

In order to receive NAR’s SFR Certification, you must complete all requirements listed and fill out and send in the application (separate document).

Next steps for earning the SFR certification are outlined below. Use this as a checklist before sending in your application (separate document)..

<input type="checkbox"/>	Be a member in good standing with the National Association of REALTORS® (NAR).	
<input type="checkbox"/>	Successfully complete one qualifying core course. Note: If you choose to complete a CRS course to earn the SFR certification, you must include a certificate of completion for the CRS course.	Choose one of the following: <ul style="list-style-type: none"> • ABR® Elective: REBAC’s Short Sales and Foreclosures Course - What Real Estate Professionals Need to Know • CRS Elective 111: Short Sales and Foreclosures: Protecting Your Clients’ Interests • CRS Elective 112: Guiding the Buyer in the Distressed Property Market
<input type="checkbox"/>	Successfully complete three of the Webinars. OR Complete the one day course HAFA Short Sales - U.S. Treasury, Fannie Mae, and Freddie Mac Programs.	Webinars available at realtorsfr.org Find the HAFA Short Sales courses at training4RE.com
<input type="checkbox"/>	Send your application with payment of \$175 to the SFR department.	Preferred Method - You may e-mail your application as an attachment to SFR@realtors.org . Fax to 312-329-8232. Alternatively, you may send it to SFR, 430 N. Michigan Avenue, Chicago, IL 60611.

For prompt processing of your application:

- > Submit your application (separate document) only after you have met **all** of the requirements listed on the previous page.
- > Applicants who complete CRS 111: Protecting Your Client's Interests or CRS 112 Guiding the Buyer in the Distressed Property Market must submit a **certificate of completion** along with the application. **If possible**, applicants who complete the REBAC course are welcome to submit proof of passing the core course to expedite processing of your application.
- > **All** of the fields in the application must be filled out. Incomplete applications will be returned and will delay processing.
- > Your NRDS ID is your identification number in the National REALTOR® Database System. This number **is required** to process your application. If you do not know your NRDS ID, please contact NAR's Info Central Team at 800-874-6500. Info Central Team Members are available 8 a.m. to 6 p.m. Central time, Monday through Friday. You may also contact them online by visiting www.realtor.org/home/ro_help.

After submitting your application:

- > Please allow SFR Member Service Representatives two weeks upon receipt to process your application. Applications submitted via email only will receive email confirmation within 3 business days.
- > As a reminder, you may **not** market yourself as an SFR until the SFR department has conferred the certification to you and notified you in writing.

When your application is approved:

- > When the SFR department approves your application, we will notify you by e-mail, as well as provide a digital copy of the SFR certificate. After you receive email approval, you may add SFR to your credentials and marketing materials.

Questions?

You may contact SFR by e-mail at SFR@realtors.org or by phone at 877-510-7855. Member Service Representatives are available Monday through Friday, 8:30 a.m. - 4:30 p.m. CST.