

AI Group Program

Terms of Agreement

The Appraisal Institute's AI Group Program ("Program") is designed to provide discounts to firms, companies, organizations, or government offices ("Firm(s)") whose appraiser employees are Designated members, Candidates or Practicing Affiliates of the Appraisal Institute. Qualifying Firms will be eligible to receive up to 17% off of their participating employees' national Appraisal Institute dues and fees. With this, Firms demonstrate that they are committed to requiring that a majority of their appraiser employees be either Designated members, Candidates or Practicing Affiliates of the Appraisal Institute. The Appraisal Institute recognizes the importance of that commitment and has designed the Program accordingly.

To qualify for this Program each Firm must ("Program Requirements"):

1. Employ at least five (5) individuals who are engaged in work identified by the Appraisal Institute's Standard of Appraisal Practice and who are eligible to become an Appraisal Institute Designated member, Candidate or Practicing Affiliates ("Eligible Employees");
2. Agree at least five (5) Eligible Employees are Appraisal Institute Designated members, Candidates or Practicing Affiliates;
3. Agree that if your Firm employs more than five (5) Eligible Employees that at least 80% of all Eligible Employees are Appraisal Institute Designated members, Candidates or Practicing Affiliates (cannot be less than five (5)); and
4. Agree to pay all participating Eligible Employees' Appraisal Institute dues and fees directly to the Appraisal Institute on or before the invoice due date.

Program Discount Scale:

1. Firms that meet the above requirements will receive a 15% flat-rate discount ("Minimum Discount") on all participating Eligible Employees national Appraisal Institute dues and fees.
2. Firms that meet the above requirements and have 90% to 99% of Eligible Employees participating in the Program will receive an additional 1% discount on top of the Minimum Discount, for a total discount of 16% off of all participating Eligible Employees national Appraisal Institute dues and fees.
3. Firms that meet the above requirements and have 100% of Eligible Employees participating in the Program will receive an additional 2% discount on top of the Minimum Discount, for a total discount of 17% off of all Eligible Employees national Appraisal Institute dues and fees.

For more information on the AI Group Program, please contact the Appraisal Institute Service Center at 888-7JOINAI (756-4624) or email at aiservice@appraisalinstitute.org.

Terms of Agreement Continued

Firms who agree to meet the Program Requirements and are accepted into the Program must also agree to comply with the following:

1. The Firm shall pay all of the appropriate Appraisal Institute dues and fees of its participating Eligible Employees as outlined by the Program; the participating Eligible Employees shall be either Designated members, Candidates or Practicing Affiliates of the Appraisal Institute.
2. The Firm shall agree to a minimum two-year commitment to the Program. Therefore, in year two, if the enrolling Firm employs a minimum of five (5) Eligible Employees, the Firm must continue participation in the Program and comply with Program Requirements and all Terms of Agreement.
3. Upon acceptance into the Program, the Firm shall pay all of the Appraisal Institute dues and fees (excluding special assessments) of its participating Eligible Employees, as invoiced, with one check payment for the current year and annual payments for all subsequent years of continued participation in the Program.
4. The Firm shall be eligible for a percentage discount from the Appraisal Institute, the amount of which shall be determined by the Appraisal Institute based on the percentage of appraisers in the firm that are Designated members, Candidates or Practicing Affiliates and as outlined in the "Program Discount Scale."
5. The Firm must update their participant roster annually to accommodate change in personnel and Eligible Employees. All roster changes must be submitted to the Appraisal Institute by October 31, after which they will be considered final for invoicing purposes and no further changes to the invoice will be accepted. Designated membership, candidacy and affiliation is on an annual basis, so once an invoice payment is submitted a participating Eligible Employee's dues and fees cannot be refunded to the company for that year. If a participating Eligible Employee leaves employment with the Firm, he/she will still be considered a participant in the Program until the next annual roster change. Because the discount percentage is based on the number of Eligible Employees participating in the program, a participating Eligible Employee's departure from the Firm may affect the Firm's Program eligibility or the Program discount for the following year.
6. Payment is due on or before the January 1st invoice due date. Late fees of 15% of the total outstanding invoice balance will be assessed if payment is not received by March 31st. Payment of invoice after the due date may result in the Firm's loss of eligibility in the Program.

The Appraisal Institute may discontinue or revise this Program at any time and in its sole discretion and makes no representations or warranties that this Program or any subsequent discount program will be available every year.

* Individuals receiving any other Appraisal Institute dues or fees discount, with the exception of the Member Get A Member Program discount, shall not qualify as Eligible Employees for purposes of this Program.

AI Group Program

Name of Firm/Company

Billing Address

City/State/Zip code

Contact Person

Title

Phone number

Fax number

Email Address

Total Number of Appraisers in Firm/Company

Number of participating Eligible Employees in the AI Group Program

Please list the Firm's Eligible Employees who will be participating in the AI Group Program below along with designations. Please attach second sheet for additional participating Eligible Employees and be sure to attach any necessary Practicing Affiliate Applications.

Names and Designations (if applicable)

By signing below, I represent I have the authority to enter into this agreement on behalf of the Firm. I affirm and represent that I have read and understand the Program Terms of Agreement, including but not limited to all Program Requirements; that Firm has complied with such Terms of Agreement; and that Firm will continue to comply with such Terms of Agreement.

I represent and warrant that all information presented in this Application is accurate and true. I understand that the Appraisal Institute has the right to change or discontinue the Program or any terms of the Agreement at any time in their sole discretion with no further liability to Firm. Furthermore, I understand that the Appraisal Institute will not be liable to the Firm or any third-party for any claims or actions including any direct, indirect, incidental, special, consequential or punitive damages, arising or resulting from Firm's participation in the Program.

Signature

Printed Name

Date

- ❖ **Please return this agreement to:**
aiservice@appraisalinstitute.org or fax to (312) 335-4400
- ❖ **Have Questions?**
Please contact 888-7JOINAI (756-4624)
- ❖ **Mailing Address:** Appraisal Institute, 200 West Madison St., Suite 1500, Chicago, IL 60606