

# SEDONA VERDE VALLEY ASSOCIATION OF REALTORS®

## Important Information About Dues, Fees, Severing, Switching Offices and Reactivating

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Since we are getting so many questions about dues, fees, Supra billing, severing and reactivating, here are some answers:

### **BILLING SCHEDULE:**

If you accidentally delete your emailed invoice, or if you didn't receive an invoice, you can log on to <http://ims.svvar.com> to view and print a new invoice. **Not receiving an invoice via e-mail does not relieve you of payment responsibility.**

Mark your calendars or enter into your online datebook. Yearly NAR, AAR and SVVAR Dues and 1<sup>st</sup> Quarter MLS Service and Display Key and Display Key insurance fees will be sent out on or about **November 15<sup>th</sup> and due on or about December 15<sup>th</sup>**. Primary SVVAR members can take advantage of our Credit Card Payment Plan for 1<sup>st</sup> Quarter Billing, as long as they fill out **the [Credit Card Authorization Form](#) and return it to SVVAR by December 14<sup>th</sup>**. Primary SVVAR members can also pay in installments by check but must call the SVVAR office for instructions on how to do so. A service charge of \$5 will be charged for using the Credit Card Payment Plan.

**2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> Quarter MLS Service Fees** will be sent out **in February, May, and August to be due on or about the 15<sup>th</sup> of March, June, and September**. The Credit Card Authorization Form has a place on the bottom to sign if you would like to pay these with your credit card, as well. A \$5 service charge will be charged for each quarter.

Supra Keyboxes will be billed in February along with the 2<sup>nd</sup> Quarter MLS Fees, to be due on or about **March 15<sup>th</sup>**. Keyboxes rent for \$20 per year each.

### **SEVERING:**

ADRE does **NOT** notify SVVAR when a licensee severs, so please notify us via fax (282-3559) or email [diane@svvar.com](mailto:diane@svvar.com) of any severs. If you plan on severing, please return all SVVAR property including Display Keys with cradle, telephone/USB cord, pouch, power cord, book or C.D. and Supra iBoxes (keyboxes).

### **SWITCHING OFFICES:**

ADRE does **NOT** notify SVVAR when a licensee moves from one office to another so please notify us via fax (292-3559) or email [diane@svvar.com](mailto:diane@svvar.com) of office changes. There is a \$50 transfer fee.

### **REACTIVATING:**

The reactivation fee is \$50.00. If a Supra Display Key is needed, Supra charges a \$70.00 issuance fee even if you have had a Supra Key before.

## **SUPRA KEY AND KEYBOX BILLING:**

SVVAR does **NOT** sell keyboxes. All keyboxes have rental fees of \$20 per calendar year. Display Key fees are \$132.00 per calendar year. Supra key and keybox rentals apply to the calendar year from January 1<sup>st</sup> to December 31<sup>st</sup>. Display Key Fees are due in the 1<sup>st</sup> quarter. Keybox rentals are due in the 2<sup>nd</sup> Quarter. If you do not plan on using your Supra equipment in the next year, it must be returned by the 4<sup>th</sup> Monday in December to avoid the next year's charges.

## **DUES, FEES, LATE FEES. SUSPENSION AND INACTIVATION:**

Due date – Payment must be completed online, or in the SVVAR office by 5:00 PM on the due date to avoid a late fee of \$25.00. Those using the Credit Card Payment Plan must complete the Credit Card Authorization Form and return it to the SVVAR office by December 14<sup>th</sup>.

Due date plus one day –

Second invoices will be sent to all unpaid members, which will include a \$25.00 late fee.

Suspension – SVVAR Membership and Rapattoni MLS services will be suspended for all individuals who have not paid their dues and/or MLS fees in full by 5:00 PM including \$25.00 late fee.

Any DR (Broker) who has not paid annual dues and/or MLS fees in full will have their Association membership and MLS services suspended. Any REALTOR® or MLS subscriber licensed with an unpaid DR will also have their Association membership and MLS services suspended.

Suspended members retain the ability to pay dues and fees online.

Due date plus two days – All DRs will be billed for any agents licensed with them who have not paid Dues and/or MLS fees.

Due date plus three days – All DRs, members and subscribers who have not paid dues and/or MLS fees in full will be changed to inactive status for membership and MLS. Once inactive, payment cannot be made online.

Once membership has been made inactive, a \$50.00 reactivation fee will be charged in addition to dues and fees for reactivating membership and MLS access.