

**PHOENIX ASSOCIATION OF  
REALTORS®  
Transferring 2009 REALTOR® Pak**

**Thank you for choosing the Phoenix Association of REALTORS® (PAR) as your real estate association. We appreciate the opportunity to serve you.**

**We at PAR know that your time and how you spend it is very important to you. The same is true for the staff here at PAR. With that in mind, we believe this packet of information will prove valuable to your time constraints as well as your questions and concerns and make the joining process as simple as possible. Please be certain to read through this Pak in its entirety.**

**This may seem like a lot of information now, but it is the best, most complete and accurate information Pak you will find in today's associations. We pride ourselves in providing members and prospective members all the tools necessary to conduct their business efficiently.**

**Once again, thank you for choosing PAR as your real estate association, and we look forward to serving you!**

**Included in this Pak:**

- ✓ **New Transferring REALTOR® Member To Do List**
- ✓ **PAR's Holiday Schedule**
- ✓ **PAR's REALTOR® Application**
- ✓ **Phoenix Association of REALTORS® 2009 Receipt**
- ✓ **PAR Charge Card Authorization Form**

**This Pak includes 7 pages total**

## **New REALTOR® Member**

### **TO DO LIST**

- ✓ Choose PAR as your Association!
- Read through the following PAK. Contact PAR at 602-246-1012 with any questions.
- Locate a copy of your certificate which qualifies for the 2.5 hours of NAR Mandated Code of Ethics
- Complete all the forms included in this pak. Do not leave any form incomplete.
- Fax this entire completed PAK including your COE Certificate to Membership at 602-246-1512.
- Pat yourself on the back – you’re done!!!
- Copies will be mailed to you within 2 business days.

**DON'T FORGET – YOU MUST  
INCLUDE YOUR 2005-2008 COE  
CERTIFICATE WITH YOUR PACKET  
IN ORDER TO QUALIFY AS A  
TRANSFERRING MEMBER**

# PHOENIX ASSOCIATION OF REALTORS®

## 2009 Holiday Schedule

**Our office is closed for the following holidays**

<b><u>Holiday</u></b>	<b><u>Date</u></b>	<b><u>Day of Week</u></b>
New Years	January 1 <sup>st</sup>	Thursday
Memorial Day	May 25 <sup>th</sup>	Monday
Labor Day	September 7 <sup>th</sup>	Monday
Thanksgiving	November 26 <sup>th</sup> & 27 <sup>th</sup>	Thursday Friday
Christmas	December 24 <sup>th</sup> & 25 <sup>th</sup>	Thursday Friday
New Years	December 31 <sup>st</sup> & January 1 <sup>st</sup> , 2010	Thursday Friday

**Our office is open for the following holidays, with limited staff personnel  
(Service time may take longer due to limited staff on hand)**

<b><u>Holiday</u></b>	<b><u>Date</u></b>	<b><u>Day of Week</u></b>
MLK's B-Day	January 19 <sup>th</sup>	Monday
Presidents' Day	February 16 <sup>th</sup>	Monday
Good Friday	April 10 <sup>th</sup>	Friday
Veterans Day	November 11 <sup>th</sup>	Wednesday

**We are open for any holiday not listed above with exceptions to holidays  
that fall on Saturday or Sunday.**

**Our office is committed to providing exceptional customer service to all members and visitors  
of the Phoenix Association of REALTORS®. If you have any additional questions regarding  
directions or schedules, please feel free to give us a call at 602-246-1012.**

Office Use Only:

Member # \_\_\_\_\_ NRDS # \_\_\_\_\_ Pmt Type \_\_\_\_\_  
MLS Login \_\_\_\_\_ Preferred Phone \_\_\_\_\_ Preferred Fax \_\_\_\_\_



**Phoenix Association of REALTORS®**  
5033 N 19<sup>th</sup> Ave., Suite #119  
Phoenix, AZ 85015-3294  
Phone: 602-246-1012 Fax: 602-246-1512

**OFFICE USE ONLY**  
RESRCH BY: \_\_\_\_\_  
MBR PROCSD BY: \_\_\_\_\_  
INPUTTED BY: \_\_\_\_\_

## REALTOR® Application

I, the undersigned, hereby apply for REALTOR® membership in the Phoenix Association of REALTORS®. Note: Completed application must be returned accompanied by payment which may include application fees, dues and other assessments, as shown below.

Date: \_\_\_\_\_ Applying for:  Primary Membership  Secondary Membership  
If Secondary Membership, name primary association: \_\_\_\_\_

Name as shown on real estate license: \_\_\_\_\_

Home Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone \_\_\_\_\_ Home Fax: \_\_\_\_\_

Birth date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Email Address: \_\_\_\_\_@\_\_\_\_\_

Real Estate License # or Appraisal License # \_\_\_\_\_ Exp. Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Firm Name \_\_\_\_\_ Firm Code \_\_\_\_\_

Firm Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Approximate year Licensed? \_\_\_\_\_ Specialty? \_\_\_\_\_

- Have you ever been a member of the Phoenix Association of REALTORS®?  No  Yes – if yes, when? \_\_\_\_\_
- Have you ever belonged to another local association of REALTORS®?  No  Yes – if yes, see below:  
If yes, which local association (name) and approximately when? \_\_\_\_\_
- Are you currently a member of another local association of REALTORS®?  No  Yes – if yes, see below:  
If yes, which local association (name)? \_\_\_\_\_

Do you hold any professional designations?  No  Yes – if yes, which ones? \_\_\_\_\_

Mail Preference (for all mail):  Home  Office  Other \_\_\_\_\_

Web Site: http:www. \_\_\_\_\_  Stop Email (Select if you do not want NAR to sell your email address to third parties)

Payment Due: Dues are paid annually in advance. Currently, dues are from the date paid through December 31<sup>st</sup>, of the year paid. Dues and assessments for the National Association of REALTORS® (NAR) and the Arizona Association of REALTORS® (AAR) are paid through the Phoenix Association of REALTORS®. The Phoenix Association of REALTORS® reserves the right to deny dues refund requests, to assess service charges on refunds or checks returned for insufficient funds and to establish time limits on the period during which refunds may be granted. In all instances, if funds have been transmitted to AAR or NAR on behalf of the prospective applicant, PAR is not responsible for any refund of monies transmitted to those entities. The following fee can include but is not limited to: application fees, local dues, state dues, national dues and assessments. Breakdown of all fees will be included on the dues receipt created when filing application.

Total Paid.....\$ \_\_\_\_\_

PLEASE READ THE PROVISIONS ON THE REVERSE SIDE BEFOR SIGNING: I hereby certify that the information contained on this application is true and correct, and I agree that failure to provide complete and accurate information as requested or any misstatement of fact, may be grounds for revocation of my membership. I confirm and certify that I have read, understand and agree to the provisions on the reverse side of this application.

Signature of Applicant: \_\_\_\_\_ Date \_\_\_\_\_ Staff Initial \_\_\_\_\_

Office Use Only:

Member # \_\_\_\_\_ NRDS # \_\_\_\_\_ Pmt Type \_\_\_\_\_  
MLS Login \_\_\_\_\_ Preferred Phone \_\_\_\_\_ Preferred Fax \_\_\_\_\_

**REALTOR® AGREEMENT**  
*(PLEASE READ THOROUGHLY BEFORE SIGNING)*

In filing my application for REALTOR® membership in the Phoenix Association of REALTORS®, and upon being granted the rights and privileges of such membership, I hereby pledge to accept as binding on me the terms and conditions herein specified.

I hereby agree, as a REALTOR® member of the Phoenix Association of REALTORS®, to subscribe to and abide by the Constitution, Bylaws and Code of Ethics of the National Association of REALTORS®, the Articles of Incorporation, Bylaws, rules and regulations of the Arizona Association of REALTORS®, and the Articles of Incorporation, Bylaws, rules, regulations and policy of the Phoenix Association of REALTORS®.

I further agree to abide by and adhere to any future additions, alterations, amendments, repeals or revisions of the Constitution, Code of Ethics, Articles of Incorporation, Bylaws, rules, regulations and policy of any of the aforementioned organizations which may hereafter be adopted should I continue my membership.

I agree that my act of paying dues shall evidence my initial and continuing commitment to abide by the aforementioned Code of Ethics, Constitutions, Bylaws, rules, regulations, and policy, including the duty to arbitrate any future disputes with another member of this association, any member of the Arizona Association of REALTORS® or members of the public in accordance with the National Association of REALTORS® *Code of Ethics and Arbitration Manual*, all as from the time to time amended. I also agree to pay all fees and dues as from time to time established. I further understand and agree that my dues shall include such amount as established annually by the Board of Directors.

I acknowledge that neither the Phoenix Association of REALTORS® nor its Multiple Listing Service set or recommend compensation fees, rates or policies, and that compensation arrangements for the sale, purchase, leasing or management of property are established by negotiation between brokers and clients or customers.

I acknowledge that, if I subsequently resign or am expelled from membership in the Association with an ethics complaint or arbitration request pending, the Association's Board of Directors may condition renewal of membership upon my verification that I will submit to the pending ethics or arbitration proceeding and will abide by the decision of the Hearing Panel; or if I resign or am expelled from membership without having complied with an award in arbitration, the Board of Directors may condition renewal of membership upon my payment of the award, plus any costs that have been previously established as due and payable in relation thereto, provided that the award and such costs have not, in the interim, been otherwise satisfied.

I understand that the use of the membership term "REALTOR®" and its logo are for sole use of members of the REALTOR® association. Upon expiration of my REALTOR® membership, for whatever reason, I will discontinue use of "REALTOR®", and its designations and logos in every way, including use on all business cards, signs, certificates, letterhead promotional materials.

I consent and agree that any information and comment about me furnished to the Association by any member or other person in consideration of this application shall be privileged and not form the basis of any action by me for slander, libel or defamation of character.

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On July 16, 1975, final judgment was issued in the class action suit of Charles T. James, et ux, plaintiff, vs. Phoenix Real Estate Board, Inc., and all other defendants. While the Phoenix Association of REALTORS® denies any allegations of the suit, it was determined to settle the suit, such settlement including agreement that the following information be read by all new applicants for membership of the Phoenix Association of REALTORS®:

"Each of the defendant Boards, whether acting unilaterally or in concert or agreement with any other person, and each of the remaining defendants when acting in concert with third persons, with respect to transactions involving residential real estate, is enjoined and restrained from:

- (A) Filing, establishing or maintaining any rates or amounts of commissions or other fees;
- (B) Urging, recommending or suggesting that any of its members adhere to any rates or amounts of commissions or other fees;
- (C) Adopting, suggesting, publishing or distributing any schedule or other recommendation concerning the rates or amounts of commissions or other fees;
- (D) Including in any instructional course or other educational material any recommended or suggested rates or amounts of commissions or other fees;
- (E) Adopting, adhering to, maintaining, enforcing or claiming any rights under any Bylaws, rule, regulation, plan or program which restricts or limits the right of any person engaged in the sale of residential real estate to agree with his/her client on any judgment;
- (F) Taking any punitive action against any person where such action is based upon that person's failure or refusal to adhere to any schedule or other recommendations concerning rates or amounts of commissions or other fees;
- (G) Refusing to accept for multiple listing any listing for the sale of residential real estate because the rate or amount of commission set forth in such listing;
- (H) Considering in any way the commissions charged by any person duly licensed as a real estate broker in passing upon the application of such person or membership in any Board or Multiple Listing Service.

**PHOENIX ASSOCIATION OF REALTORS® 2009 RECEIPT**

BROKER CODE \_\_\_\_\_ DATE \_\_\_\_\_

MEMBER # \_\_\_\_\_

MEMBER NAME \_\_\_\_\_

PAYMENT TYPE \_\_\_\_\_ TRANSACTION # \_\_\_\_\_  
(Pymts through POS only)

MEMBER CLASS \_\_\_\_\_

Transfer from another Assoc  Class Change (R to a DR) (Dr to R) (S to R) (R to S)

**MEMBERSHIP TYPE**

\_\_\_\_ New Mbr      \_\_\_\_ Reinstate Mbr  
\_\_\_\_ New DR      \_\_\_\_ Reinstate DR  
\_\_\_\_ New Ofc      \_\_\_\_ Reinstate Ofc  
\_\_\_\_ New Afl Ofc      \_\_\_\_ Reinstate Aflt  
\_\_\_\_ New MLS Only      \_\_\_\_ Rnst MLSO  
\_\_\_\_ New MLS User      \_\_\_\_ Rnst User  
\_\_\_\_ Secondary

\$ \_\_\_\_\_ APP FEE  
\$ \_\_\_\_\_ NAR  
\$ \_\_\_\_\_ NAR PUBLIC AWARENESS  
\$ \_\_\_\_\_ AAR  
\$ \_\_\_\_\_ PAR  
\$ \_\_\_\_\_ TOTAL DUES (Section A)  
\$ \_\_\_\_\_ ADDITIONAL FEES (Section B/D)  
\$ \_\_\_\_\_ TOTAL COLLECTED

**Additional Fees : RECORDED ON FIRM SCREEN**

\$ _____ AFFILIATE	Code AFN
\$ _____ MLS INITIATION	Code MI
\$ _____ MLS ANNUAL	Code MLA
\$ _____ MLS ONLY PROCES FEE	Code MP
\$ _____ MLS ONLY (\$80 Monthly)	Code MN
\$ _____ MLS DR TRANSFER	Code MJ

Total \$ \_\_\_\_\_ To Be Determined (Section B)

ARMLS Payment (Section C)  
\$ \_\_\_\_\_ N/A \_\_\_\_\_

Other (Section D) Code: \_\_\_\_\_  
\$ \_\_\_\_\_

**DUES, FEES, BILLING CYCLE AND REQUIREMENTS**

I understand that my payment in "Section A" is good through December 31, 2009, toward my REALTOR® membership dues. I will be billed directly in late December 2009 for my 2010 dues. Dues refund requests are only permitted within 15 calendar days from the date of payment. Requests must be made in writing and acknowledge in writing by the Designated REALTOR®. Application fees are nonrefundable. Checks returned for insufficient funds will incur service charges and membership will be suspended or terminated.

- I also understand that any previous payment made to ARMLS for the current years fees, is for my access to the MLS and is good thru June 30<sup>th</sup>, 2009. These fees are separate from any annual REALTOR® dues & fees or Office Fees. These fees will become due again and billed directly to me in May of 2009. Any refund requests for these fees must be addressed directly to ARMLS.
- Separate fees may be charged by Supra for access to an electronic key or the purchase of electronic lock boxes.
- REALTOR® Members:** I understand that **I must provide proof of completion of the 2.5 hour NAR Mandated Code of Ethics course** at the time of joining and failure to do so will cause application for membership to be rejected.
- I understand that the Local, State and National Dues and ARMLS Fees are subject to change upon renewal each year.

**PAR STAFF - DR & Non-REALTOR® MLS Only please mark below any that apply to this dues receipt with an ✓.**

DR's: I understand that my payment in "Section B" is good toward my office MLS fees and are separate from my annual REALTOR® dues. I will be billed annually for office MLS fees, per each branch location. The fees described above may include a one time initiation fee. Office MLS fees are non-refundable and non-transferable.

**PAR STAFF - PAYMENTS – please mark below any that apply to this dues receipt with a ✓.**

Credit Card Payments: I understand that by signing this dues receipt I am authorizing the Phoenix Association of REALTORS® to charge the credit card given for the amounts listed above.  
 Check Payments: Please note – by signing below, you acknowledge all check payments with application must be either brought in or mailed in and are processed electronically through TeleCheck and will not be accepted without proper approval. TeleCheck will not tell PAR if a check is bad or good. If a check is declined, it only means that TeleCheck does not have enough information about your check to approve the transaction. PAR will not accept declined checks. Any questions regarding a declined check should be referred to TeleCheck at 1-800-366-5010.

**Signature(s)**

Member Signature \_\_\_\_\_ Date \_\_\_\_\_

Payer (if not member): \_\_\_\_\_ Signature \_\_\_\_\_  
(please print name)



# Phoenix Association of REALTORS®

5033 N 19<sup>TH</sup> Ave #119

Phoenix, AZ 85015

Phone: 602-246-1012

Fax: 602-246-1512

## CHARGE CARD AUTHORIZATION FORM

Member Name: \_\_\_\_\_

Member # or MLS ID \_\_\_\_\_ Phone # \_\_\_\_\_

Firm Code \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Credit Card: Please circle one:                      Visa                      MasterCard                      Discover

Name on Card \_\_\_\_\_

Credit Card #   
(include all 16 digits)

VIN# (from back of card)

Exp. Date /

Payment of:

Membership Dues:                      \$ \_\_\_\_\_

Office Fees:                              \$ \_\_\_\_\_

Education Fees:                      \$ \_\_\_\_\_

Others: (Please describe) \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

Total to be charge:                      \$ \_\_\_\_\_

If you are uncertain about the fees – please contact the membership department for assistance at 602-246-1012.

Signature \_\_\_\_\_ Today's Date //