

7 EASY STEPS TO BECOME A METRO BROKERS SHAREHOLDER (INDEPENDENT/EMPLOYING BROKER)



Please follow these steps to complete the process to become a Metro Brokers Shareholder.
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 with different fee structures, you should **select several offices** in your desired area to visit and then choose the office that most closely meets your needs. Please visit www.MetroBrokersOnline.com to locate an office. The following are thoughts you should consider before joining an office.

- ◆ Ownership opportunities
- ◆ Office lease terms and monthly expenses
- ◆ Office management procedures

Business Start-Up Assistance:

Colorado Real Estate Commission	(303) 894-2166	www.dora.state.co.us/real-estate
Secretary of State, Name Registration:	(303) 894-2200	www.sos.state.co.us
IRS (Federal ID Number):	(800) 829-1040	www.irs.gov
Employer Information Dept. of Revenue	(303) 238-7378	www.taxcolorado.com
Colorado Business Assistance Center:	(303) 592-5920 ext. 5	
Online Business Resource Guide:	www.state.co.us/oed/business-resource-guide	

2. SECRETARY OF STATE (SOS)

Register your company name with the Secretary of State regardless of your chosen legal structure.

Two rules to keep in mind when choosing a company name:

1. **You may not use your legal name alone as your d/b/a (i.e. John Doe).**
2. **You may not use Metro Brokers or Metro Brokers, Inc. in your company name (Metro Brokers is our Trade Association name and is not to be a part of your registered company name).**

3. SUBMIT APPLICATION TO METRO BROKERS, INC.

Mail or fax completed application to MBI with my payment*. **Your office manager/owner's signature must be on 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 Board of REALTORS® to reflect your new company name and address of the office you selected. Once these changes have been made, please notify MBI in writing by using the Verification form. Soon you will receive a contingent approval letter giving you approval to begin using the MB name and logo, inviting you to an Orientation, and giving you access to the website. This form can be faxed to 303.843.6026.

Metro Brokers, Inc.
4 Inverness Court East, Suite 200
Englewood, CO 80112
Phone: (303) 843-0100
Fax: (303) 843-6026
Toll: (800) 933-3793
www.metrobrokersonline.com

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

4. COLORADO REAL ESTATE COMMISSION (REC)

Add or transfer your real estate license to your new company name **ensuring that the address listed is that of the Metro Brokers' office ONLY, not your home address.**

5. LOCAL BOARD OF REALTORS®

Join or change your information with a board of your choosing and pay the membership dues required **ensuring that the address listed is that of the Metro Brokers' office ONLY, not your home address.**

**Registration with a Board of REALTORS® is mandatory.*

REGISTRATION VERIFICATION FORM

Real Estate Commission: Register under your new company name and address **ensuring that the information listed is that of your Metro Brokers' office ONLY, not your home.** Have the *Verification Form stamped or signed by the Real Estate Commission.* (If your information is already correct on the Commission's website, no stamp or signature is needed.)

Board of REALTORS®: Register yourself under your new company and address **ensuring that the information listed is that of your Metro Brokers' office ONLY, not your home.** Have the form *stamped or signed by the Board.*

6. 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, granting you access to the website and the date of your Orientation which is held monthly and is mandatory for all new members to MBI. Class normally lasts 1 1/2 hours.

7. STOCK PURCHASE REDEMPTION AGREEMENT

- ◆ Upon receipt of your **Stock Purchase and Redemption Agreement** please review, sign and return one copy to the MBI Association within 10 days. (The second set is for your records).
- ◆ Once we receive our copy of the **Stock Purchase and Redemption Agreement** your final welcome letter and stock certificate will be mailed to you.

Congratulations, your processing is complete and you are an official Shareholder of MBI.