

Model Letter

For Transmittal of Membership Dues Billing to “Designated” REALTOR

Date

Dear _____:

Enclosed is a statement of your dues obligation for membership in the _____ Association of REALTORS for the period _____, 20____, through _____, 20____.

The amount reflected on this statement was computed in accordance with Article ____ of the Association’s bylaws (copy enclosed).

Your dues obligation as “designated” REALTOR of your firm relates directly to the size of your real estate firm i.e., the number of individuals licensed with your firm. However, your dues obligation is fully credited with respect to any individual licensed with you who holds membership in an Association of REALTORS. Consequently, the variable portion of your dues as the “designated” REALTOR is computed only upon the number of individuals licensed with you who do not hold membership.

Your payment of association dues and your membership in good standing in the association ensures that you will automatically be deemed a member in good standing in the _____ (state) Association of REALTORS, and the National Association of REALTORS upon the association’s payment of dues to those two organizations.

If the information provided on your billing statement is incorrect, please provide the board with the correct information by completing the enclosed Licensee Certification Form to provide current and accurate information to the association. This will enable the association to modify your dues statement if necessary.

Licenses affiliated with a separate entity owned by the “designated” REALTOR which is exclusively engaged in soliciting and/or referring clients and customers to the REALTOR for consideration on a substantially exclusive basis are excluded from the “size formula” dues obligation of the “designated” REALTOR.. The enclosed LFRO Certification Form may be used to identify such licensees.

The enclosed dues billing is now due and payable. It becomes delinquent if not paid on or before _____, 20____, and on that date your membership is subject to suspension at the discretion of the Board of Directors. If dues are not paid on or before _____, 20____, your membership is subject to termination at the discretion of the Board of Directors. If dues are not paid on or before _____, 20____, your membership will be terminated.

We value your continued membership in the association and hope that you will contact us with any questions concerning your dues billing. Please call the association office at _____, or inform the office in writing.

With best regards,

_____, President

Association of REALTORS

Encl: 1 - bylaws, Article _____
2 - Licensee Certification Form
3 - LFRO Certification Form