

2012 Affiliate Office Fee Renewal Schedule

**All payment due dates are firm. Payments must be received and time-stamped by PAR no later than close of business on due dates per the following schedule:
(Postmarks are not accepted)**

**Partial payments are not accepted.
Waivers will not be granted for any fees that occur due to failure to make payment on time.**

All refunds are subject to a \$20.00 processing fee, and must be requested within 15 days of payment. Any payment (check or electronic) returned as NSF will incur a \$25 NSF fee along with all fees (including late fees) that apply as of the date of the return.

Early December – Affiliate Office Fee invoices available online. A blast email to all Designated Affiliate Office Contacts will be sent when invoices are available online.

January 1ST - All Affiliate Office Fee invoices are due and payable.

Monday, January 16th, 5:01 p.m. Late fees generated. Be sure your payment is made online before 5:00 p.m. on Mon., January 16th to avoid a 5 % late fee for Affiliate Office Fees. Late fees will not be reversed.

Monday, January 30th, 5:00 p.m. All Affiliate Offices with unpaid office fees will have their Affiliate office inactivated along with all additional services connected to the office (i.e. MLS / Supra). All individuals as well as the Designated Affiliate Office Contact attached to an unpaid Affiliate Office will lose access to all services gained through PAR.

Monday, January 30th, 5:01 p.m. All Affiliate Offices that had their office inactivated for non-payment of Affiliate Office fees will owe all of the annual Affiliate Office Fees, plus a 5 % late fee, plus a \$25 reconnect fee.

**ONLINE AFFILIATE OFFICE FEE INVOICES AVAILABLE FOR PAYMENT EARLY
DECEMBER 2011**

To access the online payment system, you will need:

- **The Username:** which is the six-digit membership number listed near the top of the invoice that was emailed to the Designated Affiliate Office Contact.
 - **Password:** which is the Designated Affiliate Office Contact's last name (in all lower case letters)
 - **Click on "Pay Office Invoice" on the left hand side**