

APPLICATION FOR PRIMARY DESIGNATED REALTOR® MEMBERSHIP (from other Association)



I was formerly a member of _____ Association/Board from _____ to _____. (dates of membership)

To the **Suburban West REALTORS® Association**. I hereby apply for primary Designated REALTOR® membership in the SUBURBAN WEST REALTORS® ASSOCIATION and enclose my **current dues** (as stated on the Membership Policies and Procedures page) which I understand will be returned to me in the event I am not approved for membership. In the event of my election, I agree to abide by the Code of Ethics of the National Association of REALTORS®, and the Constitution, Bylaws and Rules and Regulations of the above named Association, the State Association and the National Association. I further 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 and Regulations, and duty to arbitrate, all as from time to time amended. I understand membership brings certain privileges and obligations that require compliance. Membership is final only upon approval by the Board of Directors and may be revoked should completion of requirements, such as Code of Ethics training or Suburban West's Membership Renewal Training Requirement, not be completed within timeframe established in the Association's policies.

NOTE: Applicant acknowledges that if accepted as a Member and he/she subsequently resigns from the Association or otherwise causes membership to terminate with an ethics complaint pending, the Board of Directors may condition renewal of membership upon certification that he/she will submit to the pending ethics proceeding and will abide by the decision of the hearing panel. If applicant resigns or otherwise causes membership to terminate, the duty to submit to arbitration continues in effect even after membership lapses or is terminated, provided that the dispute arose while applicant was a REALTOR®.

CODE OF ETHICS REQUIREMENT and MEMBERSHIP RENEWAL TRAINING REQUIREMENT: As of January 1, 2017, the National Association of REALTORS® requires that all REALTOR® members complete training on the Code of Ethics every 2 years. The current period for completing NAR's Code of Ethics is January 1, 2017 through December 31, 2018. As of January 1, 2009, the Suburban West REALTORS® Association requires that all Suburban West REALTOR® members complete Membership Renewal Training every 2 years on a topic as determined by the Association's Board of Directors. The current period for completing Suburban West's Membership Renewal Training requirement is January 1, 2017 through December 31, 2018. **All applicants for Designated REALTOR® membership who have had a lapse in membership for more than one year must complete Code of Ethics training within 90 days of your application. Failure to complete this requirement may result in forfeiture of your application.**

Name: _____ Nickname _____

License # _____ Last Four Digits of Social Security # _____ Date of Birth _____ / _____ / _____

Office Name & Address _____

Office Phone _____ Email _____

Residence Address _____

Home Phone _____ Cell Phone _____

Preferred Mailing Address: Office Home Preferred Phone: Office Home Cell Gender: Female Male

Has your real estate license, in this or any other state, been suspended or revoked? Yes No

If 'yes', specify the place(s) and date(s) of such action, and detail the circumstances relating thereto in a separate attachment

Have you or your firm been found in violation of state real estate licensing regulations or other laws prohibiting unprofessional conduct rendered by the courts or other lawful authorities within the last three years? Yes No *If 'yes', provide details in a separate attachment*

Have you ever been convicted of a felony? Yes No *If 'yes', provide details including state and court of conviction in a separate attachment*

Have you been found in violation of the Code of Ethics or other membership duties in any Association of REALTORS in the past three (3) years or are there any such complaints pending? Yes No *If 'yes', provide details in a separate attachment*

If you are actively engaged in the listing, selling, leasing and appraising of commercial real estate, would you like to join Suburban West's Commercial Chapter? Yes No

Do you have another active real estate/appraisal license? Yes No If yes, indicate state and license # _____

By submitting this application, you are joining SWRA as a primary REALTOR member, thus relinquishing your primary REALTOR membership with your previous local association (if applicable) _____ (initialize to agree)

I hereby certify that the foregoing information furnished by me 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 if granted. I further *agree to meet the Code of Ethics requirement and the Suburban West REALTORS® Association's Membership Renewal Training as required by the Association* and, if accepted for Membership in the Association, shall pay the fees and dues as from time to time established. **NOTE:** Dues payments to the Suburban West REALTORS® Association (SWRA) are not tax deductible as charitable contributions. Portions of such payments may be tax deductible as ordinary and necessary business expenses. No refunds.

By signing below I consent that the REALTOR® Associations (Suburban West REALTORS® Association, Pennsylvania Association of REALTORS® and National Association of REALTORS®) and their subsidiary the Suburban REALTORS® Alliance may contact me at the specified address, telephone numbers, fax numbers, email address or other means of communication available. This consent applies to changes in contact information that may be provided by me to the Association(s) in the future. This consent recognizes that certain state and federal laws may place limits on communications that I am waiving to receive all communications as part of my membership.

Signature: _____ Dated: _____
(All applicants must sign)

As a Designated REALTOR® applicant, you must complete section listed below:

Company Name _____

Company Real Estate License # _____

Type: _____ Individual _____ DBA _____ Partnership _____ Corporation

Your Position: _____ Principal _____ Partner _____ Corporate Officer _____ Trustee _____ Employee _____ Other

Have you ever been refused membership in any other real estate Board? _____ Yes _____ No If yes, state the basis for each such refusal and detail the circumstances related thereto: _____

I understand that by establishing my company for Primary membership, that I consent and authorize the Suburban West REALTORS® Association to have me responsible for the dues of non-members licensees within the office. _____(initial)

I understand that as a member of the REALTORS® Association I am obligated to participate in Arbitration and this obligation includes causing my firm to Arbitrate and be bound by any award (Article 17, Code of Ethics). _____(initial)

I here by certify that the foregoing information furnished by me 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 if granted.

I also agree to abide by the requirements put forth by the National Association of REALTORS® and the Suburban West REALTORS® Association regarding the dues formula for Designated REALTORS® and their responsibility for the dues of non-member licensees in their office. The notice is as such: *"Your dues obligation as "designated" REALTOR® of your firm relates directly to the size of your real estate firm i.e., the number of individuals licensed with your firm. However, your dues obligation is fully credited with respect to any individual licensed with you who holds membership in an Association of REALTORS®. Consequently, the variable portion of your dues as the "designated" REALTOR® is computed only upon the number of individuals licensed with you who do not hold membership."*

Signed _____ Date _____
(Applicant)



Suburban West REALTORS® Association, 1 Country View Road, Ste. 201, Malvern, PA 19355
Phone: 610-560-4800; FAX: 610- 560-4801
tlavelle@suburbanwestrealtors.com; www.suburbanwestrealtors.com

PAYMENT INFORMATION

(Pro-rated Membership Dues)

MEMBERSHIP DUES BREAKDOWN BY MONTH (per submission date of application)

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
National	155.00	145.00	135.00	125.00	115.00	105.00	95.00	85.00	75.00	65.00	55.00	45.00
State	150.00	137.50	125.00	112.50	100.00	87.50	75.00	62.50	50.00	37.50	25.00	12.50
SWRA	139.00	127.41	115.83	104.25	92.66	81.08	69.50	57.91	46.33	34.75	23.16	11.58
RPAC*	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00
Total	469.00	434.91	400.83	366.75	332.66	298.58	264.50	230.41	196.33	162.25	128.16	94.08

*Suggested RPAC contribution is voluntary.

NOTE: If you have never been a REALTOR member of the Pennsylvania Association of REALTORS, please include an additional \$100 PAR application fee with your dues payment.

Method of payment: Check VISA/MasterCard/AMEX/DISC (Amount to Charge Card based on month joining \$ _____)

Card # _____ Exp. Date _____

Cardholder Address _____ Cardholder Zip Code _____

Mail or Fax completed paperwork to: Suburban West REALTORS® Association
1 Country View Road, Ste. 201, Malvern, PA 19355
PHONE 610-560-4800 / FAX (610) 560-4801

Have you submitted the following required forms: **Application**
 Appropriate Payment (either via credit card or check)*

*Note that membership dues and fees are non-refundable and non-transferable.

For office use only: Date Processed: _____ Ref#: _____ Seq#: _____



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DESIGNATED REALTOR® MEMBERSHIP APPLICATION POLICIES & PROCEDURES

Designated REALTOR® membership in the Suburban West REALTORS® Association, Pennsylvania Association of REALTORS® and the National Association of REALTORS® is a privilege provided to qualified licensees. The following document outlines the criteria for membership, policies that govern membership and the procedure for joining the organization.

Membership Criteria

An applicant for Designated REALTOR® membership should supply satisfactory evidence that he/she:

1. Has a valid Pennsylvania or a state contiguous to Pennsylvania real estate salesperson, broker or appraisal license and is actively engaged in the real estate business and its recognized branches.*
2. A place of business within Pennsylvania or a state contiguous thereto.
3. No record or official sanctions involving unprofessional conduct.
4. No recent or pending bankruptcy.
5. Signified his/her intention to abide by the National Association of REALTORS® Code of Ethics.
6. Signified his/her intention to abide by the Constitution, Bylaws, Policy, and Rule and Regulations of the Local, State, and National Associations of REALTORS®.
7. Has completed an Association Orientation course.

***If an individual's license is pending, the applicant must provide a copy of the license application that was sent to the State. The application will subsequently be processed but the individual cannot attend New Member Orientation until the license is active.**

Membership Policies

There are policies that govern the membership through both the Suburban West REALTORS® Association and the National Association of REALTORS®. The following are the major policies of membership that all member applicants should be aware of:

- The Suburban West REALTORS® Association does not mandate that a real estate licensee become a Member of the Association. However, member firms may require Association membership as a condition of employment. Primary Designated REALTORS® will be billed, as part of their dues formula, for each non-member licensee in their office and/or firm.
- REALTOR® companies are obligated to participate in Arbitration and this obligation includes causing the firm to Arbitrate and be bound by any award (*Article 17, Code of Ethics*).
- As of January 1, 2017, the National Association of REALTORS® requires that all REALTOR® members complete training on the Code of Ethics every 2 years. The current period for completing NAR's Code of Ethics is January 1, 2017 through December 31, 2018. **NOTE: If a re-applicant or previously with another association AND have had an absence of REALTOR membership for greater than a year, the applicant must complete Code of Ethics training within 90 days of the application being processed.**
- As of January 1, 2009, all Suburban West REALTOR® members (both primary and secondary) must complete 2 ½ hours of required Membership Renewal Training on a topic agreed upon by the Association's Board of Directors. Completion of this requirement is needed every two years. The current period is January 1, 2017 through December 31, 2018 and FREE classes will be provided by the organization throughout the current period.
- Designated REALTOR® members who fail to pay their annual dues within the allotted time will be dropped from membership and will be required to re-apply and pay a \$100 fee in order to be reinstated to full Designated REALTOR® membership. If a Designated REALTOR® does not reinstate their membership, the other active REALTOR® members affiliated with the office would lose their membership unless another Designated REALTOR® was established.

Membership Dues

The membership year is defined as January 1 through December 31. **Licensees making application after January 31 submit prorated dues for the remainder of the year.** *NOTE: Applicants from another association who've not been members of the Pennsylvania association of REALTORS® must remit a \$100 PAR application fee with their dues payment.* The annual dues breakdown is as follows:

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
National	155.00	145.00	135.00	125.00	115.00	105.00	95.00	85.00	75.00	65.00	55.00	45.00
State	150.00	137.50	125.00	112.50	100.00	87.50	75.00	62.50	50.00	37.50	25.00	12.50
SWRA	139.00	127.41	115.83	104.25	92.66	81.08	69.50	57.91	46.33	34.75	23.16	11.58
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Total	469.00	434.91	400.83	366.75	332.66	298.58	264.50	230.41	196.33	162.25	128.16	94.08

*Suggested RPAC contribution is voluntary.

Application Procedure

1. Complete membership application form
2. Submit forms with appropriate fees**
3. Complete NAR's Code of Ethics training within 90 days (if applicable)*

***Applicants who were previous REALTORS (with Suburban West or another Association) and have had a lapse of membership for 1 year must complete Code of Ethics training and Membership Renewal Training within 90 days of application. REALTORS® transferring their active membership from another REALTOR® Association are simply required to complete a membership application and pay the appropriate dues.**

****Refunds: Local (SWRA), State (PAR) and National (NAR) dues are not refundable and not transferable.**



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