

SAMPLE DUES LETTER

Date

Dear _____:

Enclosed is a statement of your dues obligation for membership in the _____ Board of REALTORS® for calendar year 20__.

The amount reflected on this statement was computed in accordance with Article ____ of the Bylaws of the Board, a copy of which is enclosed.

Your dues obligation as “Designated” REALTOR® of your firm relates directly to the size of your real estate firm(s) or any office(s) thereof,

- that is/are located within the geographical jurisdiction of the Board, as measured by the number of individuals licensed with you,
- or to any broker who is licensed with you either as an employee or independent contractor,
- or with any real estate firm or entity located within the jurisdiction of the Board in which you hold direct or indirect ownership interest, and
- is computed only upon the number of individuals licensed with you who do not hold membership in the Board.

Your payment of your Board dues and your membership in good standing in the Local Board ensures that you will automatically be deemed a Member in good standing in the Kansas Association of REALTORS® and the NATIONAL ASSOCIATION OF REALTORS®. Your Local Board dues includes “allocated” amounts (\$150 for the State Association, \$120 for the National Association, and \$35 for the National REALTOR® Image Campaign Special Assessment) which are part of your Local Board dues and which enable the Board to meet its dues obligation to the State and National Associations.

If the information provided on your billing statement is incorrect, please provide the Board with the correct information by completing the enclosed Licensee Certification form. Your statement of this dues obligation will be modified to reflect the actual circumstances.

The enclosed dues billing is now due and payable. It becomes delinquent if not paid on or before February 14, 20__, and on that date your membership is subject to termination at the discretion of the Board of Directors, subject to appropriate notice in advance of intent to terminate membership on or before a certain date, if the dues are not paid. If not paid on

or before March 31, 20__, your membership will be automatically terminated without the necessity of further notice of delinquency.

If you have any questions concerning this membership dues billing, please call the office at _____ or inform the office in writing.

With best regards,

Chair,
Membership Committee

Cc: _____, President
_____, Board of REALTORS®

_____, Executive Vice President (or Elected Secretary)
_____, Board of REALTORS®

Enclosures

- 1) Copy of Article ___ of the _____ Board of REALTORS® Bylaws
- 2) Licensee Certification Form
- 3) 20__ Dues Statement, including Dues Deductible Language With Code of Ethics Mandate Reminder