

TO: Principal Brokers  
FROM: Elkhart County Board of REALTORS® Office  
DATE: August 31, 2009  
SUBJECT: Dues Billing

Enclosed please find your 2010 Annual Dues Billing information including an Office Statement showing all the agents in your office who were mailed a dues invoice. Please note, a voluntary RPAC contribution is included on each member's dues invoice but does not appear on the Office Statement.

In addition, Brokers who have non-members in their office will see the non-member dues billing included on the Office Statement. This year the Board office mailed the non-member invoices directly to the non-member, however, as per NAR policy, the Broker is ultimately responsible for payment of the non-member dues. If Brokers do not wish to pay the non-member dues they can either require the non-member to join the Board or return the license to the state.

The following information is provided to help answer any questions pertaining to the dues process:

**Special Notes:**

- a. **The ECBOR Board of Directors extended the due date for the 2010 dues billing until November 1<sup>st</sup> 2009.**
  - b. **The Indiana Association of REALTORS® is proposing a \$5.00 dues increase for 2010. The \$5.00 increase is included in the 2010 dues invoice.**
1. The office can collect all the payments and turn them all in at one time or have each member pay individually. Payments can be made using a Money Order, Personal/Business Check, Visa, or MasterCard.
  2. If an agent is listed on your Office Statement and you no longer hold their license, please submit a Member Change Form to the Board office. If the agent transferred to another office please note that on the Member Change Form. Please return it to the Board office prior to the November 1<sup>st</sup> deadline.
  3. We have uploaded several documents pertaining to annual dues billing to the Board website and the MLS. The documents can be found at [www.ecbor.com](http://www.ecbor.com) by selecting the **Dues & Fees - Membership Fees** link. The documents can be found on the MLS system - MLS Docs - 2010 Annual Realtor Dues folder. The documents include:
    - a. Q & A on Annual Dues
    - b. Credit Card Authorization
    - c. Non-Member NAR Dues Formula
    - d. Realtor Dues & RPAC Deductible Information
    - e. Copies of all Agent and Broker Notices
  4. The dues are due now and must be paid no later than November 1, 2009. Dues paid after November 30<sup>th</sup> will incur a \$75.00 late fee. Members who have not paid their dues in full by January 25<sup>th</sup> will have their membership terminated for non-payment. A membership can be reinstated between January 25<sup>th</sup> and December 31<sup>st</sup> 2010 by payment of the 2010 dues and a \$150.00 reinstatement fee.
  5. All new members who join after August 31<sup>st</sup> will receive a 2010 dues invoice in addition to the 2009 pro-rated dues. Payment for the 2010 dues can be made upon joining or before November 1<sup>st</sup>. New members who join after November 1<sup>st</sup> will need to pay the 2009 prorated fees and the 2010 dues upon application.
  6. As a courtesy, RPAC contributions are included on the dues invoice. Contributions can be more or less than the amount on the invoice or can be deleted without affecting membership. Contributions are an investment in your business and a commitment to preserving the future of this industry. RPAC helps elect officials at the national, state and local levels who support private property rights and the free enterprise system. However, RPAC contributions are voluntary and used only for political purposes.

We appreciate your cooperation as you make every effort to have your dues paid on time. If you should have any questions, please don't hesitate to call us at 875-3283 and ask for help.