



REALTOR®  
Membership Brochure



# REALTOR® ASSOCIATION OF PRINCE WILLIAM



4545 Daisy Reid Avenue, Suite 150  
Woodbridge, VA 22192  
P: 703.565.0033 F: 703.565.0039  
www.pwar.com

## MEMBERSHIP INFORMATION

### ABOUT PWAR

The REALTOR® Association of Prince William (PWAR) is a professional trade association in Prince William County, **assisting nearly 2,000 REALTORS® and Industry Affiliates.**

PWAR aspires to help its members through professional development, in the form of: premium continuing education and post-licensing courses, networking events, community involvement & outreach and upholding the national ethics standard. In addition to our education and networking programs, PWAR provides a personalized touch. It looks at every member as an individual, and tailors its programs to benefit the entire membership, while maintaining a professional and personal relationship with every member.

### REALTOR® MEMBERSHIP

In order to become a REALTOR® member, you must be a licensed real estate agent, broker or appraiser in Virginia. Agents must also be affiliated with a REALTOR® firm that is a member of PWAR. Membership is on an individual basis. New agents are also required to complete a New Member Orientation within 90 days of application submission. Application must be made within six months after activation of your real estate license.

### MEMBER BENEFITS

The mission of the REALTOR® Association of Prince William (PWAR) is to provide outstanding services, programs and communications to its members, and advocates for their benefit. Members see PWAR as a significant and valuable source for their professional development needs to enhance their career. Make the most of what PWAR can offer you!

#### Professional Development

- ⇒ **Continuing Education** – Your license is valid for two years but you must complete your initial post-licensing training within the first 12 months. PWAR is your partner offering you continuing or post license education classes, seminars, work groups and the competitive advantage in working with our professional Affiliate partners in specialty areas such as; appraisals, property management, and commercial development.
- ⇒ **Education Courtesy**—Attend continuing or post license education classes for free if no credit is needed.
- ⇒ **Designations** - Obtain special designations to advance your career through various designation courses offered throughout the year such as ABR, CNE, GRI, MRP and RPR.
- ⇒ **Online Education** - The CE Shop is the leader in online real estate education which is why PWAR has partnered with them to help you meet your continuing education requirements. Each month PWAR members can save 20% or more off of courses—check out a sneak peek at [pwar.theceshop.com](http://pwar.theceshop.com)
- ⇒ **Lunch & Learns** - A wide variety of Lunch and Learn seminars are presented once a month by Affiliate Members on today's top-of-mind real estate topics and current trends in the industry.
- ⇒ **E-Newsletter**—A bi-weekly e-newsletter called *Professional Development* is sent to notify members of upcoming classes and opportunities available.
- ⇒ **Committee Involvement** - PWAR committees provide significant benefits to volunteers and are the gateway to becoming involved in PWAR activities and establish professional relationships.
- ⇒ **Awards and Recognition** - Each year, PWAR recognizes professionals who have given exceptional service, and also recognizes those members who have reached exceptional production levels at the REALTOR® Awards Gala.
- ⇒ **Fall Conference** - PWAR's Annual Fall Conference allows members to visit exhibits, earn continuing education credits and enjoy networking opportunities.
- ⇒ **Association Events & Outreach** – Other events for members include Realtor Day on the Hill, Installation of Officers & Directors, Affiliate-Sponsored Outings, Bowling Fundraisers and more. PWAR has been a long time contributor to charitable organizations located throughout the county and host various fundraising events in addition to offering volunteering opportunities for community clean-ups and beautifications.



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## MEMBER BENEFITS

### Communications

- ⇒ **Online Services** - PWAR's website is loaded with searchable information on events and other Association news as well as the many services provided by PWAR, with a Members Only section. PWAR also maintains a presence on social media sites including Facebook, Twitter, and LinkedIn.
- ⇒ **The Bulletin** – A bi-weekly e-newsletter is sent to keep members up-to-date with happenings in the local real estate market and with PWAR activities and notices.

### Products and Services

- ⇒ **Professional Discounts** - With your membership, receive discounts for a variety of services and products through state and national vendors. Learn more about the NAR REALTOR Benefits program by visiting [realtor.org/realtorvip](http://realtor.org/realtorvip). Learn about VR benefits like Tech Helpline or Legal Hotline at [www.virginiarealtors.org/for-members/resources](http://www.virginiarealtors.org/for-members/resources).
- ⇒ **Remine Docs+**— Docs+ includes online forms, cloud-based document storage and transaction management, all in one platform with Bright MLS. This is a free member benefit.
- ⇒ **New REALTOR® Success Kit** - PWAR, in collaboration with realtor.com® invites you to access tools, training and support from realtor.com® to begin engaging potential clients and building your business.
- ⇒ **REALTOR® Store**—Your one-stop shop for all of your real estate products at PWAR's retail store in Woodbridge. Receive a Birthday discount during the month of your birthday.
- ⇒ **SentriLock® and SentriKey® Services** Purchase lockboxes and keys at PWAR's convenient location in Woodbridge. PWAR also works with SentriLock® to assist with replacements and warranties and permits one-day codes.
- ⇒ **Housing Market Reports** - Prepared by MRIS subsidiary Real Estate Business Intelligence (RBI), PWAR's monthly Market Statistics report provides an analysis of key existing housing sales trends in Prince William County.
- ⇒ **Member Resources**—PWAR's website is chalk full of helpful and relevant resources for your business such as sign ordinances, city and county links as well as consumer related information!

### Professional Standards

- ⇒ **Arbitration, Mediation, Ethics, and Professional Standards** - PWAR promotes ethical business practices with a forum for complaints and recourse for satisfaction, if justified. This service saves members thousands of dollars in legal costs arbitrating business disputes. In the minds of the consumers, abiding by a Code of Ethics is a prominent reason for using the services of a REALTOR® instead of a Real Estate salesperson.

### Government Affairs

- ⇒ **Legislative Advocacy** - PWAR employs a Government Affairs Director who is able to voice the opinions of PWAR's members. In addition to having a viable voice in Virginia's real estate policy making, it also enables PWAR to forecast and inform its members of changes in that policy.

### MEMBER SUPPORT

PWAR staff are available from 9:00 am - 4:30pm, Monday-Friday, to answer questions, conduct research, and generally assist members in a variety of ways. These professional individuals are also available on call to present items of interest to members through sales meetings and other events. You can reach PWAR by phone at 703.565.0033, by fax at 703.565.0039 or stop by our office. Please refer to the list below to contact us by email:

April Thomas, CEO  
Haley Hudson, Executive Assistant  
Angie Simensen, Membership Director  
Brandy Winston, Professional Development Director  
Mica Holden, Communications & Events Director  
Annette Banks, Member Service Representative  
John DiBiase, Government Affairs Director

[april@pwar.com](mailto:april@pwar.com)  
[haley@pwar.com](mailto:haley@pwar.com)  
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[john@pwar.com](mailto:john@pwar.com)



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## FREQUENTLY ASKED QUESTIONS

### **Do I have to belong to a local association?**

Yes. Once the principal(s) decide to join the REALTOR® association, then all agents, brokers and appraisers that are licensed or affiliated with him or her have the option of also joining as members of the association. Membership with the association gains you access to the local MLS as well as the preferred lockboxes for your E&O insurance and a lockbox key.

### **What's the difference between a REALTOR® and a real estate agent?**

The term REALTOR® is a registered trademark that can only be used by members of the National Association of REALTORS. Upon joining a local association, you will have the exclusive use of the term REALTOR®.

### **Do I have to pay VAR & NAR dues?**

Yes. When you join PWAR, you will also pay dues to the National and State Associations. Please see membership application for more information on exemptions.

### **Can I join PWAR as secondary member?**

Yes. REALTORS® and Designated REALTORS® may choose to belong to PWAR as secondary members to access member benefits like our education programs, events, and discounts. Depending on their membership status, they may pay local dues only. A letter of good standing from the REALTORS® primary Association is required.

### **Can I pay my dues in installments?**

PWAR collects the dues fees for local, state and national associations and is responsible for dispersing the monies to the proper organizations by a certain date. For this reason, we require payment in full.

### **Can I pay my SentiLock® fee through PWAR?**

PWAR takes your initial fees for SentiLock® when your new key is set-up. Each year following, your payment must be made directly to SentiLock® through their website.

### **How do I sign up for MRIS?**

PWAR recommends for you to sign up for MRIS after your PWAR membership has been processed for added benefits. Contact MRIS directly at 1.800.833.8138 once your membership has been approved and processed.

### **What is RPAC and do I have to contribute?**

RPAC (REALTORS® Political Action Committee) ensures that your interests are represented when laws, ordinances and regulations are being enacted. Through voluntary monetary contributions of REALTORS®, RPAC supports the campaigns of candidates whose outlooks, decisions and stances are compatible with those of REALTORS® and property owners. RPAC is a voluntary contribution and is not required for membership at PWAR.

### **What committees can I join as a member?**

Members are able to join the following open committees upon joining the association: Awards, Community Outreach, Legislative, Professional Development and Your Professional Network (YPN). Other committees such as Budget & Finance, Governance, Grievance and Professional Standards & Arbitration require a member to be appointed first by PWAR's President. Learn more about these committees at [www.pwar.com/committees](http://www.pwar.com/committees).

### **How do I get started?**

Newly licensed agents can go online to [www.pwar.com](http://www.pwar.com) to complete the REALTOR® Membership Application online. New agents must submit their applications before PWAR's Membership Director can schedule their appointment. New agents will be contacted by the Membership Director to schedule their appointments. New agents are also required to complete a New Member Orientation within 90 days of application submission. **Please note: Online submissions are only available for newly licensed agents. If you are transferring from another association or applying for secondary membership, you will need to complete a hard-copy of the application. Contact [angie@pwar.com](mailto:angie@pwar.com).**

To view more Frequently Asked Questions, please refer to PWAR's website at [www.pwar.com](http://www.pwar.com).



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## DUES, FEES & TERMS/CONDITIONS

### PWAR Membership Dues/Fees (There will be no refund of dues or fees paid by the applicant unless applicant is denied membership)

	PWAR App Fee	PWAR	NAR	VAR	VAR App Fee	RPAC*	Total
January	\$150.00	\$350.00	\$195.00	\$185.00	\$185.00	\$35.00	\$1,065.00
February	\$150.00	\$350.00	\$182.50	\$185.00	\$185.00	\$35.00	\$1,052.50
March	\$150.00	\$350.00	\$170.00	\$185.00	\$185.00	\$35.00	\$1,040.00
April	\$150.00	\$262.25	\$157.50	\$138.75	\$185.00	\$35.00	\$893.50
May	\$150.00	\$262.25	\$145.00	\$138.75	\$185.00	\$35.00	\$881.00
June	\$150.00	\$262.25	\$132.50	\$138.75	\$185.00	\$35.00	\$868.50
July	\$150.00	\$175.00	\$120.00	\$92.50	\$185.00	\$35.00	\$722.50
August	\$150.00	\$175.00	\$107.50	\$92.50	\$185.00	\$35.00	\$710.00
September	\$150.00	\$175.00	\$95.00	\$92.50	\$185.00	\$35.00	\$697.50
October	\$150.00	\$87.50	\$82.50	\$46.25	\$185.00	\$35.00	\$551.25
November	\$150.00	\$87.50	\$70.00	\$46.25	\$185.00	\$35.00	\$538.75
December	\$150.00	\$87.50	\$57.50	\$46.25	\$185.00	\$35.00	\$526.25

\*RPAC Contribution is voluntary, but not tax deductible | **Secondary Members** pay PWAR dues, plus \$50 application fee.

**Sentrilock access**, annual fee \$165.00 (pro-rated quarterly)

### TRANSERRING MEMBERS

There is no application fee or orientation class necessary for active transferees. A Letter of Good Standing must be received from previous Association. If you have a Reciprocal Key Access Agreement with another association, you must fill out and complete another Reciprocal Key Access Agreement with PWAR in order to continue with access to the other associations. We would also need a copy of your Maryland and/or DC license.

### NEW MEMBER ORIENTATION

As part of application procedures for REALTOR® membership, I understand that I must attend a new member orientation within 90 days of application. Cancellations must be made 48 hours in advance of orientation day. If I fail to meet this requirement, I understand that 1) My application will be denied 2) All membership services will be terminated, including but not limited to use of SentiLock® services 3) I will have to reapply for membership and pay a \$150 reinstatement fee with Letter of Good Standing. No Orientation course is required for secondary members or those transferring a primary membership.

### TERMS & CONDITIONS

In the event my application is approved, I agree as a condition to membership to complete the Orientation, Fair Housing and Ethics Course as prescribed by the Association, and otherwise on my own initiative to thoroughly familiarize myself with the Code of Ethics of the National Association of REALTORS® including the duty to arbitrate business disputes in accordance with the Code of Ethics and Arbitration Manual of the Association and the Constitutions, Bylaws, and Rules and Regulations of the REALTOR® Association of Prince William, Virginia REALTORS®, and the National Association of REALTORS®, and I further agree to complete satisfactorily a reasonable and nondiscriminatory written examination covering such Code, Constitutions, Bylaws, and Rules and Regulations, and to duly arbitrate. I further agree that my act of paying dues shall evidence my initial and continuing commitment to abide by the aforementioned Code of Ethics, Constitutions, Bylaws, and Rules and Regulations, and duty to arbitrate, all as from time to time amended. Finally, I consent that and authorize the Association, through its Governance Committee or otherwise, to invite and receive information and comment about me from any Member or other person, and I agree that any information and comment furnished to the Association by any Member or other person in response to any such initiation shall be conclusively



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## DUES, FEES & TERMS/CONDITIONS

### TERMS & CONDITIONS continued:

Applicant acknowledges that if accepted as a Member and he/she subsequently resigns or is expelled from membership in the Association with an ethics complaint or arbitration request pending, the Board of Directors may condition renewal of membership upon applicant's verification that he/she will submit to the pending ethics or arbitration proceeding and will abide by the decision of the Hearing Panel; or if applicant resigns or is expelled from membership without having complied with an award in arbitration, the Board of Directors may condition the renewal of Membership upon his/her payment of the award, plus any costs that have previously been established as due and payable in relation thereto, provided that the award and such costs have not, in the interim, been otherwise satisfied.

PWAR's annual dues calendar is from January to December. Invoices are emailed in the 4th quarter of the year.

### FORMS OF PAYMENT

PWAR accepts Cash, Check, Visa, MasterCard, Discover and American Express for fees. Sentrilock fees must be paid by any major credit card or check. Returned check fee \$50.

### MEMBER INFORMATION

Applicant acknowledges that the board/association will maintain a membership file of information which may be shared with other boards/associations where applicant subsequently seeks membership. This file shall include: previous applications for membership; all final findings of Code of Ethics violations within the time limit specified in the decision letter and violations of other membership duties within the past (3) years; pending complaints alleging violations of the Code of Ethics or alleging violations of other membership duties; incomplete or pending disciplinary measures; pending arbitration requests; and information related to unpaid arbitration awards or unpaid financial obligations to the board/association or its Multiple Listing Service. If any information on the real estate, appraiser or broker license should change or is found to be conflicting with what is in the PWAR database, PWAR reserves the right to update its system to reflect the change based on the license issued by the Department of Professional and Occupational Regulation (DPOR).

### APPLY NOW FOR PWAR REALTOR MEMBERSHIP

- Newly licensed agents—[click here](#) to complete the REALTOR® Membership Application online where you will need to create a logon ID and password. New agents must submit their applications before PWAR's Membership Director can schedule their appointment. New agents will be contacted by the Membership Director to schedule their appointments. New agents are also required to complete a New Member Orientation within 90 days of application submission. **Please note: Online submissions are only available for newly licensed agents.**
- If you are transferring from another association or applying for secondary membership, you will need to complete a hard-copy of the application. Contact [angie@pwar.com](mailto:angie@pwar.com).