

4 SIMPLE STEPS TO JOIN AS A BROKER ASSOCIATE



Please follow these steps to complete the process to become a Broker Associate. For questions please call the Metro Brokers, Inc. (MBI) office at: (303) 843-0100 or (800) 933-3793.

1. SELECT AN OFFICE

There are approximately 82 offices in Colorado with approximately 1700 members. Because each Metro Brokers' (MB) office is organized differently and offers different amenities, you should **select several offices** in your desired area to visit and then choose the office that most closely meets your needs.

2. CHOOSE AN EMPLOYING BROKER

- It is necessary to work under a Metro Brokers' Employing Broker. Each office consists of several employing brokers which is to your advantage. You are in control of choosing both the location and the experienced broker to work with.
- Please visit www.MetroBrokersOnline.com to locate an office in your area.

3. SUBMIT APPLICATION TO METRO BROKERS, INC.

Mail or fax completed application to MBI*. **Your employing Broker and the office manager and/or office owner must sign the application.** Once your application is received and reviewed and there are no violations recorded at the Real Estate Commission, you will receive a letter & verification form giving you temporary approval to join Metro Brokers. You now have **30 days** to add or change your information at the Commission and your Broker's Board of REALTORS® to reflect your new company name and the address of the office you selected. Once you have notified MBI of these changes by submitting either the completed Verification form or in writing, you will receive your contingent approval letter inviting you to a new member Orientation, granting you permission to use the Metro Broker name and logo and giving you access to the website. This form can be faxed to 303.843.6026.

Should you decide to withdraw your application prior to contingent approval, or if the application is not approved, the \$99 application fee will be refunded with a \$50 processing fee deducted for administrative costs. Upon contingent approval the application fee becomes non-refundable.

REGISTRATION VERIFICATION FORM

Real Estate Commission: Register yourself under the employing broker's company **ensuring that the information listed is that of your Metro Brokers' office ONLY, not your home.** Have the *Verification Form stamped by the Real Estate Commission.* If your information is already correct at the Commission's website, no stamp or signature is needed.

Board of REALTORS®: Register yourself under the employing broker's company **ensuring that the information listed is that of your Metro Brokers' office ONLY, not your home.** Have the *Verification Form stamped by the Board.*

4. ATTEND ORIENTATION

Once your information has been verified, you will receive a letter granting contingent approval to use the Metro Brokers, Inc. trademark and trade name including the date of your mandatory Orientation which is held monthly for all new members to MBI. Class normally lasts about 1 1/2 hours. Soon after, you will receive your final welcome letter.

***Congratulations, your processing is complete and
you are an official Broker Associate of MBI.***

* Please call Corporate Office for current fees 1/8/09

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