
4. Going to [Supraweb.suprakim](http://Supraweb.suprakim)

## What if I Move?

If you change your residence or brokerage, you will need to notify both the Department of Real Estate (D.R.E.) and F.A.R. as our systems do not alert each other at this time.

1. Update your information with the DRE before you contact us. We are obligated to use the information they have on file, and you don't want to miss any important information regarding your license. [This link will take you to D.R.E. eLicensing.](#)

[Use this link for instructions on how to change brokerages](#)

2. Update your information with F.A.R. using a [Member Office Transfer Form](#). You may also need an [Agent Rights Modification Form](#) and a [Listing Transfer Form](#) if applicable. All forms are available in the 'Forms' Tab of our website and **must be signed by the broker of record**.

## Why Would I Go to the F.A.R. Office?

**Store Items:** We sell Supra Lockboxes, generic, non-branded signs, and riders to assist you with your listings. Open house supplies like directional signs and "A" frame signs, registration books, shoe covers and candles are available for purchase along with REALTOR® swag. We also sell discounted movie tickets for you to gift to clients during showings.

### Meetings and Trainings:

Our *MLS Meeting and virtual Home Tour* takes place every Tuesday at 9 o'clock am. Members gather for about an hour of education with guest speakers and networking. If you have a listing, you may provide it to the front desk as you register to be shared during the Virtual Home Tour and you will hear about other listings as they are available.

'*Fair Housing & Diversity*', '*Know Your Forms*', and '*Local Government Forum*' are among some of the trainings we offer throughout the month. Complete details are on listed on the [calendar](#) along with the links to register if applicable.

*Leadership Academy and Committee meetings* take place in person at our office.

**Affiliate Resources:** Affiliates are members that support you in your business so you may better serve your clients by developing a resource network. Our Affiliate wall includes contacts, business cards, fliers, and coupons from a variety of industries. (Home Warranty, Insurance, Mortgage Loans, Movers, NHD, Pest Control, Photography, Roof & Exterior Soft Washing, Solar, and more.). The current [Affiliate Directory](#) is found on our website under the "membership" tab and selecting Affiliates. It is updated regularly.

**Orientation:** Held in person once per month except December.

**Knowledgeable and Friendly Staff:** Our staff is here to assist you in being successful in your career. From MLS questions to a one-on-one MLS training, Compliance and [Honorary member](#) questions, to assistance with using a lockbox or your Supra eKEY, we are here for you!

*Welcome to the Fresno Association of REALTORS®, we look forward to working with you!*