



Howard County Association of REALTORS® (HCAR) Online Membership Application Instructions

Instructions for the Applicant (Agent) and Broker/ Manager

Please read carefully before submitting your online application:

- Broker Certification:** Because REALTOR® membership requires broker validation, you must have your Designated REALTOR® / Office Manager / Broker sign the HCAR Online REALTOR® Application Broker Certification Form also on page 2 of this document.
- Prepare Your Documents:** Once the Broker Certification form has been completed by your broker or office manager, it can be emailed to staff@hcar.org or you will be prompted to upload this completed document along with:
 - A front-only copy of your government issued Photo ID
 - A copy of your Real Estate License ([Find a copy of your real estate license](#))
- Complete Online Application:** Create an account, or login to an already existing account, to complete the application via the HCAR Member Portal.

Create/ find your account: <https://hcarportal.ramcoams.net/Profile/Setup/Search.aspx>

Note: Your application will remain in a pending status and will not be processed by staff until all signatures, printed names, and dates are provided. All licensing and membership details will be verified.

Howard County Association of REALTORS® Dues Proration Schedule

2026 Membership Year Ends: October 31, 2026

Join Month	HCAR Local Dues	**MD State REALTOR® Dues	**National REALTOR® Dues	*One-Time Processing Fee	Total	***Total with Optional RPAC
May 2026	\$144.00	\$121.00	\$149.00	\$100.00	\$514.00	\$549.00
 June 2026 JOIN IN JUNE	\$144.00	\$121.00	\$136.00	\$100.00	\$257.00	\$292.00
July 2026	\$144.00	\$121.00	\$123.00	\$100.00	\$488.00	\$523.00
August 2026	\$72.00	\$121.00	\$110.00	\$100.00	\$403.00	\$438.00
September 2026	\$72.00	\$121.00	\$97.00	\$100.00	\$384.00	\$419.00



JOIN IN JUNE – One Time Membership Drive Promotion!

- Local dues and Processing fees waived for all **new**, transferring, and secondary REALTOR® applicants who apply to join and complete payment between June 1 and June 30th.
- Letters of good standing are required for all transferring and Secondary REALTOR® applications.
- *Prior HCAR members will not be charged the one-time processing fee.
- **Active REALTORS® transferring from their current association to HCAR who have already paid Maryland State and National Dues for 2026, will not be charged again, nor charged a processing fee. **(Letter of Good Standing required)**
- ***Active REALTORS® joining as secondary who have already paid Maryland State and National Dues for 2026, will not be charged again, nor charged a processing fee. If Maryland State Dues have **not** been paid, but they have paid State Dues to another association, Maryland state dues will still be owed but the amount will be discounted. **(Letter of Good Standing Required)**
- ***Contributions to RPAC (REALTOR® Political Action Committee) are voluntary and used for political purposes to elect candidates locally and nationally who understand and support REALTORS® interests. RPAC contributions are not tax deductible. An optional suggested contribution amount of \$35 has been added to the last line item.
- Lobbying fees of \$55 are included in the NAR dues and \$18 in the MR dues. These portions of your dues are non-deductible for income tax purposes.

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HOWARD COUNTY ASSOCIATION OF REALTORS®, INC.

Staff@hcar.org





HOWARD COUNTY ASSOCIATION OF REALTORS®
HCAR New Member Online Application - Broker Certification Form

THIS FORM MUST BE UPLOADED, COMPLETED BY ADOBE WEBFORM, OR OTHERWISE REMITTED TO THE ASSOCIATION WHEN A NEW AGENT IS COMPLETING THE ONLINE APPLICATION.

THIS FORM SHOULD ONLY BE USED IF THE AGENT IS COMPLETING THE ONLINE APPLICATION.

SECTION 1: NEW AGENT/ APPLICANT INFORMATION

NEW Applicant Information

*(Agent name and brokerage information **must** match real estate license of newly joined licensee)*

First Name _____ Last Name _____

RE License Registration # _____

Brokerage Company Name *(as on real estate license)* _____

Branch Address *(as on real estate license)* _____

SECTION 2: MANAGER/BROKER CERTIFICATION ONLY

I, _____, of _____
(Printed name of the Designated REALTOR®/ Broker/ Office Manager) (Brokerage/Office Name)

hereby certify that the applicant named above is a licensed real estate agent affiliated with my brokerage firm.

I have carefully reviewed this application request and the membership information contained herein, and I have determined it to be true and correct to the best of my knowledge.

Certified by _____ (Signature of Office Manager
Designated REALTOR® or Broker) _____ (Name Printed) _____ (Date)

5/2026

