

# APPLICATION FOR SECONDARY DESIGNATED REALTOR® MEMBERSHIP



I am currently a member of the \_\_\_\_\_ Association/Board

To the **Suburban West REALTORS® Association**. I hereby apply for secondary Designated REALTOR® membership in the SUBURBAN WEST REALTORS® ASSOCIATION and enclose my **current local 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 maintenance of a primary Designated REALTOR® membership, not be verified by the Association.

**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®.

**MEMBERSHIP RENEWAL TRAINING REQUIREMENT:** As of January 1, 2009, the Suburban West REALTORS® Association requires that all Suburban West REALTOR® members (both primary and secondary) 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 this training as a FREE class throughout the 2-year period. The current period is January 1, 2017 through December 31, 2018.

**Please provide verification that state & national dues have been paid through your primary board/association (\_\_\_\_\_).**

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 # \_\_\_\_\_

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 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:** \_\_\_\_\_

**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

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 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)

## PAYMENT INFORMATION

(Membership Dues)

### MEMBERSHIP DUES BREAKDOWN BY MONTH

|      | JAN    | FEB    | MAR    | APR    | MAY   | JUN   | JUL   | AUG   | SEP   | OCT   | NOV   | DEC   |
|------|--------|--------|--------|--------|-------|-------|-------|-------|-------|-------|-------|-------|
| 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 |

Method of payment: \_\_\_\_ Check \_\_\_\_ VISA/MasterCard/AMEX/Discover (Amount to Charge Card \$\_\_\_\_\_)

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**  
 **Appropriate Payment (either via credit card or check)\***

*\*Note that membership dues are non-refundable and non-transferable*

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



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)

## SECONDARY DESIGNATED REALTOR® MEMBERSHIP APPLICATION POLICIES & PROCEDURES

Secondary 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 Secondary 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. No record or official sanctions involving unprofessional conduct.
3. No recent or pending bankruptcy.
4. Signified his/her intention to abide by the National Association of REALTORS® Code of Ethics.
5. Signified his/her intention to abide by the Constitution, Bylaws, Policy, and Rule and Regulations of the Local, State, and National Associations of REALTORS®.

### **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:

- Suburban West REALTORS® Association will annually verify the applicant's membership with its primary Association. Secondary REALTORS® who are no longer a member of their primary Association will be withdrawn from membership.
- 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.
- If you are the Secondary Designated REALTOR of a primary office in Suburban West, please note the following policies apply to your role in the Suburban West REALTORS Association:
  - 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. Secondary Designated REALTORS® of a primary REALTOR office will be billed, as part of their dues formula, for each non-member licensee in their office and/or firm.
  - Primary 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*).
- Pennsylvania Association of REALTORS® (PAR) dues are optional for applicants who are primary members of an out-of-state Association.

### **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   |
|------|--------|--------|--------|--------|-------|-------|-------|-------|-------|-------|-------|-------|
| 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 |

### **Application Procedure**

1. Complete membership application form
2. Submit forms with appropriate fees\*

**\*Refunds: Local (SWRA) dues are not refundable and not transferable.**



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)