



Fraser Valley Real Estate Board

15463 - 104th Avenue, Surrey, BC, V3R 1N9

Phone: 604.930.7600 | 1.877.286.5685

Fax: 604.930.7625 | 1.800.906.0258

Member Direct Billing General Information

Member Direct Billing is a new way for Members to pay dues and fees to the Fraser Valley Real Estate Board. Rather than the Board issuing all invoices to the brokerage, some invoices will be sent directly to the Members individually, and payment will be each Member's responsibility.

Broker registration for Member Direct Billing is quick and easy, and the program will begin on the first day of the month after the REALTOR® members update their payment profile. Once the brokerage is up and running on Member Direct Billing, brokers can look forward to fewer invoices, reduced accounts payable and easier collections.

Who is eligible to enroll? Enrollment is open to all brokerages.

What conditions must the brokerage meet? To activate Member Direct Billing the office must have no unpaid Fraser Valley Real Estate Board invoices that are more than 30 days overdue. In addition, each REALTOR® member in the office must ensure their Member record contains their home address, mobile phone number, email address, a valid credit card and enrollment in Auto Pay.

How long does the approval process take? Approximately one month. Member Direct Billing starts on the first day of the month after all the brokerage conditions mentioned above have been met.

Will each REALTOR® member in the office need to register? No. All REALTOR® members in the office will be automatically enrolled in Member Direct Billing when the office enrolls.

Can individual REALTOR® members opt out if they wish? No. Brokers are unable to select individual REALTOR® members for enrollment, and individual REALTOR® members cannot opt out.

Will the brokerage continue to receive the 7.5% discount on any office-billed invoices? No. Once Member Direct Billing begins the brokerage will no longer qualify for the 7.5% discount on any invoices.

Will REALTOR® members be offered the 7.5% discount on any invoices? No. When a brokerage participates in Member Direct Billing neither brokers nor members will qualify for discounts.

Which fees will get charged to members? REALTOR® members will receive invoices for Member Dues (CREA, BCREA, FVREB), Listing fees (including Lease listings), Commercial Edge fees and REBGV Access fees (list of charges is subject to change).

How will invoices and statements be delivered to members? Invoices and Activity Statements are available 24/7 in the Member Portal. In addition, members can receive invoices and Open Items Statements by email.

Which payment options are available? All invoices charged directly to members will be paid using the credit card saved in the Member Portal on the Payment Profile tab. The Board will automatically charge that credit card once a month.

Can members in a Member Direct Billing office still charge education course fees to the brokerage? Yes, with brokerage permission, members can charge education course fees to their brokerage.

Can a Member Direct Billing brokerage change back to office billing? Yes, brokerages can change back to office billing if they wish. One month's notice is required for this change to take effect.

For further information please contact our Help Desk at helpdesk@fvreb.bc.ca.