



**GREATER PROVIDENCE  
BOARD OF REALTORS®**  
ETHICS • PROFESSIONALISM • INTEGRITY

**QUESTIONS AND ANSWERS REGARDING THE 2020 BOARD CERTIFICATION FORM**

*Posted 3/4/2020*

**1. Why am I receiving this Board Certification Form?**

Per the Board's Bylaws, it is a requirement of membership that each Designated REALTOR® (which is the Principal Broker or Principal Appraiser) of an office file this form with us annually.

**2. When is this form due?**

3/20/2020.

**3. What happens if I do not return this form?**

Per Article VI, Section 12 (a) of the Board Bylaws, you will be in violation of your membership requirements and are subject to a **\$250 fine**, which will be due and payable to the Board within ten (10) days. You are also subject to suspension of membership for failing to meet the requirements of membership.

**4. I've completed the form. Where do I send it now?**

Email it to [info@gpbior.realtor](mailto:info@gpbior.realtor) or fax it to our office at (888) 909-6406 or mail it to GPBOR, 2178 Mendon Rd., Suite 400, Cumberland, RI 02864 by 3/20/2020.

**5. How do I log into the member portal on [www.gpbior.realtor](http://www.gpbior.realtor)?**

Click on the "member login" photo (puzzle piece with key in the middle of the screen). Enter your confidential username and password, which was previously provided to you. If you can't find your username, [you can click here](#) to look it up and then ask for your password to be emailed to you.

**6. I've had no changes to my office roster since I filed this form last year. Do I still have to complete it?**

Yes. You would check off Option A and then complete the bottom of the form.

**7. I have part-timers and licensed assistants affiliated with me. Do I have to list them on the form?**

Yes. All licensees (including appraisers, real estate sales and real estate brokers) that are affiliated with you need to be listed on this form regardless of their specialty and work status.

**8. Do you require an original signature?**

Faxed copies or emailed copies of the Board Certification Form, as prepared by the Designated REALTOR® will be accepted.

**9. I am a new Designated REALTOR®/Principal and at the time I joined, I completed a Board Certification Form. Do I need to do another one?**

The Board's Bylaws require one form on file for each year. If you have filed one between 1/1/2020—3/4/2020, then you would be exempt. If you feel you joined as a new Designated REALTOR® between this time, please contact us to verify.

**10. Can I just provide you with a copy of my office roster?**

Yes, we will accept a copy of your office roster. Please also complete and sign the bottom of the Board Certification Form and attach it to your roster.

**11. What is the LFRO Form about?**

If the Designated REALTOR® has a direct or indirect ownership in a firm, which is engaged exclusively in soliciting and/or referring clients and customers to a REALTOR® firm on a substantially exclusive basis, then the Designated REALTOR®/Principal is also required [to complete and return this form](#) to us on an annual basis. All licensees affiliated with that firm must be listed and submitted by 3/20/2020 also.

**12. I am a Principal/Appraiser – not a Broker. Do I still need to complete the Board Certification Form?**

Yes, you are the Designated REALTOR® of the firm and must complete the form. The term REALTOR® isn't a synonym for real estate broker or real estate salesperson. A REALTOR®, simply put, is an individual who has voluntarily sought membership in the

REALTOR® Association and abides by the Code of Ethics of the NAR. A REALTOR® is someone who is licensed (i.e. salesperson, broker, appraiser, auctioneer, property manager). Here at GPBOR, we are sensitive to the fact that you are licensed as an Appraiser and make every possible attempt to address you as such in our correspondence with you.

Questions? Please contact Erin Herzog, our membership director, at 401-274-8383, ext. 10.

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