

# Suburban West REALTORS® Association

## Label Request Information Form

### About the Organization

Serving more than 5,300+ members in Chester County, Delaware County and the Main Line, the Suburban West REALTORS® Association is the largest local association of its kind in the Commonwealth of Pennsylvania. The Association is comprised of REALTORS®, who hold either a broker's or salesperson's license or who are certified appraisers, and Affiliate members, who are involved in the real estate profession's allied industries, such as mortgage brokers, home inspection firms, title companies, banks.

### Mailing Label Guidelines

- The list can be used one-time only per transaction.
- Only the **office mailing address information** of our members is made available. Email addresses of Association members will not be provided.
- Each request for the mailing list must be approved by Association staff prior to it being rented.
- Requests for mailing labels must be made utilizing the attached form and a sample of the mailing must be submitted.
- The members list is made available electronically and is provided electronically as an xls file.
- There is an additional cost of \$50 for receiving labels in a hard copy format.
- Any unauthorized use of the REALTORS® Association mailing list may jeopardize future availability of the list.

List Type	Member Price	Non Member Price
All Member List	\$150	\$300
Designated REALTOR/Office List	\$50	\$100
Delaware County REALTORS only	\$100	\$200
Chester County REALTORS only	\$100	\$200
Provide Printed Mailing Labels	\$50	\$50

### CONTACT

Kristin Tornetta

Member Relations Specialist

p-610-560-4800, f-610-560-4801

ktornetta@suburbanwestrealtors.com

# SUBURBAN WEST MAILING LIST REQUEST FORM

(Please fax completed form to 610-560-4801 or email to ktornetta@suburbanwestrealtors.com)

*(All requests must be reviewed and approved by the Suburban West REALTORS® Association)*

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Office/Company: \_\_\_\_\_

Email Address: \_\_\_\_\_

Purpose of List: \_\_\_\_\_

**Rental Agreement**

I hereby agree to the guidelines as outlined in the attached document regarding my company's use of the Suburban West REALTORS® Association's list of member addresses. Furthermore, I understand that any unauthorized use of the Association's list may jeopardize the future availability of the list for my company's purchase.

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

***NO REQUESTS FOR ASSOCIATION MAILING LISTS WILL BE PROCESSED UNLESS ACCOMPANIED BY A COPY OF THE ITEM(S) TO BE MAILED.***

\*\*\*\*\*

**Cost Breakdown**

List Type	Member Price	Non Member Price
All Member List	\$150	\$300
Designated REALTOR/Office List	\$50	\$100
Delaware County REALTORS only	\$100	\$200
Chester County REALTORS only	\$100	\$200
Provide Printed Mailing Labels	\$50	\$50

If you have any further questions, please contact Kristin Tornetta at 610-560-4800.

List(s) Requested: \_\_\_\_\_

List Cost: \_\_\_\_\_ + Mailing Labels \_\_\_\_\_ **Total:** \_\_\_\_\_

Credit Card: \_\_\_\_\_ Ex: \_\_\_\_\_

Billing Address: \_\_\_\_\_

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