



# Affiliate Contact Pak

Thank you for choosing the Phoenix Association of REALTORS® (PAR) for your Affiliate needs. We appreciate the opportunity to serve you.

Attached are the required forms you will need to complete in order to join.

Please email or fax your completed:

- Affiliate Contact Application Agreement
- Affiliate Contact Input Form
- Fees Acknowledgement Form
- Membership Charge Card Authorization Form
- a copy of your Arizona Company License and/or Registration
- and a legible copy/photo of a government issued photo ID



Email to: [Receptionist@paronline.com](mailto:Receptionist@paronline.com)

Fax to: 602-288-0320

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

Once we have processed your application you will receive an email from us containing your membership information.

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

Company License / Registration & State Issued ID are required at time of registration.



## Affiliate Contact 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 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 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 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 keep the list of people listed under my company current with PAR at all times, and to inform PAR when any employee is no longer employed with my company within 10 days.
- 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.

### Board Fees & Billing

- Fees are paid annually in advance. Currently, fees are from the date paid through December 31<sup>st</sup>, 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 Contact Input Form

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

Company 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. \_\_\_\_\_

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 \_\_\_\_\_

If yes – list all previous names: \_\_\_\_\_

Will you be obtaining a lockbox key from the ARMLS Support Center: Yes \_\_\_\_\_ No \_\_\_\_\_



***Fees Acknowledgement Form***  
***For Affiliates***

**DUES, FEES, BILLING CYCLE AND REQUIREMENTS for 2019**

- I understand the Affiliate membership is a company membership and not an individual membership.
- I understand that I must submit a copy an Arizona Business License and a copy of my photo ID in order to qualify for Affiliate membership and it must be included in my application paperwork.
- I understand that my payment to PAR is for the current billing year toward my Affiliate membership. If joining as of December 1<sup>st</sup> 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 fees are available to pay online. Fee 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 or 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 Affiliate Fees at the time of signing up: Billing year for PAR Affiliate Fees is January through December.

Affiliate	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
	2018	2019	2019	2019	2019	2019	2019	2019	2019	2019	2019	2019	2019
<b>Total:</b>	405.00	270.00	270.00	270.00	270.00	270.00	270.00	135.00	135.00	135.00	135.00	135.00	TBD

- Separate fees may be charged by ARMLS for access to an electronic key or the purchase of electronic lock boxes.
- I understand that the Affiliate fees and ARMLS Fees are subject to change upon renewal each year.
- 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 keep the list of people listed under my company current with PAR at all times, and to inform PAR when any employee is no longer employed with my company within 10 days.
- I understand that is it my responsibility to have read through the entire packet. Failure to read the information will not release me from the obligations and requirements.

Name (print) \_\_\_\_\_

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

**Fax your completed Affiliate® 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: \_\_\_\_\_    INPUTIED BY: \_\_\_\_\_    File By \_\_\_\_\_



# MEMBERSHIP CHARGE CARD AUTHORIZATION FORM For AFFILIATES

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

### PAR Affiliate Fees (2019):

Please refer to the Fees Acknowledgement Form for a breakdown of dues. Billing year for PAR Board Fees are January through December.

Affiliate	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
	2018	2019	2019	2019	2019	2019	2019	2019	2019	2019	2019	2019	2019
<b>Total:</b>	405.00	270.00	270.00	270.00	270.00	270.00	270.00	135.00	135.00	135.00	135.00	135.00	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 fees:    \$ \_\_\_\_\_

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.

**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 Designated Affiliate Pak to: 602-288-0320 or email it to: [Receptionist@paronline.com](mailto:Receptionist@paronline.com).**

**Failure to submit all required paperwork will delay processing.**