



**AFFILIATE MEMBERSHIP APPLICATION  
POLICIES AND PROCEDURES**

◆ **DUES & FEES:**

1. There is a **one-time** Company application and processing fee of \$300. Annual dues in the amount of \$310 (pro-rated quarterly) must also be paid for **each** Representative of the Company who wishes to hold membership. If applicant joins the WAAR Affiliate Marketing Program (AMP), affiliate membership fees are waived for one representative and each additional representative pays reduced dues. See AMP brochure for more information.

◆ **APPLICATION:**

Membership applications are subject to review by the Williamsburg Area Association of REALTORS® (WAAR) Board of Directors for final approval. Each Affiliate application must contain: a statement attesting to the Affiliate's status as a real estate broker or salesperson, if any. Checks should be made payable to WAAR and for charge payments please complete the credit information on the application form.

◆ **MEMBERSHIP PRIVILEGES:**

Affiliate members are entitled to the same membership privileges as REALTOR® members with the exception of voting rights and holding positions on the Board of Directors. Note: Exception—Affiliate members *have* voting rights at Committee levels.

◆ **MEMBERSHIP BENEFITS & SERVICES:**

1. Affiliate members are entitled to attend business meetings, educational seminars and social functions as well as serving on WAAR committees.
2. Affiliate members are entitled to have access to the Association's Educational Facility to conduct meetings or seminars.
3. Affiliate members have access to the Association's electronic weekly emails, current industry news and updates on Association events, policy decisions, committee activities, etc.
4. Affiliate members may elect to participate in the Association's Affiliate Marketing Program (AMP).
5. Affiliate members are entitled to instruct at seminars that are sponsored by the Association's Professional Development Committee.
6. Affiliate member rosters are posted on the WAAR website.
7. Affiliate members may apply for limited access to the WMLS database for up-to-the-minute sold information, statistical reports, member roster, tax records, and e-mail.

◆ **PROCESSING PROCEDURE:**

Once a completed application is received by the Association and processed in the membership database, an email welcome confirmation will be sent to the primary company representative.

If you have any questions regarding any of the information listed above, please contact *Debra Podish, Education & Membership Administrator* at the telephone number listed above or by e-mail, [debra@WAARRealtor.com](mailto:debra@WAARRealtor.com).



**AFFILIATE MEMBERSHIP APPLICATION  
Company & Representative Information**

**SECTION I**

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

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

Firm Website: \_\_\_\_\_

Type of Firm: (I.e. Accounting, Law Firm) \_\_\_\_\_

Firm Telephone Numbers: Office: \_\_\_\_\_ Fax: \_\_\_\_\_

Primary Firm Representative (one per firm): \_\_\_\_\_ Position: \_\_\_\_\_

Preferred Business Email: \_\_\_\_\_ Cell#: \_\_\_\_\_

Secondary Firm Representatives (add \$310 yearly per individual):

1. Name \_\_\_\_\_ E-mail \_\_\_\_\_ Cell# \_\_\_\_\_

2. Name \_\_\_\_\_ E-mail \_\_\_\_\_ Cell# \_\_\_\_\_

**SECTION II**

Are you a licensed or Certified Appraiser? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you or a principal in the firm hold an active real estate license from the Virginia Real Estate Board?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, is the firm engaged in the real estate profession, including buying, selling, exchanging, renting or leasing, managing or appraising for others for compensation, or financing, building, developing or subdividing real estate? Yes \_\_\_\_\_ No \_\_\_\_\_

**SECTION III**

The following members of the Williamsburg Association may be contacted for references:

\_\_\_\_\_

**SECTION IV**

**I CERTIFY THAT ALL THE INFORMATION INDICATED ABOVE IS COMPLETE AND ACCURATE AND AGREE TO PAY THE ESTABLISHED DUES AND ABIDE BY THE BYLAWS AS LONG AS I REMAIN AN AFFILIATE MEMER OF THE WILLIAMSBURG AREA ASSOCIATION OF REALTORS®, INC.**

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

Printed Name: \_\_\_\_\_



**FORM 109**  
**AFFILIATE MEMBERSHIP APPLICATION**  
Payment Information

**SECTION V**

**Enclosed is my \$310 application fee + pro-rated dues (see breakdown below for amounts):**

**Paying by Credit Card see information below**       **Enclosed is Check # \_\_\_\_\_ in the amount of \$ \_\_\_\_\_.**

Credit Cardholder Name: \_\_\_\_\_

Credit Card Billing Address: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Credit Card Type:    Visa                       MasterCard                       Discover                       American Express

Credit Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_ / \_\_\_\_

Signature: \_\_\_\_\_

*Note: These fees are waived if applicant is also joining the WAAR Affiliate Marketing Program*

Month of Application	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Application Fee	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300
Affiliate Dues Amount	\$310	\$310	\$310	\$232.50	\$232.50	\$232.50	\$155	\$155	\$155	\$77.50	\$77.50	\$77.50
<b>Total</b>	<b>\$610</b>	<b>\$610</b>	<b>\$610</b>	<b>\$532.50</b>	<b>\$532.50</b>	<b>\$532.50</b>	<b>\$455</b>	<b>\$455</b>	<b>\$455</b>	<b>\$377.50</b>	<b>\$377.50</b>	<b>\$377.50</b>

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757-253-0028; 757-253-1559 (FAX)*