

Central Illinois Board of REALTORS®

New Member Information Guide

Membership Types • Dues & Fees • How We Bill • MLS Services

Welcome to CIBR

The Central Illinois Board of REALTORS® (CIBR) is your local REALTOR® association serving real estate professionals throughout central Illinois. Membership at CIBR means membership at three levels simultaneously: CIBR locally, Illinois REALTORS® (IAR) at the state level, and the National Association of REALTORS® (NAR) nationally — each providing distinct benefits, advocacy, and professional resources.

This guide covers all membership types, dues and fees, how our billing model works, and what is included with MLS services.

Membership Types

Primary vs. Secondary Membership

Understanding the difference between primary and secondary membership is the most important first step in choosing your membership type.

PRIMARY MEMBER

CIBR is your home board.

All three tiers of REALTOR® dues are collected here:

- ✓ NAR national dues
- ✓ Illinois REALTORS® state dues
- ✓ CIBR local dues

If CIBR is your only or first-ever REALTOR® association, you are a Primary member.

SECONDARY MEMBER

You hold a primary membership elsewhere.

You are adding CIBR as an additional board. Dues are split:

- X NAR dues — paid at your primary board
- X State dues — paid at your primary board*
- ✓ CIBR local dues — paid here

**Out-of-State Secondary members do pay Illinois REALTORS® dues here, since their primary board is in another state.*

The table below summarizes all eight membership categories and their associated dues components and billing method.

Membership Type	Billing	NAR	IAR	CIBR	MLS Fee	Ongoing Payment
Primary REALTOR® with MLS	Monthly	✓	✓	✓	\$62/mo	\$126/mo
Primary REALTOR® without MLS	Annual	✓	✓	✓	—	Annual
Secondary REALTOR® with MLS	Monthly	—	—	✓	\$65.84/mo	\$83.34/mo
Secondary REALTOR® without MLS	Annual	—	—	✓	—	Annual
Out-of-State Secondary with MLS	Monthly	—	✓	✓	\$65.84/mo	See note
Out-of-State Secondary without MLS	Annual	—	✓	✓	—	Annual
REALTOR® Emeritus with MLS	Monthly	—	—	✓	\$62/mo	See note
REALTOR® Emeritus without MLS	Annual	—	—	✓	—	Annual

Notes: NAR and IAR dues are prorated based on your month of joining. CIBR dues are also prorated. See Section 4 for the full proration table. — Secondary (IL) members have already paid NAR and IAR dues through their primary Illinois board; those components are not collected by CIBR. — Out-of-State Secondary members pay IAR dues here because their primary board is in another state. — REALTOR® Emeritus members are exempt from NAR and IAR dues but do pay CIBR dues and may elect to include RPAC and IRRF voluntary contributions.

One-Time New Member Application Fees

All new members pay a one-time, non-refundable application fee at the time of joining. This fee covers onboarding, system setup, and administrative processing and is in addition to prorated dues. For members with MLS services, the first month's MLS fee is included within the application fee at no additional charge — your ongoing monthly billing begins the following month.

Applicant Category	One-Time Application Fee
New Brokerage with MLS Services (includes Managing Broker)	\$1,900.00
New Member — All Other Brokers	\$425.00

The \$1,900 New Brokerage fee includes the Managing Broker setup and the first month's MLS services. The standard \$425 fee likewise includes the first month's MLS services for members who elect MLS access. In both cases, ongoing monthly billing begins the month following joining. These fees are non-refundable.

How CIBR Dues Billing Works

Two Different Billing Models — Determined by MLS Services

CIBR uses two distinct billing models depending on whether a member has MLS services. This is one of the most important things to understand before you join.

Members WITH MLS Services	Members WITHOUT MLS Services
Monthly billing - First month's MLS fee is collected at joining (\$62/mo Primary, \$65.84/mo Secondary) - One combined monthly payment covers MLS services plus dues reserves for NAR, IAR, and CIBR - Reserves accumulate so dues are already funded when they come due - You never receive a large year-end dues invoice - At joining, initial payment also includes a reserve contribution for next year	Annual billing - Annual dues invoice issued each year - No monthly payment and no dues reserve - No MLS services included - At joining, initial payment covers only prorated current-year dues — no reserve

What You Pay When You Join (MLS Members)

For members with MLS services, the initial payment at joining has three components:

- First month's MLS fee — included in your application fee:** Your application fee (\$425 or \$1,900) includes your first month of MLS services at no additional charge. Ongoing monthly billing begins the following month.
- Current-year dues (prorated):** NAR, Illinois REALTORS®, and CIBR dues are all prorated based on the month you join. See Section 5 for the full proration table.
- Next-year reserve contribution (also prorated):** You also pre-fund the dues reserve for the upcoming year. This reserve amount is the inverse of your current-year proration — the later in the year you join, the larger the reserve contribution, because more of next year's dues period needs to be covered. This ensures you begin your first full year already paid in full, with no year-end bill.

Non-Prorated Assessments: Several mandatory assessments cannot be prorated and are always charged at the full amount regardless of your joining month. For MLS members these are seeded in the reserve as well. See Section 4 for the complete list and amounts.

What You Pay When You Join (Non-MLS Members)

For members without MLS services, the initial payment is simply the application fee plus prorated current-year dues. There is no reserve contribution. You will receive an annual dues invoice from CIBR each year going forward.

Dues Proration Table

The table below shows the prorated dues amount and the corresponding reserve contribution for each component, by month of joining. All amounts are in the DR/R (Designated REALTOR® / REALTOR®) classification, which applies to all CIBR members. For MLS members, both the current-year and reserve columns apply at joining. For non-MLS members, only the current-year column applies.

Month	NAR Dues (DR/R)		Illinois REALTORS® Dues (DR/R)		CIBR Dues	
	Current Year	Reserve	Current Year	Reserve	Current Year	Reserve
January	\$156.00	\$13.00	\$219.00	\$18.25	\$210.00	\$17.50
February	\$143.00	\$26.00	\$200.75	\$36.50	\$192.50	\$35.00
March	\$130.00	\$39.00	\$182.50	\$54.75	\$175.00	\$52.50
April	\$117.00	\$52.00	\$164.25	\$73.00	\$157.50	\$70.00
May	\$104.00	\$65.00	\$146.00	\$91.25	\$140.00	\$87.50
June	\$91.00	\$78.00	\$127.75	\$109.50	\$122.50	\$105.00
July	\$78.00	\$91.00	\$109.50	\$127.75	\$105.00	\$122.50
August	\$65.00	\$104.00	\$91.25	\$146.00	\$87.50	\$140.00
September	\$52.00	\$117.00	\$73.00	\$164.25	\$70.00	\$157.50
October	\$39.00	\$130.00	\$54.75	\$182.50	\$52.50	\$175.00
November	\$26.00	\$143.00	\$36.50	\$200.75	\$35.00	\$192.50
December	\$13.00	\$156.00	\$18.25	\$219.00	\$17.50	\$210.00

Non-Prorated Mandatory Assessments (full amount due regardless of joining month):

- **NAR Consumer Advertising Campaign (NAR Advocacy):** \$45.00 — applies to Primary REALTOR® members only
- **Illinois REALTORS® RVOICE Initiative:** \$85.00 (of which \$35.00 is allocated to the RVOICE PAF Initiative) — applies to Primary and Out-of-State Secondary members

Voluntary Political Contributions (included by default — members may opt out):

- **RPAC — REALTORS® Political Action Committee:** \$39.00 — applies to Primary and REALTOR® Emeritus members. This is a voluntary political contribution, not a mandatory assessment. Members may opt out.
- **IRRF — Illinois REALTORS® Relief Foundation:** \$6.00 — applies to Primary and REALTOR® Emeritus members. This is a voluntary contribution, not a mandatory assessment. Members may opt out.

Monthly Payment Breakdown (MLS Members)

Members with MLS services make a single combined monthly payment that covers both MLS platform access and their pro-rata dues reserve contributions. The table below shows exactly what is included in each monthly payment. Note that secondary members pay only for MLS services and CIBR dues reserve — their NAR and state dues reserves are funded at their primary board. RPAC and IRRF amounts reflect the default voluntary contribution election and may differ if a member opts out.

Monthly Payment Component	Primary REALTOR® with MLS	Secondary / OOS Secondary with MLS
MLS Services (Matrix, TransactionDesk, ShowingTime, Realist, Supra)	\$62.00	\$65.84
Illinois REALTORS® Dues Reserve	\$18.00	—
CIBR Dues Reserve	\$18.00	\$17.50
NAR Dues Reserve	\$13.00	—
RVOICE Assessment Reserve	\$7.00	—
NAR Advocacy Reserve	\$4.00	—
RPAC Contribution Reserve (voluntary)	\$3.00	—
IRRF Contribution Reserve (voluntary)	\$1.00	—
TOTAL MONTHLY PAYMENT	\$126.00	\$83.34

Reserve Note: CIBR is currently charging \$18/month for CIBR Dues Reserve (Primary) and \$17.50/month (Secondary). These amounts are reviewed periodically to ensure the reserve accurately covers annual dues. The amounts above reflect the current billing rates.

MLS Services

All-Inclusive — No À La Carte Options

MLS access through CIBR is an all-inclusive subscription. We do not offer individual MLS services separately. Every member with MLS services receives the full platform suite listed below under one monthly fee. All tools are provided together, ensuring every member has access to the same professional-grade resources.

- Matrix — full-featured MLS platform for listing management, property search, and market reporting
- TransactionDesk — digital contract preparation and transaction management
- ShowingTime — automated showing scheduling, confirmations, and feedback
- Realist — property data, tax records, ownership history, and market analytics
- Supra — electronic lockbox access system for listed properties

Member Category	Monthly MLS Fee	Annual Equivalent
Primary REALTOR® / REALTOR® Emeritus	\$62.00/month	\$744.00/year
Secondary / Out-of-State Secondary REALTOR®	\$65.84/month	\$790.08/year

SUPRA Lockbox Reciprocity

CIBR maintains active Supra electronic lockbox reciprocity agreements with the following associations. Your Supra key or eKEY credential works seamlessly in their service areas — no additional setup or cost required:

- **CCAR** — Champaign County Association of REALTORS®
- **MIRA** — Mid-Illinois REALTORS® Association
- **SIBR** — Southwestern Illinois Board of REALTORS®

If you regularly work across multiple markets, this reciprocity means your existing CIBR-issued Supra credentials travel with you to these areas without any additional steps.

Membership Cancellation & Reserve Refunds

Discontinuing Membership or Services

If you decide to discontinue your CIBR membership and/or MLS services at any time, it is **your responsibility to notify CIBR**. Monthly billing will discontinue upon receipt of your notification. Notification may be made by contacting CIBR staff directly by phone or email.

Please note the following:

- Billing does not automatically stop at the end of a year or upon transfer to another brokerage. An explicit cancellation notice to CIBR is required.
- The one-time application fee is **non-refundable** under all circumstances.
- MLS service access will be deactivated upon processing of your cancellation notice.

Dues Reserve Refunds

Members who have paid into dues reserves through their monthly MLS billing are entitled to a refund of any reserve balance at the time of cancellation. Reserve refunds are processed **upon request** — they are not issued automatically. To request a refund of your reserve balance, contact CIBR staff at the time you submit your cancellation notice.

Reserve Refund Policy: Members without MLS services do not accumulate a reserve and therefore have no reserve balance to refund at cancellation. Refunds apply only to MLS members who have funded a dues reserve through their monthly billing.

To cancel membership or MLS services, or to request a reserve refund, contact CIBR staff:

- Phone: (217) 428-4321
- Email: Glenda@CIBR.REALTOR or Paul@CIBR.REALTOR

Questions & Next Steps

Every member's joining costs are calculated individually based on membership type, month of joining, and whether MLS services are selected. Our staff is happy to walk you through your specific situation and prepare a personalized dues calculation before you complete your application.

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www.CIBR.REALTOR

Ready to Join?

To apply, visit:

www.CIBR.REALTOR

Membership → REALTOR® Membership Information