

BROKER MAP TO MEMBERSHIP



First things, First:

Any agent change in your brokerage should be sent to BRR through our "[Agent Change Form](#)". Use this form to notify us about:

NEW AGENTS

AGENT
TRANSFERS

AGENT
DEACTIVATIONS

NEW AGENT APPLICATION PROCESS:

Please ensure the agent is Active and listed on your IREC roster before they apply for membership.

Once your agent applies, a staff member will reach out to the member to get the application process completed and the new agent activated. *This process can take up to **3 business days**.*

COURSE COMPLIANCE TRACKING:

Your new agent will be responsible for completing two courses within 60 days to be fully compliant within BRR.

If courses are still incomplete, BRR will follow up with the agent three times:

- Day 20 > Day 40 > Day 58 (final reminder)

FINAL BROKER NOTIFICATION:

If courses remain incomplete after the 60 days:

- Broker is notified
- Agent has 1 week to comply

Otherwise you'll be asked to:

- Inactivate them in IREC, move them to a referral only office, or pay a non-member dues assessment.
- Once the brokerage notifies us of a status change to inactive in IREC, their account will be set to inactive with BRR.

Agent will lose access to forms until requirements are completed and a reactivation fee may apply.

Questions? Call us at 208-376-0363 or email membership@boirealtors.com