



**Ithaca Board of
REALTORS®**

Your Voice for Real Estate

957 Mitchell Street
Ithaca NY 14850
Phone: 607-257-1001

**ITHACA BOARD OF REALTORS
NEW MEMBER APPLICATION FOR
HOME INSPECTOR AFFILIATE MEMBERSHIP**

Thank you for your interest in Affiliate membership in the Ithaca Board of REALTORS® (IBR). As an affiliate member of IBR, you have the opportunity to take advantage of several benefits, including invitations to IBR meetings and events, sponsorship opportunities that will allow you to market your services to our members and/or the public and your contact information listed on www.ithacaREALTORS.com. You also have the opportunity to pay for access to the Supra KeyBox System.

In order to maintain your Affiliate membership you must meet the following requirements:

1) The inspector must notify the buyer's agent and the seller's agent whenever you plan to enter the property.

- a) The inspector must have an appointment for a home inspection, placing or picking up a radon test, etc. to reduce liability. Home Inspectors do not have access to the MLS, showing instructions, or other information about MLS properties, so this procedure is necessary for all concerned.

2) Payments

- a) The Ithaca Board of REALTORS®, Inc. annual fee is \$100. You can pay with Visa, MasterCard or by check made payable to the Ithaca Board of Realtors®, Inc.
- b) Supra's annual fee for the Xpress Key is \$323.36, which is billed directly to the inspector semi-annually, or Supra eKEY access for \$ 19.43 per month. The activation fee is \$50.00. Note: Supra reserves the right to change their fees at any time.

3) Rules and Regulations

- a) Follow the IBR Lockbox Policy and MLS Rules and Regulations (where applicable). Copies are included.
- b) There is a \$1,000 fine for sharing your key with other members, non-members or unlicensed individuals.
- c) Inspectors agree to mediate disputes between REALTORS® and Inspectors pursuant to the Ithaca Board of REALTORS® bylaws and the National Association of REALTORS® Code of Ethics and Arbitration Manual.

4) Mandatory Training

- a) Inspector affiliates must attend a 1-hour mandatory training session luncheon at the Ithaca Board of REALTORS® office – to be scheduled early in the year.

5) Proof of Insurance

- a) Please submit yearly **proof of insurance and a copy of your license** with your dues payment.

I hereby submit my renewal application for the Ithaca Board of REALTORS® affiliate membership. I understand and will adhere to the rules and regulations, which are outlined above.

Signature

Date

Printed Name

All requests are subject to the Ithaca Board of REALTORS® approval. We reserve the right to cancel any service with written notice. We are not responsible for typographical errors. We reserve the right, at our discretion, to change, modify, add, or remove portions of these terms at any time with written notice.



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APPLICATION FOR HOME INSPECTOR AFFILIATE MEMBERSHIP

Applicant Name: _____

Company: _____

Address: _____

City, State, Zip: _____

Primary Phone: _____ Cell Phone: _____

Fax: _____ E-mail: _____

Website: _____

Please describe the services offered by your firm/organization

Please describe your purpose for applying for membership in the Ithaca Board of Realtors®

I hereby submit my application for affiliate membership in the Ithaca Board of REALTORS®. Enclosed with this application is my application fee of \$50, to be refunded in the event of non-election to membership.

I am aware that the dues for affiliate membership are \$100 per year. I agree to abide by the IBR Lockbox Policy. I understand that I must have a scheduled appointment with the buyer's agent and the seller's agent before entering a home. I am aware that the contract for the Active Key is between Supra and myself, and that Supra will be sending a bill directly to me every six months for use of the Active Key. I understand, upon acceptance, that I am to pay the prorated Active Key fee for the current calendar year and that there will be no rebate of dues if I discontinue my membership in the Ithaca Board of REALTORS®. I further agree to mediation of any disputes between a REALTOR and myself according to rules set down by the National Association of Realtors.

Date

Signature of Applicant

**Return this completed 2 page application with your application fee of \$50 enclosed to:
Ithaca Board of REALTORS® 957 Mitchell Street Ithaca, NY 14850**

Date Received

Approved by BOD