

# **PHOENIX ASSOCIATION OF REALTORS®**

## **New Affiliate Pak**

**Thank you for choosing the Phoenix Association of REALTORS® (PAR) as your real estate association. We appreciate the opportunity to serve you.**

**We at PAR know that your time and how you spend it is very important to you. The same is true for the staff here at PAR. With that in mind, we believe this packet of information will prove valuable to your time constraints as well as your questions and concerns and make the joining process as simple as possible. Please be certain to read through this Pak in its entirety. Also; to ensure your registration is done in a timely manner, please be sure to view our Office Location and Hours as well as our Current Holiday Schedule, which is included in the same section as this Pak.**

**This may seem like a lot of information now, but it is the best, most complete and accurate information Pak you will find in today's associations. We pride ourselves in providing members and prospective members all the tools necessary to conduct their business efficiently.**

**Once again, thank you for choosing PAR as your real estate association, and we look forward to serving you!**

### **Included in this Pak:**

- ✓ **Affiliate Benefits List**
- ✓ **New Affiliate Member To Do List**
- ✓ **PAR's Affiliate Application**
- ✓ **ARMLS MLS Agreement**
- ✓ **Fee Schedule**

**Company License / Registration & State Issued ID are required at time of registration.**

**This Pak is 4 pages total**

# Affiliate Membership Benefits

**Membership is available to all allied businesses and individuals not licensed as real estate brokers or appraisers that have a valid Arizona business license.**

**Affiliate Membership is by company.**

**Any employee of an Affiliate company may participate in PAR activities, although only one designated person's name will appear in the PAR membership roster, which is the name indicated on the application form.**

## HIGHLIGHTS OF AFFILIATE MEMBER BENEFITS:

- ✓ Participation with other members on Association Committees as available
- ✓ Association Luncheon Meetings
- ✓ REALTOR® Marketing Sessions
- ✓ Annual Installation and Awards Banquet
- ✓ Other special activities and events
- ✓ Phoenix REALTOR® Forum, the Association's electronic monthly publication
- ✓ Association seminars at member prices
- ✓ Access to sold and expired multiple listing service with paid MLS access\*
- ✓ Listed on <http://www.paronline.com>
- ✓ Sponsorship priority in PAR education classes

**PAR's New Affiliate Member**

## **TO DO LIST**

- Receive this packet from [www.paronline.com](http://www.paronline.com).
- Decide if I need MLS access. (\*As an Affiliate, I am entitled to sold and comparable data as long as I am in a field that requires MLS data – and provide a valuable service to PAR members) If so, be sure to complete the ARMLS Subscriber Agreement. (This form can be found under the ARMLS section of the website)
- Decide if I need Supra Key access. (\*As an Affiliate, I am entitled to limited key card service as long as I am in a field that requires a key card – and provide a valuable service to PAR members.) If so, be sure to let us know when you come in.
- Complete the Affiliate PAK for the Phoenix Association of REALTORS®.
- Visit the PAR office – (see PAR’s Office Hours and Location) – Be certain to bring the REALTOR® Pak as well as a picture ID and a business license. All Affiliates must have a business license for Arizona. All new members are processed between 8:30 a.m. – 4:00 p.m. Appointments are not necessary. PAR is not closed during lunch hours. New members will not be processed after 4:00 p.m. It takes at least one hour to sign in and process all your paperwork and verify license number. No exceptions will be made. Any new member who would like to complete the membership process all in one visit and receive an electronic key card the same day, **MUST ARRIVE NO LATER THAN 3:00 PM.** Please allow yourself 1 ½ - 2 hour total processing time to be safe.
- Sign in at the Reception desk and submit Application The Reception desk will perform some research (i.e. verify license and license number as well as set up of mls access if necessary) and put your application (in order received) in the membership process rotation.
- The PAR staff on duty will call your name at the next opening. You will go in with the membership staff and finish payment processing. There may be anywhere between 1 – 10 new members in rotation together at any given time.
- Once copies are made and received, the PAR staff on duty will complete the membership process which will take approximately 5-10 minutes, depending on the number of new members and questions. Then you will be directed to the SUPRA office that is on premises to receive your Electronic Key Card and/or Lockboxes if necessary.
- Pat yourself on the back – you’re done!!!

**Our office is committed to providing exceptional customer service to all members and visitors of the Phoenix Association of REALTORS®. If you have any additional questions regarding directions or schedules, please feel free to give us a call at 602-246-1012.**

Office Use Only:

Member # \_\_\_\_\_ Firm Code \_\_\_\_\_ Pmt Type \_\_\_\_\_  
MLS Login \_\_\_\_\_ Preferred Phone# \_\_\_\_\_ Preferred # \_\_\_\_\_



**Phoenix Association of REALTORS®**  
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Phoenix, AZ 85015-3294  
Phone: 602-246-1012 Fax: 602-246-1512



## Affiliate Application

Realizing that the Phoenix Association of REALTORS®, in cooperation with the Arizona Association of REALTORS® and the National Association of REALTORS®, endeavors to safeguard the principles of free enterprise in all business and professional fields. I hereby file application on behalf of my company for Affiliate Membership in the Phoenix Association of REALTORS®. I understand that Affiliate membership with the Phoenix Association of REALTORS® is corporate rather than individual in nature, and that my company Affiliate membership in the Phoenix Association does not automatically make me an Affiliate member of the state or national association and that, to become an Affiliate member of the state and national association, I must apply directly with those entities.

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Firm Code: \_\_\_\_\_

Firm Name: \_\_\_\_\_ Firm Telephone: \_\_\_\_\_

Firm Address: \_\_\_\_\_ Firm Fax #: \_\_\_\_\_

Firm City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Birth date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Type of Business: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_ Home Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_ @ \_\_\_\_\_ Web Site: http://www. \_\_\_\_\_

- Have you \_\_\_\_ or your company \_\_\_\_ ever been a member of the Phoenix Association of REALTORS®?  No  Yes  
- if yes, when? \_\_\_\_\_
- Have you \_\_\_\_ or your company \_\_\_\_ ever belonged to another local association of REALTORS®?  No  Yes  
- if yes, which local association (name) and approximately when?
- Are you \_\_\_\_ or your company \_\_\_\_ currently a member of another local association of REALTORS®?  No  Yes  
-if yes, which local association (name)?

Mail Preference (for all mail):  Home  Office  Other: \_\_\_\_\_

- Only the person designated per Affiliate office will receive any association mailing.

Specify your interest in the company in which you will be acting on behalf of for Affiliate membership:

Sole Proprietor  Corporate Officer  Partner

If you are not the primary owner, name the primary owner: \_\_\_\_\_

Does anyone in your company hold a real estate license?  No  Yes If yes, please name: \_\_\_\_\_

**Payment Due:** Dues are paid annually in advance. The Phoenix Association of REALTORS® reserves the right to deny dues refund requests, to assess service charges on refunds or checks returned for insufficient funds and to establish time limits on the period during which refunds may be granted. Completed application must be returned accompanied by payment of applicable dues. Breakdown of all fees will be included on the dues receipt created when filing application.

Total Paid.....\$ \_\_\_\_\_

I hereby certify that the information contained on this application 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. I confirm and certify that I have read, understand and agree to these provisions.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_ Staff Initial: \_\_\_\_\_

For Office Use:

Company Lic #: \_\_\_\_\_ Date: \_\_\_\_\_ Staff Initial: \_\_\_\_\_