

# 2011 NEW AFFILIATE APPLICATION PACKAGE



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## TABLE OF CONTENTS

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Welcome .....	1
SIRA Fees .....	2
<b>SIRA Membership Fees</b> .....	<b>2</b>
A. Yearly Dues and Fees .....	2
B. Other Fees and Charges .....	2
C. Prorated Dues Schedule .....	3
<b>Payment Information</b> .....	<b>4</b>
A. Cash or Check .....	4
B. Credit Card Authorization .....	4
Membership Application .....	5
<b>Application Questionnaire</b> .....	<b>5</b>
A. License Information .....	5
<b>Application for Affiliate Membership</b> .....	<b>5</b>
A. Personal Information .....	5
B. Office Information .....	5
C. SIRA References .....	6
D. Credit References .....	6
E. Education .....	6
F. Employment Information .....	6
G. Employment History .....	6
H. Professional Information .....	7
<b>Reporting Changes</b> .....	<b>8</b>
A. Membership Changes, Additions, & Drops .....	8
ActiveKey Usage Agreements .....	9

# Welcome

Dear Member,

Welcome and thank you for your interest in becoming a member of the Southern Indiana REALTORS® Association, also known as SIRA. As an Affiliate Member you will be taking the first steps to enhance your business by networking with REALTOR® professional in our industry and community in the Southern Indiana and Metro Louisville area. Networking opportunities such as SIRA’s Annual Affiliate Forum and access to our state of the art SUPRA KeyBox system (with proper credentials) are just a few benefits of becoming a member of the Southern Indiana REALTORS® Association.

The Southern Indiana REALTORS® Association is the 6th largest REALTOR® Association in the state of Indiana serving **Clark, Crawford, Floyd, Harrison, Orange, Scott, Washington**, and many other counties including Louisville and surrounding Kentucky counties. We pride ourself on the efficiency of bringing new products and services to our members with speed that is unparalleled in the industry. In addition to focusing on same-day delivery, SIRA has been the trendsetter for products and services for over 80 years and offers services that are not available though other associations.

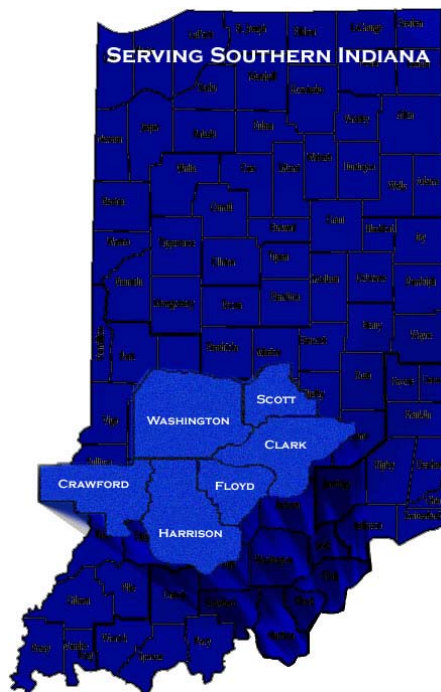
**~Bringing World Class Real Estate Services to Southern Indiana~**

- ♦MLS ♦Education ♦Technology ♦Legislative Advocate ♦Code of Ethics ♦Legal ♦Professional Standards ♦Forms
- ♦Arbitration & Mediation ♦Industry Networking

The Southern Indiana REALTORS® Association exists to maintain and enforce the REALTOR® Code of Ethics, to provide our members with state-of-the-art programs, products, and services that are more affordable and accessible collectively than individually, to advocate a high standard of education and professionalism, to influence public policy and political affairs which promote and protect private property rights, and to enhance the public image of our REALTOR® members.

Whatever your need, SIRA is listening to provide service and support. To learn more, please visit us online at [www.SIRA.org](http://www.SIRA.org) or [www.SouthernIndianaHomes.com](http://www.SouthernIndianaHomes.com)

We look forward to serving you!  
- SIRA Staff



\*Complete pages 4-9 of this document and return to: SIRA, c/o Janet Quatman – Membership Department  
REALTOR® Building Lewis & Clark Pkwy @ Lincoln Drive - Clarksville, Indiana 47129 -OR- email to [JanetQ@SIRA.org](mailto:JanetQ@SIRA.org)

## SIRA Fees

### *How to determine the amount you owe:*

- ➔ Identify the month you wish to join.
  - Jan
  - Feb
  - Mar
  - Apr
  - May
  - Jun
  - Jul
  - Aug
  - Sept
  - Oct
  - Nov
  - Dec
  
- ➔ Determine whether you will need a SUPRA ActiveKey to access iBoxes.
  - I will need an ActiveKey
  - I will not need an ActiveKey
  
- ➔ Your company owes the amount listed under that month, a proration of the total annual fees.
  
- ➔ REMINDER: If your representative wishes to have an electronic SUPRA ActiveKey, additional charges will apply.

## SIRA Membership Fees

SIRA bills for Membership Dues twice a year. Association Dues are billed towards the end of December, payable January 1<sup>st</sup>. MLS Dues are billed the end of June and are payable July 1<sup>st</sup>.

### A. Yearly Dues and Fees

Annual Affiliate Dues: Jan 1 <sup>st</sup> – Dec 31 <sup>st</sup>	\$200.00
Application Fee	\$50.00

### B. Other Fees and Charges

Electronic ActiveKey Deposit	\$250.00
Yearly ActiveKey Access Fee	\$190.00
SUPRA Access Fee – One Time Charge	\$25.00

## C. Prorated Dues Schedule

Membership Dues begin the date of application. A completed copy of the Affiliate Application MUST be on file at the REALTOR® Building. Applications are by appointment only. Please contact Janet Quatman in Membership **1-812-941-7472**

January 2011		February 2011		March 2011	
50.00	Application Fee (SIRA)	50.00	Application Fee (SIRA)	50.00	Application Fee (SIRA)
200.00	SIRA Affiliate Dues (Jan/Dec)	183.50	SIRA Affiliate Dues (Feb/Dec)	166.75	SIRA Affiliate Dues (Mar/Dec)
<b>250.00</b>	<b>Affiliate Fees w/o Key</b>	<b>233.50</b>	<b>Affiliate Fees w/o Key</b>	<b>216.75</b>	<b>Affiliate Fees w/o Key</b>
250.00	ActiveKey Deposit	250.00	ActiveKey Deposit	250.00	ActiveKey Deposit
190.00	ActiveKey Usage Fee (Jan/Dec)	175.00	ActiveKey Usage Fee (Feb/Dec)	158.50	ActiveKey Usage Fee (Mar/Dec)
25.00	<u>\$465.00 ActiveKey Fees</u>	25.00	<u>\$450.00 ActiveKey Fees</u>	25.00	<u>\$433.50 ActiveKey Fees</u>
<b>715.00</b>	<b>Affiliate Fees w/ Key</b>	<b>683.50</b>	<b>Affiliate Fees w/ Key</b>	<b>650.25</b>	<b>Affiliate Fees w/ Key</b>

April 2011		May 2011		June 2011	
50.00	Application Fee (SIRA)	50.00	Application Fee (SIRA)	50.00	Application Fee (SIRA)
150.00	SIRA Affiliate Dues (Apr/Dec)	133.50	SIRA Affiliate Dues (May/Dec)	116.75	SIRA Affiliate Dues (Jun/Dec)
<b>200.00</b>	<b>Affiliate Fees w/o Key</b>	<b>183.50</b>	<b>Affiliate Fees w/o Key</b>	<b>166.75</b>	<b>Affiliate Fees w/o Key</b>
250.00	ActiveKey Deposit	250.00	ActiveKey Deposit	250.00	ActiveKey Deposit
142.50	ActiveKey Usage Fee (Apr/Dec)	126.75	ActiveKey Usage Fee (May/Dec)	111.00	ActiveKey Usage Fee (Jun/Dec)
25.00	<u>\$417.50 ActiveKey Fees</u>	25.00	<u>\$401.75 ActiveKey Fees</u>	25.00	<u>\$386.00 ActiveKey Fees</u>
<b>617.50</b>	<b>Affiliate Fees w/ Key</b>	<b>585.25</b>	<b>Affiliate Fees w/ Key</b>	<b>552.75</b>	<b>Affiliate Fees w/ Key</b>

July 2011		August 2011		September 2011	
50.00	Application Fee (SIRA)	50.00	Application Fee (SIRA)	50.00	Application Fee (SIRA)
100.00	SIRA Affiliate Dues (Jul/Dec)	83.50	SIRA Affiliate Dues (Aug/Dec)	66.75	SIRA Affiliate Dues (Sept/Dec)
<b>150.00</b>	<b>Affiliate Fees w/o Key</b>	<b>133.50</b>	<b>Affiliate Fees w/o Key</b>	<b>116.75</b>	<b>Affiliate Fees w/o Key</b>
250.00	ActiveKey Deposit	250.00	ActiveKey Deposit	250.00	ActiveKey Deposit
95.00	ActiveKey Usage Fee (Jul/Dec)	79.25	ActiveKey Usage Fee (Aug/Dec)	63.50	ActiveKey Usage Fee (Sept/Dec)
25.00	<u>\$370.00 ActiveKey Fees</u>	25.00	<u>\$354.25 ActiveKey Fees</u>	25.00	<u>\$338.50 ActiveKey Fees</u>
<b>520.00</b>	<b>Affiliate Fees w/ Key</b>	<b>487.75</b>	<b>Affiliate Fees w/ Key</b>	<b>455.25</b>	<b>Affiliate Fees w/ Key</b>

October 2011		November 2011		December 2011	
50.00	Application Fee (SIRA)	50.00	Application Fee (SIRA)	50.00	Application Fee (SIRA)
50.00	SIRA Affiliate Dues (Oct/Dec)	33.50	SIRA Affiliate Dues (Nov/Dec)	16.75	SIRA Affiliate Dues (Dec)
<b>100.00</b>	<b>Affiliate Fees w/o Key</b>	<b>83.50</b>	<b>Affiliate Fees w/o Key</b>	<b>66.75</b>	<b>Affiliate Fees w/o Key</b>
250.00	ActiveKey Deposit	250.00	ActiveKey Deposit	250.00	ActiveKey Deposit
47.50	ActiveKey Usage Fee (Oct/Dec)	31.75	ActiveKey Usage Fee (Nov/Dec)	15.75	ActiveKey Usage Fee (Dec)
25.00	<u>\$322.50 ActiveKey Fees</u>	25.00	<u>\$306.75 ActiveKey Fees</u>	25.00	<u>\$290.75 ActiveKey Fees</u>
<b>422.50</b>	<b>Affiliate Fees w/ Key</b>	<b>390.25</b>	<b>Affiliate Fees w/ Key</b>	<b>357.50</b>	<b>Affiliate Fees w/ Key</b>

## Payment Information

Payment of Application Fees and Association and/or MLS Dues must be made payable to SIRA upon issue of a New Member Invoice. There are no refunds of any fees or dues. Please provide the following payment information:

### A. Cash or Check

I will be paying by  Cash  Money Order  Certified Funds  Check # \_\_\_\_\_

### B. Credit Card Authorization

I will be paying by Credit Card. Please note: The SIRA Credit Card Authorization form is to be used by SIRA MEMBERS ONLY. SIRA does not accept Debit Cards.

AM Exp  Discover  
 MasterCard  Visa

Date: \_\_\_\_\_ Amount Due: \$ \_\_\_\_\_

Member Name *(please print)*: \_\_\_\_\_

Card Holder Name *(please print)*: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Card Verification Value *(3-Digit CVV)*: \_\_\_\_\_

I hereby agree and request the above be charged to my credit card and additionally understand that there are no refunds for any paid dues and/or application fees regardless of the term of my membership.

\_\_\_\_\_  
**Member Signature** \_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Printed or Typed Name**

\_\_\_\_\_  
**Card Holder Signature** \_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Printed or Typed Name**

#### FOR SIRA STAFF USE ONLY

Credit Card Payment for Invoice # \_\_\_\_\_

Dues  SUPRA Usage Fee  Continuing Education  Supplies  Fees/Fines  Other \_\_\_\_\_

Faxed to Finance Department  Original File  Authorized

Staff Initials: \_\_\_\_\_

## Membership Application

Membership eligibility and participation in SIRA and SIRA MLS are not limited in any respect by race, creed, color, national origin, age, sex, or physical disability. The information collected in this application is for demographic purposes, identification verification, and for background checks, as applicable. Please sign and complete this application in it's entirety.

### Application Questionnaire

#### A. License Information

Do you hold any form of licensee?  Yes  No      Indiana License #: \_\_\_\_\_  
 Are you licensed in another state(s)?  Yes  No      State(s): \_\_\_\_\_  
 License #(s): \_\_\_\_\_

Have you ever been a member of SIRA?  Yes  No      If Yes, When: \_\_\_\_\_  
 Are you a member of another Board?  Yes  No      If Yes, Which Board: \_\_\_\_\_  
 Where you referred by another member?  Yes  No      If Yes, By Whom: \_\_\_\_\_  
 Your Membership will be paid by:  Individual  Company

### Application for Affiliate Membership

I hereby submit the following information for consideration:

#### A. Personal Information

Full Name: \_\_\_\_\_  
 Home Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
 Email Address(es): \_\_\_\_\_  
 Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ City/State of Birth: \_\_\_\_\_ Sex:  Female  Male  
 Social Security #: \_\_\_\_-\_\_\_\_-\_\_\_\_ Race/National Origin: \_\_\_\_\_  
 Languages Spoken: \_\_\_\_\_

#### B. Office Information

Office/Company Name: \_\_\_\_\_  
 Company Representative: \_\_\_\_\_  
 Office Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Office Phone: \_\_\_\_\_ Office Fax: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_ Voice Mail: \_\_\_\_\_  
 Email/Web Site(s): \_\_\_\_\_

Type of Business: \_\_\_\_\_ Years in Business: \_\_\_\_\_ Years at Address: \_\_\_\_\_  
 Company Insured By: \_\_\_\_\_ Agent: \_\_\_\_\_  
 Previous Business (if less than three years): \_\_\_\_\_ Years in Business: \_\_\_\_\_

**C. SIRA References**

List three (3) real estate licensees/SIRA Members whom you can use as references. If you do not know three (3) real estate licensees, please list three (3) personal or professional references.

Name/Company	Contact Number
_____	_____
_____	_____
_____	_____

**D. Credit References**

List two (2) bank or credit references with whom you currently do business.

Name/Company	Contact Number
_____	_____
_____	_____

**E. Education**

Have you obtained your High School Diploma:  Yes  No Years: \_\_\_\_\_  
 High School: \_\_\_\_\_ City/State: \_\_\_\_\_ / \_\_\_\_\_  
 Have you obtained a higher degree:  Yes  No  
 Degree: \_\_\_\_\_ Year: \_\_\_\_\_ College/Univ.: \_\_\_\_\_  
 Degree: \_\_\_\_\_ Year: \_\_\_\_\_ College/Univ.: \_\_\_\_\_

**F. Employment Information**

Will you be active in real estate:  Full Time  Part Time  
 If Part Time, what is your primary profession: \_\_\_\_\_  
 Current Employer: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Position: \_\_\_\_\_ From/To: \_\_\_\_\_ / \_\_\_\_\_

**G. Employment History**

List most recent employment history first. Do not include current real estate company.

Employer/Company: _____	Phone: _____
Position: _____	From/To: _____ / _____
Employer/Company: _____	Phone: _____
Position: _____	From/To: _____ / _____
Employer/Company: _____	Phone: _____
Position: _____	From/To: _____ / _____

I have never been employed

## H. Professional Information

Do you hold, or have you ever held a real estate license?  Yes  No

If yes, specify which state(s): \_\_\_\_\_ License Number(s): \_\_\_\_\_

Has your membership in an Association ever been refused, suspended or terminated?  Yes  No

*\*If yes, attach additional page and explain in full.*

Has your license in this or any other state ever been suspended or revoked?  Yes  No

*\*If yes, attach additional page and explain in full.*

Are there now, or have there ever been within the past five (5) years, any complaints against you or the firm with which you have been associated before any state real estate regulatory agency or any government agency?  Yes  No

*\*If yes, attach additional page and explain in full, along with supporting documentation.*

Are there any complaints, charges, or actions against you, within the past five (5) years, by any civil rights agency, consumer protection agency, or any other agency, board, or commission?  Yes  No

*\*If yes, attach additional page and explain in full.*

Have you been convicted of a felony within the past five (5) years which would violate public trust?  Yes  No

*\*If yes, attach additional page and explain in full.*

Are there currently any civil or criminal suits pending against you?  Yes  No

*\*If yes, attach additional page and explain in full.*

Do you have financial issues which could jeopardize those doing business with you?  Yes  No

*\*If yes, attach additional page and explain in full.*

I hereby certify that the information given is true and correct. I agree that failure to provide complete and accurate information as requested, or any mis-statement of fact, shall be grounds for revocation of my membership status with no refund of any dues or fees paid. I also agree that my membership in SIRA will terminate at anytime I fail to pay the dues and fees as assessed or have an outstanding balance over forty-five (45) days.

\_\_\_\_\_  
Member Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed or Typed Name

### **FOR SIRA OFFICE USE ONLY**

Business: \_\_\_\_\_

Bank  Home Inspection  Mortgage Company  Pest Control/Inspection  Photographer  Other: \_\_\_\_\_

License # (if applicable): \_\_\_\_\_

ActiveKey Serial# (if applicable): \_\_\_\_\_

Key Pin Code: \_\_\_\_\_

Payment Amt: \$ \_\_\_\_\_

Cash

Check #:

Credit Card (see attached CC Auth)

### **SIRA CHECKLIST**

Rapattoni Access (if applicable)

Membership Database

SUPRA Billing

Rolodex Card

Paid Invoice(s)

PropertyWrites Update

File Folder(s)

## Reporting Changes

### A. Membership Changes, Additions, & Drops

Report all membership changes in writing to [Membership@SIRA.org](mailto:Membership@SIRA.org) – or – fax to (812)941-7272 immediately!

Member changes include the following:

- Name Changes
- Address or Contact Information Changes
- Email or Web Address Changes
- License Number Changes, i.e. Salesperson to Broker
- Company Changes
- Administrative Assistant Changes

SIRA Member Policy requires that changes such as severances be reported to SIRA immediately, within twenty-four (24) hours. New affiliations, including a Designated Principal Broker signing for a new licensee should also be reported to SIRA immediately. Severances including transfers to another office or reactivating a license must be reported to SIRA without delay. Changes in administrative assistants or office staff, if applicable should also be reported to SIRA within twenty-four (24) hours.

Reporting severances is vital to ensure SUPRA accesses are terminated promptly and the data integrity is maintained and not compromised.

