

# Multi-Membership Program

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## Terms of Agreement

The Appraisal Institute's Multi-Membership Program ("Program") is designed to provide discounts to firms, companies, organizations, or government offices ("Firm(s)") whose appraiser employees are Designated or Associate members of the Appraisal Institute. Qualifying Firms will be eligible to receive up to 17% off of their participating employees' national Appraisal Institute membership dues. With this, Firms demonstrate that they are committed to requiring that a majority of their appraiser employees be either Designated or Associate Members of the Appraisal Institute. The Appraisal Institute recognizes the importance of that commitment and has designed the Program accordingly.

### To qualify for this Program each Firm must ("Program Requirements"):

1. Employ at least five (5) individuals who are engaged in work identified by the Appraisal Institute's Standard of Appraisal Practice and who are eligible for Appraisal Institute membership ("Eligible Employees");
2. Agree at least five (5) Eligible Employees will be Appraisal Institute Associate or Designated members;
3. Agree that if your Firm employs more than five (5) Eligible Employees that at least 80% of all Eligible Employees will be Appraisal Institute Associate or Designated members (cannot be less than five (5)); and
4. Agree to pay all participating Eligible Employees' national Appraisal Institute membership dues directly to the Appraisal Institute.

### Program Discount Scale:

1. Firms that meet the above requirements will receive a 15% flat-rate discount ("Minimum Discount") on all participating Eligible Employees national Appraisal Institute membership dues.
2. Firms that meet the above requirements and have 90% to 99% of Eligible Employees participating in the Program will receive an additional 1% discount on top of the Minimum Discount, for a total discount of 16% off of all participating Eligible Employees national Appraisal Institute membership dues.
3. Firms that meet the above requirements and have 100% of Eligible Employees participating in the Program will receive an additional 2% discount on top of the Minimum Discount, for a total discount of 17% off of all Eligible Employees national Appraisal Institute membership dues.

### Company-Wide Program Phase-Out

Firms who are not eligible for participation in the new Multi-Membership Program, but who are currently enrolled, participating, and meeting eligibility requirements for the Company-Wide Membership Program ("Eligible Phase-out Firms"), will be able to continue to participate in the Company-Wide Membership Program under the same terms, conditions and eligibility requirements through the 2011 Membership/Dues year (December 31, 2011), at which time the Company-Wide Membership Program will be permanently discontinued.

Eligible Phase-out Firms that (1) elect not to continue to participate in the Company-Wide Membership Program; (2) fail to meet any terms or conditions required for participating in the Company-Wide Membership Program; or (3) become eligible for the Multi-Membership Program at anytime between now and December 31, 2011, will not be permitted to re-enroll and/or participate in the Company-Wide Membership Program Phase-Out. The Company-Wide Membership Program is closed to any new participants.

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\* Individuals receiving any other Appraisal Institute national membership dues discount, with the exception of the Member Get A Member Program discount, do not qualify as Eligible Employees for purposes of this Program.

**For more information on the Multi-Membership Program, please contact the Appraisal Institute Service Center at 888-7JOINAL (756-4624) or email at [aiservice@appraisalinstitute.org](mailto:aiservice@appraisalinstitute.org).**

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### Terms of Agreement Continued

Firms who agree to meet the Program Requirements and are accepted into the Program must also agree to comply with the following:

1. The Firm shall pay all of the appropriate Appraisal Institute national membership dues of its participating Eligible Employees as outlined by the Program; the participating Eligible Employees shall be either Designated or Associate Members of the Appraisal Institute.
2. The Firm shall agree to a minimum two-year commitment to the Program. Therefore, in year two, if the enrolling Firm employs a minimum of five (5) Eligible Employees, the Firm must continue participation in the Program and comply with Program Requirements and all Terms of Agreement.
3. Upon acceptance into the Program, the Firm shall pay all of the Appraisal Institute national membership dues and fees (excluding special assessments) of its participating Eligible Employees, as invoiced, with one payment for the current year and annual payments for all subsequent years of continued participation in the Program.
4. The Firm shall be eligible for a percentage discount from the Appraisal Institute, the amount of which shall be determined by the Appraisal Institute based on the percentage of appraisers in the firm that are Designated or Associate members and as outlined in the "Program Discount Scale."
5. The Firm must update their membership roster annually to accommodate change in personnel and Eligible Employees. Membership is on an annual basis, so once an invoice payment is submitted a participating Eligible Employee's dues cannot be refunded to the company for that dues year. If a participating Eligible Employee leaves employment with the Firm they will still be considered a member in the Program until the next annual roster change. Because the amount of a Firm's discount is based on the dollars paid in annual dues, a participating Eligible Employee's departure from the Firm may affect the Firm's Program eligibility or the Program discount for the following year.

**Please have the principal of the Firm complete the attached application ("Application"), which includes a list of the current Eligible Employees who provide services identified by the Appraisal Institute's Standards of Professional Appraisal Practice. All Applications must be submitted by October 31 of the year prior to the year of activation. Example: Applications must be in by October 31, 2010, for a Program activation of January 1, 2011.**

1. If an Eligible Employee in the Firm wishes to participate in the Multi-Membership Program and is not a member of the Appraisal Institute, he/she must complete an application for membership.
  - ❖ [Associate Membership Application](#) (PDF application available)

**Please send this Program Application, along with all membership applications together, so that they will be processed under the terms of the Multi-Membership Program.** Upon receipt of such applications, acceptance of those individuals into membership, and verification of compliance with Program Requirements and Terms, the Appraisal Institute will enroll the Firm in the Program. If Eligible Employees that are current or new members of the Appraisal Institute join the Firm after the Firm is already enrolled into the Program, the contact person for that Firm must send a revised participating Eligible Employee list to the Appraisal Institute Service Center at [aiservice@appraisalinstitute.org](mailto:aiservice@appraisalinstitute.org) or fax (312) 335-4400, before the *October 31 deadline* in order to ensure the Program discount for that year.

The Firm will then be invoiced for the membership dues for those participating Eligible Employees at the applicable discount rate.

The Appraisal Institute may discontinue or revise this Program at any time and in its sole discretion and makes no representations or warranties that this Program or any subsequent discount program will be available every year.

For further information on the benefits of enrolling in the Multi- Membership Program, please contact the Appraisal Institute Service Center at 888-7JOINAI (756-4624) or [aiservice@appraisalinstitute.org](mailto:aiservice@appraisalinstitute.org).

# Multi-Membership Program

## 2011 Application

Name of Firm/Company

Billing Address

City/State/Zip code

Contact Person

Title

Phone number

Fax number

Email Address

Total Number of Appraisers in Firm/Company

Number of participating Eligible Employees in the Multi-Membership Program

**Please list the Firm's Eligible Employees who will be participating in the Multi-Membership Program below along with designations. Please attach second sheet for additional participating Eligible Employees and be sure to attach any necessary [Associate Membership Applications](#).**

**Names and Designations (if applicable)**

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By signing below, I represent I have the authority to enter into this agreement on behalf of the Firm. I **affirm** and represent that I have read and understand the Program Terms of Agreement, including but not limited to all Program Requirements; that Firm has complied with such Terms of Agreement; and that Firm will continue to comply with such Terms of Agreement.

I represent and warrant that all information presented in this Application is accurate and true. I understand that the Appraisal Institute has the right to change or discontinue the Program or any Terms of Agreement at any time in their sole discretion with no further liability to Firm. Furthermore, I understand that the Appraisal Institute will not be liable to the Firm or any third-party for any claims or actions including any direct, indirect, incidental, special, consequential or punitive damages, arising or resulting from Firm's participation in the Program.

Signature

Printed Name

Date

- ❖ **Please return this agreement to:**  
[aiservice@appraisalinstitute.org](mailto:aiservice@appraisalinstitute.org) or fax to (312) 335-4400
- ❖ **Have Questions?**  
Please contact 888-7JOINAI (756-4624)
- ❖ Mailing Address: Appraisal Institute, 200 West Madison St., Suite 1500, Chicago, IL 60606