

# APPLICATION FOR PRIMARY DESIGNATED REALTOR® MEMBERSHIP



To the **Suburban West REALTORS® Association**. I hereby apply for primary Designated REALTOR® membership in the SUBURBAN WEST REALTORS® ASSOCIATION and enclose my Application fee **\$250.00** and **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. I agree as a condition of membership to complete the orientation program of the Suburban West REALTORS® Association. 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 orientation, not be completed within timeframe established in the Association's bylaws.

**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. 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 Suburban West REALTORS® Association offers both trainings as part of its New Member Orientation program. **Per the Association's bylaws, applicants who do not attend the required New Member Orientation program within 90 days of their application date will forfeit their application (including the fee) and must then reapply for membership.**

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

License # \_\_\_\_\_ Last Four Digits of Social Security # \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Office Name & Address \_\_\_\_\_

Office Phone \_\_\_\_\_ Personal 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*

Are you currently or have ever been a member of another Association of REALTORS®?  Yes  No If yes, name and NRDS# \_\_\_\_\_

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

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*

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

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 Suburban West REALTORS® Association's Membership Renewal Training requirement 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](mailto:tlavelle@suburbanwestrealtors.com); [www.suburbanwestrealtors.com](http://www.suburbanwestrealtors.com)

**\*\*REQUIRED – PLEASE COMPLETE\*\***  
**NEW MEMBER ORIENTATION REGISTRATION FORM**

In order for a new applicant to fulfill their membership requirements, they must complete a one-day orientation session provided by the Association at its headquarters. These sessions are offered monthly and you are expected to attend a session within 90 days of your application. Failure to attend one of the sessions listed below may result in the forfeiture of your application and the application fee.

**The One Day Session Includes:**

- Morning Continental Breakfast/Refreshments
- Required Code of Ethics Training
- Required SWRA Membership Renewal Training
- Information that relates directly to your day-to-day work
- Lunch with Instructors & Affiliate Sponsor
- Discover how to be a better producer

Please check which of the upcoming New Member Orientation dates you would like to attend:

- Thursday, August 16**       **Saturday, September 15**       **Thursday, October 11**

Orientation is from 8:45 A.M. - 3:00 P.M. Please mark your calendar accordingly.

- Check here if you have a disability that requires special services at this session and attach a written description of your needs.

**\*\*OPTIONAL\*\***

**A STEP AHEAD PROGRAM REGISTRATION FORM**

An agent's first few months in the real estate industry can be overwhelming. To supplement the REALTOR® New Member Orientation, the **A Step Ahead Program** will help educate and prepare Suburban West REALTORS® who are new to the business with additional educational sessions, hosted by our Young Professionals Network Committee.

**The Half Day Session Includes:**

- Morning Continental Breakfast and Refreshments
- Communicate, Collaborate, Complete – Using zipForm Plus to Manage the Transaction from Start to Finish
- Meet the Standard; Agreement of Sale

Please check which of the **A Step Ahead Program** dates you would like to attend:

- September 20**

**This program is from 9:00 A.M. - 12:30 P.M. Please mark your calendar accordingly.**

**PAYMENT INFORMATION**

**MEMBERSHIP DUES & APPLICATION FEE 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
APP FEE	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00
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
<b>Total</b>	<b>719.00</b>	<b>684.91</b>	<b>650.83</b>	<b>616.75</b>	<b>582.66</b>	<b>548.58</b>	<b>514.50</b>	<b>480.41</b>	<b>446.33</b>	<b>412.25</b>	<b>378.16</b>	<b>344.08</b>

\*Suggested RPAC contribution is voluntary.

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

Name \_\_\_\_\_

Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_

Cardholder Address \_\_\_\_\_ Cardholder Zipcode \_\_\_\_\_

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**
  - New Member Orientation Registration Form**
  - Appropriate Payment (either via credit card or check)\***
- \*Note that dues and application fee are not refundable or transferable*



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For office use only: Date Processed: \_\_\_\_\_ Ref#: \_\_\_\_\_ Seq#: \_\_\_\_\_

## 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*).
- Applicants who have not been Members of any other Association must submit a \$250 application fee along with their completed application form, appropriate membership dues and a registration for a New Member Orientation Program. Applicants who do not attend the required New Member Orientation after 90 days from their application date will forfeit their membership and application fee and must then reapply for membership and resubmit the application fee.
- All applicants for Designated REALTOR® membership who have never been members must complete 2 ½ hours of NAR's Code of Ethics training and 2 ½ hours of Suburban West's Membership Renewal Training as part of the application process. **NOTE that the 2017-2018 Suburban West Membership Renewal Training requirement and the 2017-2018 NAR Code of Ethics requirement are satisfied by attending New Member Orientation.** These two requirements are ongoing for successive periods.
- 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.** 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
APP FEE	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00
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### Application Procedure

1. Complete membership application form
2. Register and attend New Member Orientation
3. Submit forms with appropriate fees\*\*
4. Forward list of licensees within your office (once determined) to transfer their accounts accordingly

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



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