

CRS DESIGNATION APPLICATION PROCESS

Review the following requirements to determine which option best matches your experience. These requirements are for individuals who practice inside the United States, its insular possessions and the Commonwealth of Puerto Rico and Canada. All other individuals must complete the International Designation criteria.



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1. Submit your documentation satisfying all Designation requirements.
 - Council members who submit a Designation application with all required documentations will be awarded the CRS Designation within five business day from receipt.
 - If the documentation is incomplete, the notice will indicate the items necessary to complete the Designation application process.
 - Please note: the timelines are approximate. We will make every effort to process your application within the above stated timeframe except when there are extenuating circumstances.
2. Maintain ongoing active membership in the Residential Real Estate Council and active REALTOR® or REALTOR ASSOCIATE® membership with your local board and state association.

Production Requirements

You have the option of submitting your transactions by using either the Affidavit of Required Transactions OR Resume of Required Transactions.

Note: A residential transaction must be a single-family home, townhouse, cooperative, up to and including four-unit building, duplex, condominium or a permanently affixed mobile home unit. The transaction must have an improvement on the property. For example, water rights, transportable mobile homes, acreage and lots are not acceptable. You may only list transactions for which you completed no less than 50 percent of the work.

Affidavit of Required Transactions

You and your broker must complete the Affidavit of Required Transactions. The Affidavit states that you have completed the required number of residential transactions or volume. Simply indicate your name, the date, and the number of transactions that you have completed and sign the form. You will also need your broker to sign the form verifying that you have met these requirements. If you are the broker, please sign in both places.

For complete details, visit crs.com/designation



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AFFIDAVIT OF REQUIRED TRANSACTIONS

Applicant's Name: _____

Date: _____

The undersigned Applicant hereby certifies and swears that all information provided is true and factual. Should the Council find through confirmation or any other means that any statements made by Applicant are not factual; such statements will jeopardize Applicants' ability to be awarded or to retain the CRS Designation. The undersigned Applicant declares that the following information is true.

I am an Applicant for the CRS Designation and as a part of that application process I certify that

I have completed a minimum of _____ residential transactions* and/or
_____ million in volume.

**Credit for completing a residential transaction is available only for the listing or sale of a single-family home, a townhouse, a duplex, a building of up to and including four units, a cooperative, a condominium or a permanently affixed mobile home unit that has closed. All residential properties must include an improvement. If Applicant is taking credit for any "co-listing" (a listing or sale that you shared with another sales associate, Applicant may take credit for a half of a transaction, provided that the Applicant completed no less than fifty (50%) percent of the work on that transaction.*

Signature of Applicant: _____

CERTIFICATION OF APPLICANT'S BROKER

I hereby certify that the above statement concerning the number of transactions in which the Applicant has worked is true and correct and accurately reflects the work done by the Applicant.

Name of Broker (Please Print): _____

Signature of Broker: _____

Date: _____



Send completed form to:
Residential Real Estate Council
430 N. Michigan Ave, Chicago, IL 60611
or email: CRSHelp@crs.com
Questions: 800.462.8841 (toll free) • 312.321.4400



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CRS DESIGNATION APPLICATION

I understand that Council Membership requires annual renewal with membership dues. The application below is for individuals residing within the United States, its insular possessions, the Commonwealth of Puerto Rico, and Canada.

Instructions:

- Please double-check the documentation that you are submitting with this application.
- Attach all required documentation to the completed form.
- Include the \$75 Designation Processing Fee and send it to the Residential Real Estate Council.

Name: _____

NRDS ID#: _____ REALTOR® Since: _____

Date of Birth: _____ Last 4 Digits of SS# (optional): _____

Home Address: _____

City/State/Zip: _____

Office Name: _____

Office Address: _____

City/State/Zip: _____

Cell Phone: _____ Office Phone: _____

Email Address: _____ Website Address: _____

Preferred Mailing Address: Home Office

DESIGNATION PROGRAM

I have completed and attached the required number of transactions for the following CRS Designation Program:

60/30/30 Program 60 transactions OR \$30 million in volume over the last three years AND 30 hours of RRC Education

Pro Program 150 transactions OR an average of \$1 million per year of experience with a minimum of 40 transactions AND 16 hours of RRC Education (must be licensed a minimum of 10 years to apply)



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