



Affiliate Appraiser Pak

Thank you for your interest in Affiliate Appraiser Membership with PAR. Attached are the required forms you will need to complete in order to join.

It is your responsibility to read this information in its entirety. Failure to read the information you are signing will not release you from the obligations and requirements.

Please email or fax your completed:

- Affiliate Appraiser Application Agreement
- Affiliate Appraiser Input Form
- Dues Acknowledgment Form
- Affiliate Appraiser Company Input Form
- Membership Charge Card Authorization Form
- ARMLS/ flexmls Web New Subscriber Form
- If not activating MLS this year – than a MLS Waiver Form is required to be included and can be obtained at www.armls.com – listed under Forms – then under MLS – then under Membership forms located at the bottom.
- and a **legible copy/photo of a government issued photo ID**

FYI: If You Are Transferring to PAR from Another Association – Contact PAR for the current Fees



Email: Receptionist@paronline.com

Fax: 602-288-0320

Failure to submit all required forms will delay processing your application.

Once we have processed your application you will receive an email from us containing your MLS log-in information.

If you have any questions please contact the PAR Membership staff at 602-246-1012.



Affiliate Appraiser Application Agreement



In order to file application with the Phoenix Association of REALTORS®, you must read – and agree with signature at the end of this document to all of the following terms and conditions as follows:

Applicant Name (print): _____

In filing my application for Affiliate Appraiser 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 an Affiliate Appraiser 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 fees and assessments shall evidence my initial and continuing commitment to abide by the aforementioned Code of Ethics, Constitutions, Bylaws, rules, regulations, and policy.
- I understand that the use of the membership term “REALTOR®” and its logo are for sole use of members of the REALTOR® association that are REALTOR® Members. Affiliate Appraiser membership does not grant me such rights.
- I consent and agree that any information and comment about me furnished to the Association by any member or other person or association 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.
- I understand that my yearly fees invoice will be sent to me electronically via email only. Paper invoices are not available.
- I understand that it is my responsibility to keep my company information and my email address up to date with PAR at all times.
- I understand that it is my responsibility to have read the entire packet. Failure to read the information will not release me from the obligations and requirements.

Board Fees & Billing

- Fees are paid annually in advance. Currently, fees are from the date paid through December 31st, of the year paid. The Phoenix Association of REALTORS® reserves the right to deny refund requests, to assess service charges on refunds or checks/credit card charges returned for insufficient funds and to establish time limits on the period during which refunds may be granted. Total amount due at the time of joining can include but is not limited to: application fees and assessments. The breakdown of all fees will be included on the Receipt created when filing application. By signing below, I hereby certify that the information contained on this application and input form 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 of this entire application. I also agree to accept all bills and communication electronically and to keep a current valid email address on file as a condition of membership.

Signature: _____ Date: _____

Office Use Only:

Member # _____ NRDS# _____ MLS ID _____
Firm Code _____ Office NRDS# _____ Via: In Person / Mail / Fax / Email



Affiliate Appraiser Input Form

Name: _____

Company Name (if different than name) _____ Firm Code _____

Company Physical Address _____

City _____ State _____ Zip _____

Home Address: _____ City _____ State _____ Zip _____

Email Address: _____

Home Phone: _____ Cell Phone _____ Home Fax: _____

Preferred Phone: (Home / Cell / Office) Preferred Fax : (Home / Office)

Mail Preference (for all mail): Home Office Other _____

DOB: ___ / ___ / ___ Personal website: <http://www.> _____

Appraisal License # _____ Exp Date _____

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

Have you ever been a member of the Phoenix Association of REALTORS®? Yes _____ No _____

If yes – when? _____

Are you currently or have you ever been a member of any local association of REALTORS® anywhere in the US?

Yes _____ No _____ If yes – which association? _____

Have you ever been listed under a different name? Yes _____ No _____

OFFICE USE ONLY RESRCH BY: _____ MBR PROCSD BY: _____ INPUTTED BY: _____ File By _____
Rev Date: 12/17



Dues Acknowledgement Form
For Affiliate Appraiser

DUES, FEES, BILLING CYCLE AND REQUIREMENTS for 2018

- I understand that my payment to PAR is for the current billing year toward my Affiliate Appraiser membership dues. If joining as of December 1st or later – you will be paying the remainder part of the current year and all of following year. I will be emailed directly in early December when my next year’s dues are available to pay online. Dues refund requests are only permitted within 15 calendar days from the date of payment. Requests must be made in writing. All refunds are subject to a \$20 processing fee. Checks returned for insufficient funds and credit cards that receive a charge back will incur service charges and membership will be suspended or terminated. Application fees are non-refundable.]
- Current Fee Schedule for PAR Board Dues at the time of signing up: Billing year for PAR Board Dues are January through December. Application fee is applicable to any new member or any member who has been inactive with a PAR for longer than 60 days.

PAR Dues:	2017	Jan 2018	Feb 2018	Mar 2018	Apr 2018	May 2018	Jun 2018	Jul 2018	Aug 2018	Sept 2018	Oct 2018	Nov 2018	Dec 2018
App Fee *	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	
PAR	210.00	140.00	140.00	140.00	140.00	140.00	140.00	70.00	70.00	70.00	70.00	70.00	
Total:	235.00	165.00	165.00	165.00	165.00	165.00	165.00	95.00	95.00	95.00	95.00	95.00	TBD

- The amount payable for your ARMLS fees **will need to be paid first before you may access Flexmls or any other MLS service including Supra Lockbox keys/lockboxes.**
- Your Login and Password will be emailed to you once we have set up your MLS access. ARMLS billing year will begin the day you make payment. **So the amount you are paying for ARMLS will take you through 1 year from date of payment.** Any refund requests for these fees must be addressed directly to ARMLS.

MLS Options Available:
 MLS Pro Subscription: \$324.00
 MLS Advantage Bundle Subscription: \$504.00

- Separate fees may be charged by ARMLS for access to an electronic key or the purchase of electronic lock boxes.
- I understand that I must complete/submit a qualifying Code of Ethics class certificate within 60 days of joining.
- I understand that the Local, State and National Dues and ARMLS Fees are subject to change upon renewal each year.
- I understand that my yearly dues invoice will be sent to me electronically via email only. Paper invoices are not available.
- I understand that it is my responsibility to keep my current company and my email address up to date with PAR at all times.
- I understand that it is my responsibility to have read through the entire packet. Failure to read the information will not release me from the obligations and requirements.

Member Name (print) _____

Signature _____ Date _____

Fax your completed REALTOR® Pak to: 602-288-0320 or email it to: Receptionist@paronline.com.

Failure to submit all required paperwork will delay processing.

OFFICE USE ONLY RESRCH BY: _____ MBR PROCSD BY: _____ INPUTED BY: _____ File By _____

Office Use Only:

Member # _____ NRDS # _____ MLS ID _____

Firm Code: _____ Firm NRDS # _____ Via: In Person / Mail / Fax / Email



Affiliate Appraiser Company Input Form

All Affiliate Appraisers are setup in the database as individuals and individual offices. You may elect to name the company your own name – or list the company name you currently work for. Please be sure to keep this information up to date with us if it changes at any time. At no time will more than one person be listed under the same Affiliate Appraiser Company, however, Affiliate Appraiser Company names may appear multiple times within our database. Please be sure to check regularly that the information we have on file for you as well as your company is the most accurate information. This information is fed to the ARMLS Flex System and the Supra Lock Box system – and therefore is the information that is listed for you on the MLS as well as what is recorded on lock boxes that you enter.

Appraiser's Name: _____

Company Name _____ Firm Code _____

Company Physical Address _____

City _____ State _____ Zip _____

Firm Phone: _____ Firm Fax: _____

Company Legal Name (if different from above) _____

Company Mail Address (if different from above) _____

City _____ State _____ Zip _____

Company Email Address: _____

Company website: Http://www. _____

Appraiser's License # _____ Exp Date _____

Signature: _____ Date: _____

OFFICE USE ONLY RESRCH BY: _____ MBR PROCSD BY: _____ INPUTTED BY: _____ File By _____



MEMBERSHIP CHARGE CARD AUTHORIZATION FORM For AFFILIATE APPRAISERS

Member Name: _____ Member #/MLS ID _____

PAR Board Dues (2018):

Please refer to the Dues Acknowledgement Form for a breakdown of dues. Billing year for PAR Board Dues are January through December. ***If you were a previous REALTOR® or REALTOR®-Associate of NAR anytime in the last 2 years – or if you hold current (or recently held) REALTOR® or REALTOR®-Associate membership in any other REALTOR® Association – please contact PAR for your current dues that will be due.**

PAR Dues:	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
	2017	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018
App Fee *	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	
PAR	210.00	140.00	140.00	140.00	140.00	140.00	140.00	70.00	70.00	70.00	70.00	70.00	
Total:	235.00	165.00	165.00	165.00	165.00	165.00	165.00	95.00	95.00	95.00	95.00	95.00	TBD

Card Type: (Circle One) Visa MasterCard Discover Amex Last 4 digits of Credit Card #

Phone#: _____ (Complete credit card # should be written below)

Total to be charged for PAR Board Dues: \$ _____

Signature: _____ Today's Date ____/____/____

By signing above, you authorize the Phoenix Association of REALTORS® to charge your credit card (listed below) for the amount listed above. Credit Card charges will appear on your statement as REALTOR® Association - Chicago IL.

ARMLS Fees:

If you are receiving MLS Access - the amount payable for your ARMLS fees can be made once you receive your MLS ID and Password – Information on how to pay will be emailed to you once we have set up your MLS access. ARMLS billing year is from the date you make payment. Refer to the Dues Acknowledgement Form for available options.

This portion will be shredded once processed:

Credit Card #
(Please Print Clearly – include all digits – no space)

VIN# (from back of Visa/MC/Disc): VIN# (from front of Amex):

Expiration Date: /

Fax your completed member Pak to: 602-288-0320 or email it to: Receptionist@paronline.com.

Failure to submit all required paperwork will delay processing. (Rev Date 12/17) ®

Date _____

Activate your ARMLS Subscription, Go to ARMLS.com/payfees

This section to be completed by Association Staff

MLS ID/Username: _____	Company/Office Name: _____			
Password: _____	Office ID: _____			
Subscriber Type (check one)	<input type="checkbox"/> Designated REALTOR [®]	<input type="checkbox"/> REALTOR [®]	<input type="checkbox"/> Appraiser	<input type="checkbox"/> Affiliate with Key

Subscriber MLS Profile Information

***Required**

_____ *First Name	_____ Middle Name	_____ *Last Name	
_____ *Email Address	_____ Website (leave blank if none)		
_____ *Mailing Address	_____ *City	_____ *State	_____ *Zip
*Primary Phone # (_____) - ____ - ____	<input type="checkbox"/> Home	<input type="checkbox"/> Cell Phone	<input type="checkbox"/> Office
Fax # (_____) - ____ - ____	(*Check one)		

Your ARMLS Subscription

The Association has assigned your MLS ID and login information as provided to you on this form. To activate your subscription, login to ARMLS.com/payfees with your MLS ID and password. You will login to our ATLAS system and will be prompted to purchase your MLS subscription. Your subscription begins the day you pay and will expire in 365 days. **Please note, there are no refunds.**

ARMLS Support Centers

You may also activate your ARMLS subscription at one of our Support Centers. Please ask your Association for the nearest location to you or go to ARMLS.com/Support. Our Support Centers will be able to assist you with lockbox/key and MLS system support.

Access to your MLS products

You may access your purchased MLS products from our ATLAS system. Go to ATLAS.ARMLS.com, login with your MLS ID and password, then select the product from the left launch panel. **Note: When accessing Flexmls for the first time, you will be prompted to change your password.**

MLS Products Included with Subscription		MLS Pro \$324 /yr	MLS Pro w/Advantage \$504 /yr
	Flexmls Our MLS runs on the Flexmls platform by FBS Data Systems out of Fargo, ND. The system has desktop, mobile and mobile web versions.	✓	✓
	Monsoon Monsoon is our tax records system using data from The Information Market (TIM). Based in Tempe, TIM has been providing data since 2005.	✓	✓
	ShowingTime ShowingTime is a showing system that makes scheduling showings easy for everyone. Based in Chicago, ShowingTime is fully integrated into Flexmls.	✓	✓
	Mobile apps and other products We will continue to offer multiple mobile options (Flexmls Pro, etc.) and our other offerings: ARMLS.com/products	✓	✓
	RapidStats RapidStats is a data-driven reporting and analytics tool created by ARMLS that helps agents and brokers understand their markets, pricing and opportunities to make decisions.		✓
	Cloud CMA With Cloud CMA you can easily create CMAs, buyer tours, property reports, and flyers. Every report is branded to you and full of big beautiful photos.		✓
	Cloud MLX Effortlessly search for listings, share information with clients and other agents, and access Cloud CMA and Cloud Streams all with Cloud MLX.		✓
	Cloud Streams Cloud Streams keeps your clients updated with auto listing alerts via email and text much faster than other portal options.		✓
	Remine Remine uses data layers to illuminate real estate opportunities with intuitive map-based visualizations and push notifications with actionable intelligence so you can prospect for new buyers and sellers.		✓