

August 11, 2008

To: The Designated REALTOR®  
From: Soñia Sanato, Office Manager & Assistant to the CEO  
Re: Code of Ethics Membership Requirement

**PLEASE RELAY THE  
TOP 15 KEY POINTS,  
LISTED ON THE BACK  
OF THIS LETTER, TO  
YOUR AGENTS!**

As you already know, the July newsletter listed all the agents who still need to send us their certificate. Though the number has gone down since publication, it hasn't gone down enough.

We are now approaching the end of 2008 and in desperate need of your help. We still have over 3,000 agents who need to send us a copy of their Code of Ethics certificate. Every agent that has contacted me; and is still on the list included in this mailing; has been told that their class is due by December 31<sup>st</sup>, but it is not recommended to wait until the last minute to complete the course. There are other deadlines to consider as well.

The first being December 1<sup>st</sup>, 2008. If the agent's certificate is received by this date, then the agent's record will be updated prior to the automatic switch on December 31, 2008. Please keep in mind, we have thousands to process. The sooner the certificate is faxed in, the better. Due to staff restrictions, records will be updated in the order received, and no exceptions will be made.

Next is December 31<sup>st</sup>, 2008, which will mark the end of the 2005-2008 cycle that requires all existing REALTOR® members to complete a 2.5 hours Code of Ethics class. Members who send certifications at the end of December are subject to their membership being terminated until which time we are able to complete the process of updating their records. Don't forget, there are holidays in that time frame that reduces the amount of time we have available to process certificates.

The attached office roster shows every REALTOR® member listed only with PAR that are shown to be hanging license at your firm who is still in need of a NAR Code of Ethics course for the 2005-2008 cycle. People who are in their provisional period will not show on this list as they are being handled separately. If you are a member of another association, and have agents listed with that association as well; you may want to contact that association to get a list from them of agents that still need Code of Ethics, so that you can be aware of everyone within your firm who needs this course before the end of the year.

If you haven't already contacted the agents that appear on the attached list, please do so and have the agents locate a qualifying certificate of completion or take a qualifying class and fax a copy to (602-288-0328 – no cover sheets please). Please inform the agents to allow all faxed in certifications two (2) business days to be processed. Every certificate received will receive a confirmation email letting them know if it was accepted or not.

For those who do not have a qualifying certificate, PAR offers several classes per month that will satisfy the course and NAR offers a course online. A copy of the 2008 Code of Ethics class schedule at PAR is included for distribution as well as information on taking the class through NAR. A list may also be obtained by going to [www.PARonline.com](http://www.PARonline.com).

For your convenience, all of the included information is now available at our website at [www.PARonline.com](http://www.PARonline.com) – listed as: **Important Information About Code of Ethics**, which you can direct any of your agents to in your electronic communication with them, to avoid added expenses of copying and distributing. For any company that holds their own REALTOR® Code of Ethics classes, please fax a copy of your sign in sheet and PAR will accept this as the certificate of completion for the attending agents.

If you have any questions, please feel free to give me a call at 602-246-1012.

Encl: PAR Code of Ethics Calendar, REALTOR.org Login Information