



## **APPLICATION FOR KAR FIRST VICE PRESIDENT/TREASURER**

### **PART A. SUMMARY AND RATIONALE FOR APPLICATION AND SCREENING PROCESS**

The Kansas Association of REALTORS® (KAR) is one of the largest and most prominent trade associations in the state. Serving as one of its elected officers is a privilege and the KAR Board of Directors has established desired qualifications for candidates seeking the position of KAR First Vice President/Treasurer.

Under Article IV, Section 1 of the KAR Bylaws, any member seeking to become a candidate for the office of First Vice President/Treasurer must file an application for candidacy with the Credentials Committee at least 60 days prior to the Annual Conference Meeting of the year which precedes the year in which the election will take place. The Credentials Committee shall evaluate each completed application and determine whether each interested candidate meets the desired qualifications established by the KAR Board of Directors.

Each potential candidate must return the completed application to Karen Gehle, KAR Chief Executive Officer, by email at [ceo@kansasrealtor.com](mailto:ceo@kansasrealtor.com) or by mail to the following address:

Karen Gehle  
Chief Executive Officer  
Kansas Association of REALTORS®  
3644 SW Burlingame Rd.  
Topeka, KS 66611

### **PART B. APPLICATION AND AUTHORIZATION FORM TO OBTAIN CREDIT AND CRIMINAL BACKGROUND CHECK REPORTS**

This application must be completed in its entirety and signed by the potential candidate. The application must include the potential candidate's signed authorization form to obtain credit and criminal background reports for use in connection with the election process. All submissions for investigation and audits are mandatory for all candidates.

Candidates are required to provide KAR with permission to obtain a credit report and a criminal background report to be reviewed by KAR's Chief Executive Officer (CEO). The information obtained in these reports will be held in strict confidence by the KAR CEO and the members of the Credentials Committee and will only be used to determine if the potential candidate meets the desired qualifications for the office.

The purpose of the credit report is to confirm that the potential candidate has the capacity to accept the financial burdens of elected office. The purpose of the criminal background report is to ensure that any issues presented by such matters are known to KAR in order to avoid potential negative repercussions for the association and its members.

Any issues disclosed by the credit and criminal background reports will first be reported to the potential candidate who will be given ten business days to correct any inaccurate information in the reports or to provide mitigating information before a summary of the report is provided to the Credentials Committee. Upon its own initiative, the Credentials Committee may ask the potential candidate to attend an in-person interview to discuss these issues.

In addition to the desired qualifications for the office of First Vice President/Treasurer, each potential candidate must meet and maintain the following eligibility criteria: (1) no personal bankruptcy filing within the last seven years; (2) no personal foreclosures within the last seven years; and (3) no current delinquent tax filings or payments.

**PART C. APPLICANT'S PERSONAL INFORMATION**

\_\_\_\_\_  
APPLICANT NAME

\_\_\_\_\_  
APPLICANT NRDS IDENTIFICATION NUMBER

\_\_\_\_\_  
APPLICANT'S MOBILE PHONE NUMBER

\_\_\_\_\_  
APPLICANT'S PREFERRED EMAIL ADDRESS

APPLICANT'S PERSONAL MAILING ADDRESS:

**PART D. APPLICANT'S BUSINESS AND LICENSURE INFORMATION**

\_\_\_\_\_  
APPLICANT'S REAL ESTATE COMPANY NAME

\_\_\_\_\_  
APPLICANT'S POSITION TITLE IN THE COMPANY

\_\_\_\_\_  
BEGINNING DATE WITH CURRENT COMPANY

\_\_\_\_\_  
NAME OF COMPANY'S SUPERVISING BROKER

\_\_\_\_\_  
APPLICANT'S KS REAL ESTATE LICENSE NUMBER

\_\_\_\_\_  
DATE OF REAL ESTATE LICENSE ISSUANCE

**PART E. APPLICANT'S ASSOCIATION ACTIVITIES AND INVOLVEMENT**

As part of the desired qualifications for the office of First Vice President/Treasurer, each applicant must demonstrate past service to the association. In this section, please list and describe your service to your local, state or national association as a committee member, committee chair or vice chair, director or officer.

As part of your service to the REALTOR® organization, have you ever served in the following capacities?

- 1. Director on the KAR Board of Directors?  YES  NO
- 2. KAR Zone Vice President?  YES  NO
- 3. Member of the KAR Budget and Finance Committee?  YES  NO
- 4. Member of the KAR Executive Committee?  YES  NO
- 5. Member of the KAR Vision Team?  YES  NO
- 6. Member of any other KAR committee?  YES  NO
- 7. Chair or Vice Chair of any KAR committee?  YES  NO
- 8. Director on the NAR Board of Directors?  YES  NO
- 9. President or Officer of a Local Board or Association?  YES  NO
- 10. Leader of an affiliated organization (CCIM, CRS, IREM, RLI, etc.)?  YES  NO

11. Demonstrated substantial support for the REALTORS® PAC (RPAC)?\*

YES  NO

12. Participated in the KAR Right Track Leadership Program?

YES  NO

If you answered "YES" to any of the questions above, please provide a brief description (such as the name and organization of the committee) and the approximate years of service for each item in the space below:

\*Answering "yes" to #11 indicates you have exhibited a strong past support of Kansas RPAC which would be at a level of at least \$500 per year for the last two years or major investor (\$1,000) at the time of application.

**PART F. ENDORSEMENT BY MEMBER BOARD OR COUNCIL**

As part of the desired qualifications for the office of First Vice President/Treasurer, each applicant must be endorsed for the position by at least one KAR Member Board or Council. Please provide the name of the endorsing Member Board or Council below and attach a copy of the endorsement letter to this application.

\_\_\_\_\_  
NAME OF ENDORSING MEMBER BOARD OR COUNCIL

\_\_\_\_\_  
NAME OF APPLICANT'S PRIMARY BOARD OR COUNCIL

**PART G. QUESTIONS ON CRIMINAL, FINANCIAL, LEGAL AND LICENSURE HISTORY**

As part of the desired qualifications for the office of First Vice President/Treasurer, each applicant must demonstrate an ability to advance the agenda of the association and a capacity to represent the members' best interests and avoid personal conflicts that would reduce the ability of the candidate to serve the members' interests. Please answer the following questions regarding your criminal, financial, legal and licensure history:

- 1. Have you had a personal bankruptcy within the last seven years?  YES  NO
- 2. Has a foreclosure been filed against any property owned by you within the last seven years?  YES  NO
- 3. Are you currently delinquent on the filing or payment of any local, state or federal taxes?  YES  NO
- 4. Are you the subject of any pending civil litigation or civil judgments?  YES  NO
- 5. Has your real estate license ever been suspended or revoked for disciplinary reasons?  YES  NO
- 6. Have you ever been disciplined for a violation of the REALTOR® Code of Ethics?  YES  NO
- 7. Have you ever been convicted of any felony offense?  YES  NO
- 8. Do you have any outstanding warrants or anticipate any warrants for your arrest?  YES  NO

If you answered "YES" to any of the questions above, please provide a detailed explanation and date describing each incident in the space below:

**AUTHORIZATION FOR RELEASE OF CREDIT AND CRIMINAL BACKGROUND CHECK REPORTS**

I hereby authorize the Kansas Association of REALTORS® (KAR) to obtain copies of credit and criminal background check reports pertaining to me from the appropriate reporting agency. In granting this authorization, I acknowledge that I have been informed of KAR's purpose in obtaining the reports and consent to such use. I authorize the disclosure of the credit report and criminal background investigation to KAR's CEO. I authorize disclosure of the evaluation reports prepared by the KAR CEO based upon the credit and criminal background reports to the Credentials Committee. I understand that issues arising from the reports that are deemed significant by the KAR CEO will be reported to the Credentials Committee.

\_\_\_\_\_  
APPLICANT'S LEGAL FIRST NAME

\_\_\_\_\_  
APPLICANT'S LEGAL MIDDLE NAME

\_\_\_\_\_  
APPLICANT'S LEGAL LAST NAME

\_\_\_\_\_  
APPLICANT'S MAIDEN NAME (IF ANY)

\_\_\_\_\_  
APPLICANT'S CURRENT COUNTY OF RESIDENCE

\_\_\_\_\_  
APPLICANT'S SOCIAL SECURITY NUMBER

\_\_\_\_\_  
APPLICANT'S DATE OF BIRTH

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE OF SIGNATURE