



Tennessee REALTORS® has set its Guidelines for local association POEs as follows, effective 6/14/19:

Tennessee Member Record

First and Last Name Fields: No special characters [()\\"/>The text is a list of guidelines for the Tennessee REALTORS member record. It includes instructions for the First and Last Name Fields, First Name, Nickname, Email, Home Address, license numbers, appraisers, deactivation, status definitions, and specific status codes (A, I, T, X, P).

Member Type

R – REALTOR® is the most common member type. It is used in conjunction with the following sub-classes: Designated REALTORS®, REALTORS®, and those Appraisers who join as REALTOR® members.

RA – REALTOR-Associate® – Only one local association in Tennessee (the Memphis Area Association of REALTORS®) still has this member type in its bylaws, so local associations other than MAAR should NOT use this member type in their data entry of member records.

AFF – Affiliate members are Individuals who are interested in real estate but who are NOT eligible for REALTOR® membership in your Association. Please note the national standard for this member type is Individual affiliate member only and NOT corporate/company affiliate. This member type is fed into the PAC reporting system and only Individual affiliate members can legally give PAC monies. PLEASE note the options that may be used for the Member Subclass field – ONE OF WHICH must be entered.

N – Non-Member Salesperson – Every non-member licensee working in a REALTOR® firm MUST be added into NRDS with an individual member record. A non-member licensee is a licensee who chooses not to join the REALTOR® organization but has her/her license in the office of a REALTOR® broker.

I – Institute Affiliates – Institute Affiliates are members of one of NAR's institutes, societies or councils and only the institutes, societies or councils have POE access to these records.

S – Association staff member.

Member License field

Please keep in mind that the RE License field in NRDS is required when adding a member record with Member Type of REALTOR® or REALTOR® Associate. NRDS will then take that License and use it to compare the License field on every other member, active or inactive, whose office is in the same state, to check for duplicates.

Therefore it is very important that every POE follow the exact same format within their state when entering the License number because to a computer A-9090 is not the same as A9090 and this will not be caught as a duplicate.

Below is the format that should be used for this state when entering the License number:

6 digits, no spaces, no dashes, no letters

Example: 999999

Note: in some associations, a licensed appraiser can join as a REALTOR® or REALTOR® Associate so the License field will be required for them as well. In this state, the appraiser license is the same format as shown above.