

**YOUR
PATH
REALTORS®
REAL
ESTATE
SUCCESS
STARTS
HERE.**

NEW MEMBER PACKET

**I'M A REALTOR®
I CONNECT TULSA.**

GreaterTulsa Association of **REALTORS®**



Welcome to GTAR

Hello and welcome to Greater Tulsa Association of REALTORS® (GTAR). I wanted to take a moment to introduce myself and express my warmest regards. Regardless of where you are in your career, we know that being a member of GTAR will assist you in your professional pursuits. We are a member-oriented organization and always have your best interest in mind. Our membership organization has over 4,000 members, making us the largest of 21 local REALTOR® real estate associations in Oklahoma.

As a member of GTAR not only do you receive the benefits we offer, but also those from the state association, Oklahoma Association of REALTORS® and the National Association of REALTORS®. Your membership with GTAR includes access to the TulsaRealtors.com website, which is the gateway to access the MLS Technology, Inc. (MLS Tech) Multiple Listing Service, MLS Tech's SentiLock® key/lockbox system, access to our real estate contracts software products; Transaction Desk and Zipform, as well as Centralized Showing Service, and REALTORS® Property Resource among other services. You will also be able to take advantage of member rates for a variety of continuing education courses offered on-site at GTAR or through our online education partner, The CE Shop.

We hope that you will take the opportunity to get involved with GTAR and serve on one of our many committees and Board of Directors. One of the committees we truly hope you will consider is the REALTORS® Political Action Committee. There are several fundraising and community events that we put on throughout the year that we would love for you to be a part of as well.

All members receive the GTAR Full Disclosure Weekly News email and state and national industry publications. We encourage our members to follow us on our social media platforms as well to stay informed. We are on **Facebook: @greatertulsaAOR, Twitter: @GreaterTulsaAoR and Instagram: @gtar1920.**

The Oklahoma Association of REALTORS® offers Mediation and Arbitration services to our members and the National Association of REALTORS® offers a REALTOR® Benefits Program to our members who will receive discounts and promotions. GTAR members are also able to use the REALTOR® trademark logos and have the opportunity to obtain advance real estate designations, such as GRI, CRS, CCIM among others.

We hope that you make the very most of your membership with us and we promise to continue public awareness that REALTORS® are a professional, in-person business. We are dedicated to providing you with valuable services that will assist you in your career; whether new or old to the profession, we are here for you and happy you have decided to join us. We very much look forward to seeing all that you can do.

Sincerely,

Mike Cotrill, RCE
Chief Executive Officer

Meet Our Staff

Staff Vision: To be the preferred Real Estate Source for our members. We value and respect each member, we display a friendly attitude, and provide members with the resources they require to be successful.

Each member of GTAR is member focused and plays an important role in the success of our organization. Our team consists of three departments: GTAR, MLS and Commercial. We have you in mind at all times and are happy to help and assist in any way that we can.

Leadership

- Mike Cotrill, Chief Executive Officer Mcotrill@TulsaRealtors.com
- Russ Otterstrom, Chief Financial Officer Rotterstrom@TulsaRealtors.com
- Mandi Meador, Chief Operating Officer Mmeador@TulsaRealtors.com
- Chuck Wooten, Chief Technology Officer CW@MLSTechnology.com
- Ron Turner, Commercial Services Director Rturner@ConnectCIE.com

GTAR Professional Staff

- Connie Montalbano, Membership Director Cmontalbano@TulsaRealtors.com
- Daniele Holland, Communications & Education Director Dholland@TulsaRealtors.com
- Spencer Gainey, Government Affairs Director Sgainey@TulsaRealtors.com
- Katie Graham, Events & Fundraising Director Kgraham@TulsaRealtors.com
- Cassandra Brubaker, Outreach Liaison Cbrubaker@TulsaRealtors.com
- Rachel Wight, Key Services Administrator Rachel@TulsaRealtors.com
- Tiffany Villines, Administrative Assistant Tvillines@TulsaRealtors.com
- Starla Sims, Store Services Administrator Starla@TulsaRealtors.com
- Bonnie Atkinson, Executive Assistant Batkinson@TulsaRealtors.com
- Sandy Dial, Administrative Assistant Sdial@TulsaRealtors.com

MLS Technology Professional Staff

- Polly Choate, Compliance & Technology Training Director Pchoate@MLSTechnology.com
- Rich McGonigle, Product Manager Rmcgonigle@MLSTechnology.com
- Laurie Rigney, Outreach Support Specialist Lrigney@MLSTechnology.com
- Beverly Parker, Technical Services Analyst Bparker@MLSTechnology.com
- Mike Bromberek, Technical Services Analyst Mbromberek@MLSTechnology.com
- Ethan Long, Technical Services Analyst Elong@MLSTechnology.com
- Mike Deen, Outreach Trainer Mdeen@MLSTechnology.com

Commercial Services Professional Staff

- Lloyd Wright, Commercial Research Associate Lwright@ConnectCIE.com
- Gina Dorn, Commercial Research Associate Gdorn@ConnectCIE.com

Contact any of our staff by phone at 918-663-7500.

Welcome Home to GTAR!

We are so happy you have joined Greater Tulsa Association of REALTORS®. We offer the tools needed for our members to be successful in real estate. Members are offered numerous services to enhance their professionalism through educational courses, training and leadership opportunities by becoming involved in committees, Board appointments and volunteer activities. Members are also given professional support through our Multi Listing Service (MLS) Tech Support and can purchase official products and signage at the MLS Sign Shop. REALTOR® membership includes membership in the local, state and national REALTOR® associations.

Contact

If at any point you have any questions regarding your new membership or need any assistance, please contact our membership director; they will be happy to help.

Call: 918-663-7500

Email: MemberServices@TulsaRealtors.com



Who We Are

Greater Tulsa Association of REALTORS®

Founded in 1920, Greater Tulsa Association of REALTORS® is a non-profit corporation and is a member of the Oklahoma Association of REALTORS® (OAR) and the National Association of REALTORS® (NAR). The vision of GTAR is to be the member's ultimate source of real estate information and service, and the mission of GTAR is to foster a spirit of cooperation and unity, help members to be successful, and enable members to better serve the public.

GTAR is a membership organization consisting of over 4,000 members, making it the largest of 21 local REALTOR® real estate associations in Oklahoma.

GTAR is dedicated to providing valuable services and products that will benefit all members and to being a progressive organization that is fiscally responsible, with a professional staff that is responsive to the needs of its members.

GTAR Mission Statement

The Greater Tulsa Association of REALTORS® is a real estate organization whose members are united to:

- Promote education, professionalism, and ethical standards in order to assist its members to better serve the public
- Protect the free enterprise system and private rights to property.



ConnectCIE

Commercial Real Estate Information Exchange

ConnectCIE is a professional, comprehensive database of commercial properties, built specifically through a partnership with the commercial real estate industry. With a local team of researchers, who add and update commercial properties daily throughout the state of Oklahoma. ConnectCIE subscribers can also add and edit their own listings as well. The data is owned by MLS Technology, Inc. and controlled by its Board of Directors, made up of the local real estate industry professionals.

With a ConnectCIE subscription, commercial real estate professionals can search “for sale” and “for lease” properties in their markets in all asset classes (office, industrial, retail, multi-family and land), as well as a comprehensive database of sales comps., tenant information, professional reports, broadcast marketing email, market analytics, market monitor, wants and needs, businesses for sale and more.

Some of the highlights of the Pro Tools service are:

- **Parcel Aerials** – With a single click, generate a printable PDF for your client displaying relevant parcel boundaries overlaid on an aerial image of the property.
- **Retail Logos** - With a single click, generate a printable PDF for your client displaying retail business logos overlaid on an aerial image of the target property.
- **Traffic Counts** - With a single click, generate a printable PDF for your client displaying traffic counts for intersections near the target property.
- **Flood Maps** - With a single click, generate a printable PDF for your client displaying a visualization of FEMA Flood Risk near a target property.
- **Environmental Risk** - With a single click, generate a printable PDF for your client identifying nearby properties monitored by the EPA for inspection/compliance as reported by ECHO (Enforcement and Compliance History Online).
- **Demographics** - With a single click, generate a printable PDF for your client including current and five year projections by either radius or drive time. Our algorithm calculates stats with proportionally-weighted block-level accuracy — far more accurate than standard reports.
- **Google Earth Package** - With a single click, generate a Google Earth site analysis bundle for your client including parcel boundary, basic information on the target property, 3/5/10 minute drive time rings, traffic counts, and nearby retail locations.
- **Retail Site Selector** - Use our proprietary database of 400,000 retail locations to build a multi-layered study in Google Earth, analyzing potential locations for proximity (distance radius, drive time, or drive distance rings) to competitors.
- **Tenants** - With a single click, generate a printable PDF for your client including the current tenants for a target property. Our proprietary process ensures the data is accurate and timely.

Contact

If you need more information regarding ConnectCIE, please contact them.

Call: 918-663-7500

MLS Technology, Inc.

Welcome to the world of real estate! It may look daunting at first, but our MLS Tech team members have assembled a suite of tools that will make the journey easier for you.

MLS Mission Statement

The mission of MLS Technology, Inc. is to provide efficient, accurate, and reliable information, outstanding support, and innovative resources to real estate practitioners to most effectively benefit consumers.

If you have signed in to MLSTechnology.com, you will see the MLS Portal, which is your gateway to all of the different products offered to you. Here's a list of everything that your MLS Tech membership entitles you access to, and a brief overview of each:

- **Matrix** – This is our MLS system
- **Transaction Desk** – Manage documents, electronically sign and more. This is a forms program that links forms back to Matrix. Transaction Desk also offers digital signatures.
- **Realist** – Extensive tax lookup system for details on all properties in the state of Oklahoma.
- **Zipforms** – Much like Transaction Desk, this program offers required forms and contracts. This program requires DocuSign, which is not included in your membership.
- **RPR** – Nationwide home search engine.
- **Centralized Showing Service** – You can schedule an entire day of showings in just a few minutes from the website or app. Showings on listings are easy to schedule with CSS, and listing agents benefit by getting more showings to their listings.
- **Knowledgebase** – This full featured system is online with answers to most of our frequently asked questions and so much more.
- **Support** – Feel free to contact us with any questions you have. We are available to take your call from 8 a.m. – 5:30 p.m. Monday through Friday.

As a member you have access to free training classes. Your education is an important investment, and as a member of MLS Tech you can continue learning at your own pace. Everyone has different learning styles which is why we offer a multitude of options for you. You can learn to use the powerful tools and software provided through on-site training, hands-on classes, lecture series, and online tutorials. Some of the classes offered are for CE credit.

You can register yourself for classes online, with no registration fees. To view upcoming classes, you can visit Edu.MLSTechnology.com and click the "Register for Classes" icon. Unless otherwise noted, classes are held at the MLS Technology Computer Lab at GTAR; however, if you would like to schedule a training class in your local area, speak with your broker about having our outreach team come to your town for in-person, hands-on training.

We have a full support staff trained and ready to help you when you need it. Our support desk team is here for you and happy to help. They look forward to hearing from you.

Contact

For additional information or assistance regarding any of the aforementioned, contact our support desk.

Call: 918-663-7500

Email: Support@MLSTechnology.com

SentriLock® & SentriCard®



GTAR utilizes SentriLock® and SentriCard® services. These keybox and key card services are high-quality, technologically innovative and backed by an award-winning, exceptional customer support team. They are offered to members that are in good standing at an affordable cost. These keyboxes make it easy for our members to access and manage their listings. Through the SentriSmart® app, members have the ability to open a keybox, track showings, access logs and feedback, all through a mobile device. When you become a member you will meet with our key services administrator who will walk you through the steps of how to use your keybox, but keep in mind that there is so much more than just the basics that your keybox can do.

Contact

For more information regarding the keybox, key card or simply to learn more about going beyond the basics, members are welcome to contact our key services administrator.

Call: 918-663-7500

Forms & Contracts

Our forms committees and our attorney review and provide input on how the GTAR forms and contracts are developed. As a member of GTAR you will have access to the GTAR forms and contracts.

New Member Orientation

GTAR offers new member orientation online. This provides our members the convenience to complete it in the leisure of their own home or at a time that works best for them. The online orientation video covers the basics in reference to GTAR and MLS Technology, Inc.'s rules and regulations. Upon watching the video, members will take a test. They will also be referred to the NAR website where they will complete an ethics course. New members must complete both courses within their first 90 days of membership.

Member Benefits

Education

As a member you get top quality classes at a discounted rate. These classes include mandatory CE, as well as instructional sessions over the use of our products and services. You also are able to enhance your skills and receive special pricing on courses that apply toward real estate designations, such as: GRI, CRS and CCIM.

Community Involvement

Members have a chance to be involved in the community through different events and organizations GTAR hosts or is affiliated with, such as Backpacks for Kids and Kickball Night with the Tulsa Boys' Home with the YPN/Sales Associate Network.

Support

Members have access to the TulsaRealtors.com, MLS, electronic keybox system and contracts in autofill, pdf and editable format. Along with that you will have assistance from our technical service analysts and outreach support specialists.

REALTOR® Trademark

Those individuals who hold REALTOR® membership are entitled to use the REALTOR® logo in connection with their real estate business.

Legal Hotline

Members have access to the Legal Hotline, a free service that will assist with questions regarding contract forms, ethics, arbitration, and license law, as well as basic legal questions.

Personal Insurance

REALTOR® Member Benefits Program – access to dental, vision and other health insurance options; as well as member-only savings on auto, home and renters insurance through the National Association of REALTORS®.

Leadership

Serve on GTAR and MLS Tech committees and Board of Directors. There are approximately 20 different committees to serve on and they are all listed on TulsaRealtors.com.

Networking

GTAR offers opportunities to meet other REALTORS® and affiliate members through events, meetings and classes. Members will be notified of these opportunities through all our communication platforms.

Advocacy & Action

Have a political voice on the local level? RPAC fights for the rights of REALTORS® and supports candidates that support the issues that are important to their profession and livelihood.

MLS Sign Shop

Conveniently located in the GTAR office, members can purchase signs and other real estate related items and promotional materials.

Technology Services

All members will have access to: MLS, Matrix, Realist, Transaction Desk, ZipForm, Centralized Showing Service, Find, REALTORS® Property Resource, HomesConnect, New Home Source Pro and SentiLock®.

Communication

To keep members informed, GTAR produces a weekly newsletter called the Full Disclosure, sends out email notices, and is on the following social media sites: Facebook, Twitter and Instagram.

Member Savings

When you become a member of GTAR, you not only benefit on a local level, but on a state and national level as well. GTAR members receive discounts on a variety of products and services to help them build and manage their business through the NAR. These benefits vary from purchasing insurance to electronics. For the most up-to-date information regarding NAR REALTOR® Benefits program, visit realtor.org/Benefits.

MLS Sign Shop

When you visit GTAR, be sure to stop by our MLS Sign Shop. This store is a one-stop shop for all of your real estate needs. We sell all kinds of signs, runners, flags and other open house tools and accessories. The MLS Sign Shop even carries pepper spray – keeping the safety of our members in mind.

Contact

For more information or questions regarding our products, please contact our store services administrator.

Call: 918-663-7500

Email: MLSSignshop@MLSTechnology.com

Legal Line

OAR has established a Legal Line to assist members with issues and questions they may have. The Legal Line is reserved for members of OAR only. Among some of the topics OAR is able to assist with include: Arbitration, Code of Ethics, OREC compliance, contract law, MLS policy, and general real estate law. The preferred method of contact is through www.okrealtors.com/legal.

Professional Standards

GTAR maintains the highest level of professionalism and as a REALTOR®, you have pledged to abide by a strict code of ethics to safeguard your clients as well as the public. We abide by and enforce this very same code, known exclusively as the NAR Code of Ethics. In Oklahoma, Professional Standards is handled by OAR. When a dispute arises, this team will assist in finding a resolution through ethics proceedings, mediation and arbitration. Complaints that are filed go through a review process with representatives from across the state. To learn more about Professional Standards, feel free to check out OAR's webpage at okrealtors.com/members/professional-standards.

Firm Affiliates

Building relationships with the right business partners is essential to your success as a REALTOR®. GTAR offers you an outstanding list of partnership resources with our Affiliate Network. These companies support our organization in many ways, and are a strong part of our unified effort to shape and grow our organization and community. Firm Affiliates consist of all types, including: banks and mortgage companies, inspection companies, title companies, attorneys and insurance agents to name a few. If you are doing business with an individual or firm, make sure they are an Affiliate member of GTAR. Their services can benefit both you and your clients. Meet these members at the REALTOR® Appreciation Day Trade Show and other GTAR events and programs. At GTAR, when our Firm Affiliates win, our REALTORS® and consumers win too. To see a list of our Firm Affiliates, visit TulsaRealtors.com.

Education

Did You Know?

If you have taken all six required hours (BRA, CAR, CON, FHR, PSC, HOT) in your current licensing period, any additional required classes you take will count toward your elective hours, as long as you're not repeating the exact same class (i.e., classes that have the same course number).

GTAR Education

Whether you're new to real estate or a seasoned professional, GTAR offers a variety of continuing education classes to meet your Oklahoma license renewal requirements, as well as other special events to help you grow in your career.

Learning Options and Designations

For those who prefer online learning, GTAR's education partner, The CE Shop, offers continuing education, as well as the 45-hour Post License course. For those who prefer a traditional in-person/hands-on type setting, we offer classes onsite in one of the GTAR classrooms, as well as opportunities in our outreach areas. The National Association of REALTORS® and its affiliated institutes, societies, and councils offers a wide selection of designations and certifications to help boost your salary and client base.

Contact

For additional information about continuing education and requirements, contact our education director.

Call: 918-663-7500

Email: Education@TulsaRealtors.com



Outreach

GTAR and MLS Technology, Inc. has seen a substantial growth in membership in some of our outlying areas, which has resulted in a need to extend services out to members in their own town. GTAR and MLS Tech always want to provide our members with the best customer service possible; as a result, we have begun providing outreach classes in a few of these areas. Members who live in or near those areas are more than welcome to participate in the information sessions and continuing education courses offered in their very own town.

We have an outreach liaison who works specifically with these outlying areas to determine the kind of programs they would like to see brought to them. Our outreach liaison works closely with our education director to coordinate continuing education classes that can be brought to our members in our outreach areas.

Outreach areas will be visited once a month with educational opportunities that will be beneficial for members to attend. Some of the classes that are offered in these areas are: Contracts & Forms classes, Transaction Desk Training, Centralized Showing Services class, REALTOR® Code of Ethics, SentiLock® keybox training session, Using RPR to Better Serve Buyers and Sellers, A Residential Transaction: Multiple Offers, and Broker in Charge.

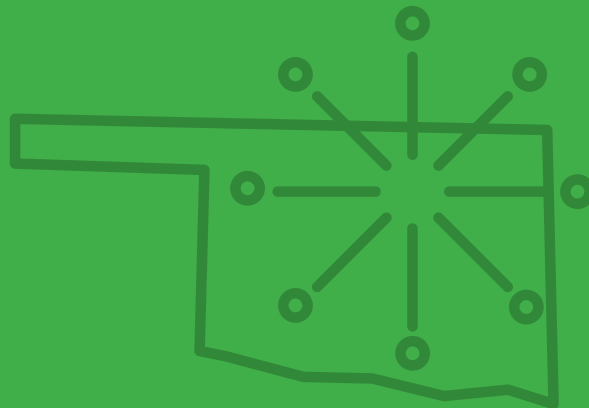
Our MLS Tech department also offers outreach options. We have an outreach support specialist who travels to local brokers' offices to assist members at their own offices. We also have members of the team that travel, teach and train not only our GTAR members, but also those that are exclusively MLS members.

We know it is not always convenient for members to come to us, so we are coming to you!

Contact

For additional information about outreach or to suggest classes or events you would like to see in your area, contact our outreach liaison.

Call: 918-663-7500



Government Affairs

REALTORS® making a difference: Investing in REALTORS® Political Action Committee (RPAC) is a way to work with other REALTORS® in the community to strengthen and grow the real estate industry in Tulsa and beyond. From topics ranging from property taxes, to building and residential ordinances, to quality infrastructure projects, RPAC supported candidates are REALTOR® champions. Invest with your colleagues to help make a difference in the real estate industry.

GTAR Government Affairs advocates on behalf of REALTORS® and homeowner rights to support a quality market place for buying and selling real estate in Tulsa.

Advocacy focus areas:

1. Government affairs policy research
2. Outreach to elected officials
3. Utilize RPAC funding to support and elect candidates who are REALTOR® champions

Getting involved

GTAR Government Affairs works with REALTORS® on the Urban Affairs Committee and the RPAC Committee.

Urban Affairs: Takes a look at the most relevant topics of the moment in the Tulsa and surrounding areas. We often host local leaders and elected officials for updates on issues that impact our community.

RPAC Committee: Members who invest \$99 or more are automatically on the committee and those who invest \$250 or more are able to interview candidates for potential support, organizes candidate events, and decides which candidates RPAC will endorse at the municipal and county levels in the Tulsa area.

Events

REALTOR® Day At the Capitol: GTAR Government Affairs joins OAR to lobby lawmakers in Oklahoma City.

Major Investor Dinner: Attended by potential major investors in RPAC.

RPAC Investor Event: Happy hour event held to introduce members to RPAC activities.

Candidate Forums: Hosts candidates for REALTORS® to be able to interact with elected officials.

Contact

For additional information about Urban Affairs and RPAC, contact our government affairs director.

Call: 918-663-7500

Events & Fundraising

GTAR hosts a variety of events and fundraising opportunities throughout the year. Whether it's a banquet, trade show, or community outreach – all provide the opportunity to network in Tulsa and its surrounding areas. These events offer members a platform to learn more about the real estate industry.

We have an event and fundraising liaison who plans these events throughout the year. Discussed at each meeting, members work together to decide which types of events are most beneficial to the association.

Events begin as early as January and run through December. GTAR kicks off each year with an Installation & Awards Banquet, recognizing the outgoing and incoming GTAR/MLS Tech Presidents, and closes with the annual Trade Show. Other events include networking hours at local restaurants or venues, and community engagement in the Tulsa and surrounding areas.

There is a little something for everyone; everything from, kickball tournaments at the Tulsa Boys' Home, to touring Smart Homes and the Designer Showcase, or hosting appraiser panels with local companies, GTAR provides a variety of fundraising and networking options that fit any member of our association.

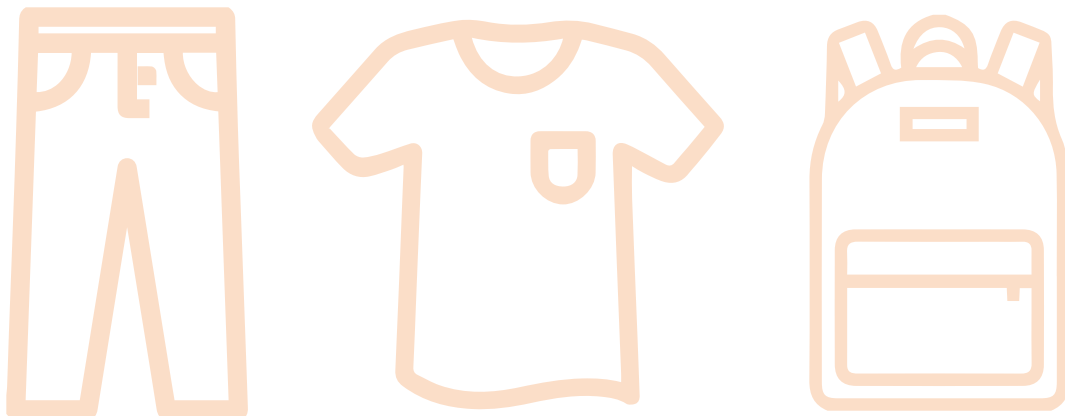
GTAR's biggest fundraiser—and most well-known—is our annual Backpacks for Kids 501(c)3 Program with Family & Children Services. Coming up on our thirteenth year, this is by far the most popular and fun community outreach opportunity that everyone loves to be involved in. Each year, GTAR members raise up to \$40,000 and stuff over 500 backpacks with shoes, socks, shirts, pants, and toiletries. GTAR raises money through a variety of different ways including a golf tournament, a wine pull, and much more. GTAR then hosts a BFKs Pizza Party in August where members pass out backpacks to kids ranging from newborns to 17 years of age.

GTAR wants you to experience the most as a member of our association and are open to improving our event and fundraising ideas. Our main goal is to have fun, but also create relationships outside of the work place you can use in your real estate business.

Contact

For additional information, or if you have any ideas or suggestions, feel free to contact our events and fundraising director.

Call: 918-663-7500



 @greatertulsaAOR

 @GreaterTulsaAoR

 @gtar1920

#REALTORSCONNECTTULSA

I'M A REALTOR[®]
I CONNECT TULSA.

GreaterTulsa Association of **REALTORS[®]**

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