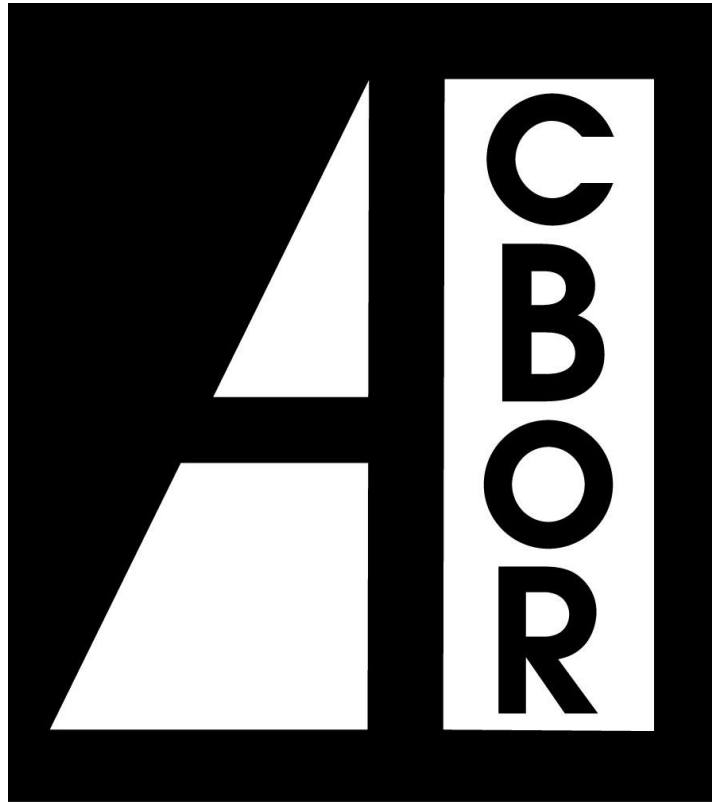

2020 Affiliate Application



AFFILIATE

Discover the difference between
just being in business,
and giving your business
the boost it needs!

A decorative graphic consisting of a series of white chevrons pointing to the right, set against a black background.

SIGN UP TODAY!

Benefits of Affiliate Membership

- Names of Affiliate Members and contact information posted on cbormls.com on the Affiliate Member Directory.
- Free Advertising in the Weekly REAL Source e-newsletter with hot link to your website. This newsletter is delivered via email on Mondays to all Members and Affiliate Members of CBOR. Once a year your company will be highlighted in the Weekly REAL Source's Affiliate Corner.
- Free confidential REALTOR® Membership Roster distributed monthly and only available to CBOR Affiliate Members.
- Let us advertise your event for you! We will share, and post on our CBOR Facebook page any upcoming events you have.
- CBOR refers only Affiliate Members (by category) to members and the public. Bring by your business cards and we will hand those out for you.
- Affiliate Members have use of CBOR multi-purpose room at Member prices (subject to availability).
- Have fun, network, and participate at activities such as the Annual CBOR Charity Golf Tournament, YPN Events, Annual RPAC Auction, and frequent Happy Hours.
- Listed on the Affiliate Member page of CBOR website. The Affiliate Member page has the highest number of visitors next to the homepage! Listing includes, Name, Address, Phone, and Email.
- CBOR holds timely, relevant forums on a regular basis to discuss important Real Estate topics. Affiliate Members are invited to attend these educational Lunch and Learns which cover a wide variety of topics. When appropriate, Affiliate Members are given preference for panel participation.
- CBOR provides opportunities for Affiliate Members a way to give back to the community and volunteer through the charities and causes we support throughout the year.



COLUMBIA 
BOARD OF REALTORS®

Affiliate Membership Levels

➤ **PLATINUM Level**

- Golf Sponsorship – Hole Sponsor (can set up a tent and distribute promotional items, snacks, and/or beverages), lunch tickets provided (June 2020)
- Golf Team Entry with 4 lunch tickets (June 2020)
- Bowling Sponsorship – Prominent Banner Placement (can distribute promotional items), lunch tickets provided
- Bowling Team Entry with lunch tickets
- Annual Dues
- 5 Members listed for newsletter and on cbormls.com (additional \$25 for each over 5)
- If desired, select additional YPN sponsorship

➤ **GOLD Level**

- Golf Sponsor – Hole Sponsor (can set up a tent and distribute promotional items, snacks, and/or beverages), lunch tickets provided (June 2020)
- Listed as Sponsor on all Golf Tournament Advertising and at the Event (June 2020)
- Annual Dues
- 4 members listed for newsletter and on cbormls.com (additional \$25 for each over 4)
- If desired, select additional YPN sponsorship

➤ **SILVER Level**

- Bowling Sponsor – Prominent Banner Placement (can distribute promotional items), lunch tickets provided
- Annual Dues
- 3 members listed for newsletter and on cbormls.com (additional \$25 for each over 3)
- If desired, select additional YPN sponsorship

➤ **VALUE Member**

- 2 members listed for newsletter and on cbormls.com (additional \$25 for each over 2)
- If desired, select additional YPN sponsorship

- ## ➤ **YPN Sponsorship (Optional)** – YPN (Young Professionals Network) Sponsorship offers recognition for at least 4 events per year. 2020 YPN events will include a Networking Event, Philanthropic Event, Educational Event, and Fundraising Event. YPN sponsorship is an amazing value and YPN events are very well-attended!
-
-

2020 Affiliate Application



Company Name:.....

Address (P.O. BOX IS NOT ACCEPTABLE):.....

City/Zip:.....

Website:.....

Affiliate Participation Level

Please
Select One

Platinum + YPN Level Sponsorship..... \$1,225.00

Platinum Level Sponsorship..... \$1,050.00

Gold + YPN Level Sponsorship..... \$725.00

Gold Level Sponsorship..... \$550.00

Silver + YPN Level Sponsorship..... \$575.00

Silver Level Sponsorship..... \$400.00

Value + YPN Level Sponsorship..... \$425.00

Value Level Sponsorship..... \$250.00

ShowingTime Annual Fee..... \$50.00

Contact Information

Primary Contact 1:.....
Name, Phone, Email

Contact 2:.....
Name, Phone, Email

Contact 3:.....
Name, Phone, Email

Contact 4:.....
Name, Phone, Email

Contact 5:.....
Name, Phone, Email

Return form and payment to Rachel Davis, Columbia Board of REALTORS, 2309 I-70 Drive NW, Columbia, MO 65202
Questions? Contact Rachel Davis at rachel@cbormls.com or 573-446-2407

2020 Affiliate Key Application

Affiliate members seeking application for Supra Key Access , or those completing annual renewal for key access must fulfill the following requirements and complete the application below (key access is subject to the approval of the Columbia Board of REALTORS® Board of Directors in their sole discretion):

- A. Join as an Affiliate member, or renew Affiliate membership with the Columbia Board of REALTORS®
- B. Attach a copy of a valid Missouri Driver's License
- C. Attach a copy of your valid County or City issued Business License
- D. Attach a Certificate of Liability insurance of at least \$1,000,000.00 naming the Columbia Board of REALTORS® Inc. as an additional insured.
- E. All individual Affiliate members seeking key access, as well as the Owner(s) of the Company, must sign and agree to be bound by all of the terms and conditions of a Keyholder Lease Agreement, with the provider of the Keyholder products and services, on a form to be provided by the Columbia Board of REALTORS®.
- F. Only those that have a demonstrated and proven need to enter the property may obtain and maintain an electronic key. Those identified as eligible for consideration at this time are: **pest control operators/inspectors, radon inspectors, home inspectors, professional home stagers, and professional photographers.**
- G. Electronic key access is not an open invitation to enter the property. Appointments are mandatory, and shall be made in accordance with the set Procedures of the MLS. CBOR Affiliate members are expressly prohibited from using electronic key access to enter a property without the Listing Participant (Designated REALTOR®) or Subscriber's (REALTOR®) permission.

PLEASE COMPLETE ALL QUESTIONS ON THE NEXT PAGE!

Return form and payment to Rachel Davis, Columbia Board of REALTORS, 2309 I-70 Drive NW, Columbia, MO 65202
Questions? Contact Rachel Davis at rachel@cbormls.com or 573-446-2407



PATHWAYS TO PROFESSIONALISM

Based on input from many sources, the National Association of REALTORS® Professional Conduct Working Group of the Professional Standards Committee developed the following list of professional courtesies for use by REALTORS® on a voluntary basis.

CBOR has adopted these standards for use by Affiliate Inspector/Photographers when conducting their daily business. This list is not all-inclusive, and may be supplemented by local custom and practice.

I. Respect for the Public

1. Follow the “Golden Rule” – Do unto others as you would have them do unto you.
2. Respond promptly to inquiries and requests for information.
3. Schedule appointments and showings as far in advance as possible.
4. Call if you are delayed or must cancel an appointment or showing.
5. Communicate with all parties in a timely fashion.
6. When entering a property, ensure that unexpected situations, such as pets, are handled appropriately.
7. Never criticize property in the presence of the occupant.
8. Inform occupants that you are leaving after showings.
9. When entering an occupied home, always ring the doorbell or knock – and announce yourself loudly – before entering. Knock and announce yourself loudly before entering any closed room.
10. If occupants are home during inspections, ask their permission before using the telephone or bathroom.
11. Encourage the clients of other brokers to direct questions to their agent or representative.
12. Communicate clearly; don't use jargon or slang that may not be readily understood.
13. Be aware of and respect cultural differences.
14. Show courtesy and respect to everyone.
15. Be aware of – and meet – all deadlines.
16. Promise only what you can deliver – and keep your promises.
17. Do not tell people what you think – tell them what you know.

II. Respect for Property

1. Be responsible for everyone you allow to enter listed property.
2. Never allow unaccompanied access to property without permission.
3. Enter property only with permission even if you have a lockbox key or combination.
4. When the occupant is absent, leave the property as you found it (lights, heating, cooling, drapes, etc). If you think something is amiss (e.g. vandalism) contact the listing broker immediately.
5. Be considerate of the seller's property. Do not allow anyone to eat, drink, smoke, dispose of trash, use bathing or sleeping facilities, or bring pets. Leave the house as you found it unless instructed otherwise.
6. Use sidewalks; if weather is bad, take off shoes and boots inside property.

III. Respect for Peers

1. Respond to other agents' calls, faxes, and e-mails promptly and courteously.
2. Be aware that large electronic files with attachments or lengthy faxes may be a burden on recipients.
3. Notify the listing broker if there appears to be inaccurate information on the listing.
4. Show courtesy, trust and respect to other industry professionals.
5. Avoid the inappropriate use of endearments or other denigrating language.
6. Return keys promptly.
7. Carefully replace keys in the lockbox after inspections.
8. To be successful in the business, mutual respect is essential.

(revised 1/2020)

I acknowledge receipt and understanding of Pathways to Professionalism

Signature

Date

2020 Affiliate Key Application

If you answer "YES" to any of the following questions,
please attach an additional page and explain in full detail.

1. Has your membership in a Board of REALTORS® ever been refused, suspended
or terminated (voluntarily or involuntarily)? **YES NO**

2. Are there any unresolved complaints, charges or actions against you or your firm by any civil rights
agency, consumer protection agency, or any other agency, board or commission? **YES NO**

3. Have you ever been convicted of a felony and/or misdemeanor?
YES NO

4. Are there currently any civil or criminal suits pending against you? **YES NO**

I hereby certify that the foregoing information furnished by me is true and correct. I agree that failure to provide complete and accurate information as requested, or any misstatement of fact, shall be grounds for revocation of my key access, if granted. I also agree to abide by the MLS Rules & Regulations concerning Affiliate Keyholder Access, and any additions or changes that may be incorporated.

APPLICANT NAME PLEASE PRINT:_____ DOB (MM/DD/YY):_____

APPLICANT SIGNATURE:_____ DATE:_____

PLEASE BE ADVISED

You must notify the Board Office within ten (10) days in the future if you are, arrested, convicted, charged of, or plead guilty or nolo contendere to a felony, class A misdemeanor, class B misdemeanor, or comparable criminal offense. Failure to notify will result in key service and/or Affiliate membership suspension.

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