



2020 APPLICATION FOR PRIMARY DESIGNATED REALTOR® MEMBERSHIP

Membership Type and Experience

(NOTE: This section determines your membership fees as outlined on the payment page and if New Member Orientation is required. Information is verified by SWRA staff. Questions? Call 610-560-4800)

- New Primary Designated Realtor® Applicant** (never held Realtor® membership)
- Applicant for Primary Designated Realtor® From Realtor®** (current Suburban West Realtor® member changing to Designated Realtor® membership. **Only complete page 1 and 3 of application**)
- Re-applicant for Primary Designated Realtor®** (previous member of Suburban West, Delaware Valley or Chester County Association of Realtors®)
- Primary Designated Realtor® Applicant from Other Association** (previously belonged to another Realtor® association and joining SWRA as primary)
- Secondary Designated Realtor® Applicant** (currently holds active primary Realtor® membership with another association)

If "From Other Association" or "Secondary", please provide the name of the Association and years of membership on the line below (i.e. Chicago Association of Realtors®; 2003 – 2015):

General Information

Name (as it appears on your RE license): _____

RE License # _____ **Nickname:** _____

Last Four Digits of Social Security # _____ **Date of Birth** ____/____/____

Office Name (and branch location, if applicable): _____

Office Address: _____

Office Phone _____

Residence Address: _____

Cell Phone _____ **Home Phone** _____

Preferred Email: _____

Preferred Mailing Address: Office Home **Preferred Phone:** Office Home Cell

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 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 # _____

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

Conditions of Membership Signature

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 (**see the attached Membership Criteria and Policies document for more information**) 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)



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

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

Office 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-member 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 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 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 _____

(all applicants must sign)

PAYMENT INFORMATION

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

New Designated Realtor® Applicant Fees		Dues are Prorated on a Monthly Basis					
SWRA Application Fee	PAR Application Fee	Month Joining	NAR Dues	PAR Dues	SWRA Dues	RPAC (Voluntary)	Total Dues
\$150.00	\$100.00 <small>(Note: Applicants from Other Associations outside of PA whom never belonged to PAR must also submit this fee)</small>	January	185.00	150.00	139.00	25.00	499.00
		February	172.50	137.50	127.41	25.00	462.41
		March	160.00	125.00	115.83	25.00	425.83
		April	147.50	112.50	104.25	25.00	389.25
		May	135.00	100.00	92.66	25.00	352.66
		June	122.50	87.50	81.08	25.00	316.08
		July	110.00	75.00	69.50	25.00	279.50
		August	97.50	62.50	57.91	25.00	242.91
		September	85.00	50.00	46.33	25.00	206.33
		October	72.50	37.50	34.75	25.00	169.75
		November	60.00	25.00	23.16	25.00	133.16
		December	47.50	12.50	11.58	25.00	96.58

Total Dues Amount to Charge Card based on Month Joining \$ _____ **

**NOTE: If joining as a Secondary Designated Realtor® member, only include SWRA Dues amount as state and NAR are covered by your Primary Realtor® membership

SWRA and PAR Application Fee - **\$250.00** (**Required for New Designated Realtor® applicants only**; not for applicants who were previously Realtors® with SWRA or another Realtor® association or applying for Secondary membership.)

Total Amount to be Paid (Dues plus Application Fee, if necessary) \$ _____

Method of payment: Check VISA/MC/AMEX/DISC

Name _____

Card # _____ Exp. Date _____

Cardholder Address _____

****REQUIRED – New Designated Realtor® Applicants Only****

NEW MEMBER ORIENTATION REGISTRATION FORM

In order for a New Designated Realtor® 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. **Please mark the upcoming New Member Orientation date you would like to attend:**

Saturday, October 3 (In-Person Only at SWRA)

Thursday, November 12 (Virtual Only via Zoom)

Thursday, December 10 (In-Person Only at SWRA)

NOTE: Orientation is from 9:00 A.M. - 1:00 P.M. Please mark your calendar accordingly.

Mail, Fax or Email completed paperwork to:

Suburban West Realtors® Association
1 Country View Road, Ste. 201, Malvern, PA 19355
PHONE (610) 560-4800 / FAX (610) 560-4801
Tina Lavelle – tlavelle@suburbanwestrealtors.com



Membership Criteria and Policies

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.

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. 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 obliged to participate in Arbitration and this obligation includes causing the firm to Arbitrate and be bound by an award (*Article 17, Code of Ethics*).
- Applicants who have not been Members of any other Association must submit a one-time \$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 within 90 days of their application date will forfeit their membership and application fee and must then reapply for membership and resubmit the application fee.
- Realtor® members are required to complete a combined 3-½ hours of NAR's Code of Ethics training and Suburban West's Membership Renewal Training every three years (current cycle is 2019-2021). **NOTE that for New Designated Realtor® applicants who attend orientation, the requirement is covered by the class. Applicants who re-apply to Suburban West or are from another association will be instructed as to the need to complete this training in their welcome email (or call 610-560-4800 to inquire ahead of time).**
- Membership dues that are remitted with this application are for the current year. Note that membership dues are billed once a year in and around October 1st for the subsequent year. 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 maintain active membership in Suburban West, the other active Realtor members affiliated with the office would lose their membership unless another Designated Realtor® was established
- Local (SWRA), State (PAR) and National (NAR) dues and application fees are NOT refundable or transferable.