



MEMBERSHIP APPLICATION

Membership Categories:

- OWNER MEMBERSHIP:** Member who has ownership in residential units (Independent Rental Owner)
- MANAGEMENT COMPANY MEMBERSHIP:** Member who manages multiple multi-family sites
- COMMUNITY MEMBERSHIP:** Member who owns or manages a single property
- ASSOCIATE (VENDOR) MEMBERSHIP:** Member who provides products or services to the multi-family industry

COMPANY NAME: _____

MANAGEMENT COMPANY: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

** Your UNITS Magazine Subscription Will Be Sent to This Address*

***Management companies applying for membership for multiple properties, list those properties and the unit count for each:**

COMMUNITY NAME _____	TOTAL UNITS _____
COMMUNITY NAME _____	TOTAL UNITS _____
COMMUNITY NAME _____	TOTAL UNITS _____
COMMUNITY NAME _____	TOTAL UNITS _____

MULTIPLE PROPERTIES ACROSS SEVERAL LOCATIONS, PLEASE LIST TOTAL UNIT COUNT HERE: _____

PRIMARY CONTACT NAME: _____ Title: _____

Phone: _____ Email: _____

Website: _____ Finance/Billing Contact (if Different from Above): _____

**Do you have others in your company that wish to receive NYCRAA email communications?
 (Educational Seminars, Workshops, Events, Industry News)**

Name	Title	Email Address

DUES:	<u>Owner/Manager/ Individual Community Members</u>	<u>Annual Dues</u>
	0-25 Total Units	\$99
	26-100 Total Units	\$199
	101-300 Total Units	\$299
	301-500 Total Units	\$499

501 plus Total Units	\$699
<u>Associate Members</u>	<u>Annual Dues</u>
Product/Service Provider	\$299

Application Acknowledgement

PLEASE ACKNOWLEDGE YOUR UNDERSTANDING OF THE FOLLOWING INFORMATION BY SIGNING BELOW

This application is made in accordance with and subject to the bylaws and articles of incorporation of the New York Capital Region Apartment Association. I agree to abide by the Code of Ethics, bylaws and articles of incorporation of the New York Capital Region Apartment Association. I hereby apply for membership and enclose payment for the first year's dues. Membership renews automatically on an annual basis. Cancellation must be received in writing and prior to Dec 31 in order to cancel dues obligations for the following year. Make checks payable to the NEW YORK CAPITAL REGION APARTMENT ASSOCIATION. Dues payments to the Association may be deductible as a business expense but are not deductible as a charitable contribution. By joining, members also become a member of the National Apartment Association. Thirty (30) dollars of each member's annual membership dues will go toward a one-year subscription to NAA's Units Magazine. In the event of suspension or termination of membership, I agree to immediately discontinue the use of said Association's insignias in any form and will not represent myself or my company as a member.

Upon the approval of the application by the Board of Directors, the primary contact listed will automatically receive a new member packet including a copy of the current *Membership Directory*, upcoming event information and current newsletter. All further correspondence, event notices and publications will be directed to their attention, by email, unless the NYCRAA office is notified to send additional notices to other company representatives or member requests correspondence be sent by other means of communication. To promote camaraderie and business among its supporters, NYCRAA encourages its current members to display their membership sticker and to include the NYCRAA logo on company literature and advertising.

Authorized Signature: _____ Date: _____

HOW DID YOU LEARN ABOUT NYCRAA: _____ PLEASE LIST CURRENT MEMBER WHO REFERRED YOU (if applicable): _____

Payment Terms and Conditions

Payments can be made by check, Visa, Mastercard or American Express. Please make checks payable to NYCRAA.

DUES AMOUNT: \$ _____

Credit Card Number: _____ Exp: _____ Security Code: _____

Cardholders Name: _____

Billing Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____ Phone: _____

Cardholder Signature: _____

Your Membership in NYCRAA is extremely important to us and we look forward to serving you. Please return this form to us with your membership payment. We thank you for your membership commitment and for joining NYCRAA!

Complete and return this form with your payment to:

NYCRAA
PO Box 3956
Albany NY 12203

Business Procedures

- Membership (Existing): Annual basis. Jan 1st- Dec 31st
Annual Membership dues are not prorated*
Membership automatically renews each year
Membership is not transferable
Members are automatically a member of state and national organizations with which the Association is affiliated. (NYCRAA and NAA)
*(Excludes New Memberships)
- Code of Ethics& Bylaws: Each member of NYCRAA agrees to abide by the Code of Ethics, bylaws and articles of incorporation of the New York Capital Region Apartment Association.
- Dues: Annual dues will be invoiced in November and due by January 1st.
Membership dues shall be deemed delinquent if not paid within (60) days after the due date. Should any member not receive an invoice, the member is still responsible for payment by January 1st.
- Non-payment of Dues: Delinquent dues are adequate cause for suspension of membership
- Suspension/Reinstatement: If membership should be suspended, dues will not be prorated nor reimbursed, as membership is on an annual basis. Delinquent membership that renews after suspension shall pay a reinstatement fee of \$75.00.
- Cancellation: Any Cancellation of membership must be done in writing to NYCRAA office, and prior to December 31st to avoid automatic renewal of membership for the following year. Annual dues are not prorated and will not be reimbursed for any cancellation received during the year.
- Referrals & Non/Member Guests: Members are encouraged to participate in the educational and networking events held throughout the year. All members are welcome to invite/register non-member guests such as a spouse or significant other. NYCRAA also encourages members to invite colleagues and contacts to upcoming events. Non-Members who are considering joining NYCRAA may attend one function, at no cost to them*, courtesy of NYCRAA.
*(Excludes Special Events)
- New Members
- Qualifications:
- 1) Owner/Manager Membership: any person, Corporation, Partnership, or other organization which owns, builds, develops, manages, operates, or supervises the operation of multi-family rental housing.
 - 2) Associate Membership: any person, corporation, partnership or other organization which services, supplies or otherwise deals with multi-family rental housing, lenders, title companies, insurance companies and any other organizations or institutions interested in the promotion of the multi-family rental housing industry
 - 3) Any current member is encouraged to invite, and help register, a new member to join the Association.
 - 4) Application, administrative fee, and annual dues payment must be submitted to Board of Directors, payable to NYCRAA. If application is denied for any reason, all fees and dues will be refunded to applicant.
 - 5) Board of Directors votes. Application approved or denied by majority.
 - 6) Dues- Annual Dues must be paid upon submission of application.

Code of Ethics

Recognizing our duty to the public, established principles of good business practice and the free enterprise system, and in order to provide the apartment-residing public with the maximum in quality and service upon the highest standards of honesty and integrity, we, the members of the New York Capital Region Apartment Association, do hereby bind ourselves with the adoption of this Code of Ethics with each and every member, together and alone, agreeing that so long as we remain members of the Association and so long as nothing contained herein shall be unlawful, we shall:

- Maintain and operate our apartment communities in accordance with fair and honorable standards of competition, ever mindful of the purpose of the New York Capital Apartment Association.
- Strive continually to promote the education of the membership and to promote the progress and dignity of the apartment industry in creating a better image of itself in order that the public may be better served.
- Refrain from any practice which might prove detrimental to the apartment industry by creating unstable and chaotic market conditions.
- Refrain from attempting to obtain apartment residents, through advertising or otherwise by means of deceptive, misleading or fraudulent statements, misrepresentations or the use of implications unwarranted by fact or reasonable probability.
- Endeavor to expose all schemes to mislead the apartment-residing public and to aid in exposure of those responsible.
- Seek to provide better value so that an even greater portion of the public may realize the many benefits and conveniences of apartment living.

New York Capital Region Apartment Association

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518-456-0927 – admin@nycraa.com
www.nycraa.com