



## Dues Agreement

### Annual Association Membership Dues

(Four Rivers Association of REALTORS®, Texas REALTORS®, National Association of REALTORS®, and TREPAC)

**Invoices will be sent by November 1st, and payment will be due December 15th.**

A \$25 late fee will be applied to all accounts unpaid after January 1. Association dues ARE NOT prorated if dues were paid the prior year.

- **All member benefits including SUPRA eKEY and Matrix MLS** access will be **suspended** if payment is not received by January 1.
  - Active status listings will be reassigned to the broker.
  - If the broker is inactive, listings will be withdrawn.
- Invoices will be distributed via email.
  - This email will be sent from **Leandra@FourRiversRealtors.com**.
  - Please be sure to add this address as a safe contact.
  - Please be sure to check your spam or junk mail folders.
- Late fees cannot be waived by Four Rivers AOR staff.



<b>1<sup>st</sup> Quarter</b>	<b>2<sup>nd</sup> Quarter</b>	<b>3<sup>rd</sup> Quarter</b>	<b>4<sup>th</sup> Quarter</b>
Invoice: March 15	Invoice: June 15	Invoice: September 15	Invoice: December 15
Due Date: April 15	Due Date: July 15	Due Date: October 15	Due Date: January 15
Late Fee: April 16	Late Fee: July 16	Late Fee: October 16	Late Fee: January 16

Invoices will be available for 30 days to remit payment.

**I have reviewed the above dates for Quarterly Billing.**

If payment is not received by the due date:

- **Matrix MLS** and/or **SUPRA eKEY** accounts will be **suspended** and a \$25 late fee will be applied.
  - Active status listings will be reassigned to the broker.
  - If the broker is inactive, listings will be withdrawn.
- Invoices will be distributed via email.

Revised: March 2026

- This email will be sent from **Raven@FourRiversRealtors.com**.
- Please be sure to add this address as a safe contact.
- Please be sure to check your spam or junk mail folders.
- Late fees cannot be waived by Four Rivers AOR staff.

### **Reinstatement:**

- Within current cycle:
  - If reinstating before next billing cycle, the member will pay prorated dues based on the month they are reinstating.
    - If notification was not received, the member will be charged the \$25 late fee and \$50 reconnect fee.
    - If notification was given to FRAR regarding dropping their service, then only a \$50 reactivation fee plus prorated dues will be charged.
- Past current cycle:
  - A new application is required with documents and an application fee of \$100.00 will be applied to pro-rated fees.

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### **Autopay Authorization (MLS & Supra eKey Subscription Payments Only)**

- Subscribers may opt in to automatic payments **for MLS & Supra subscription fees only** through their individual Member Portal.
- **Automatic payments are NOT available for annual REALTOR® Association Dues**, including Four Rivers Association of REALTORS®, Texas REALTORS®, National Association of REALTORS®, or TREPAC dues.
- The selection, management, or removal of autopay settings must be completed directly by the subscriber within their Member Portal. **Four Rivers AOR staff are not authorized to enroll, modify, or remove autopay settings on behalf of a subscriber.**
- By opting into autopay, the subscriber acknowledges that they are the **sole authorized user** responsible for managing this payment option and ensuring sufficient funds are available at the time of processing.

### **Change of Office Form fee: \$35.00**

Per NAR, changes of office must be completed within 30 days of recorded change in TREC.

Cash, Checks to FRAR and Credit Cards Accepted

**\*\*REFUNDS ARE NOT ISSUED FOR ANY FEES AND/OR DUES\*\***

Questions regarding fees and payments: Info@FourRiversRealtors.com

I have read and understand the dues and fees schedule as outlined above. My signature is acceptance of the above Dues Agreement and policies.

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_