

AI Group Program

Purpose Statement

The Appraisal Institute (AI) recognizes the valuable role employers play in supporting the professional growth of their employees via membership with the Institute. As such, AI's Group Program provides an opportunity for employers who employ 5 or more AI members to have the opportunity for a discount on their employees' national dues. By providing this convenience to employers who have made this commitment via a unique program designed just for them, employers are encouraged to support their employees' membership with the Appraisal Institute. The program thus serves as a valuable recruitment and retention tool for the organization.

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 employees are Designated Members, Candidates for Designation, Practicing Affiliates or Affiliates of the Appraisal Institute. Qualifying Firms will be eligible to receive a **10% discount** ("Program Discount") off their participating employees' national Appraisal Institute dues. With this, Firms demonstrate that they are committed to requiring that their employees be members 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 an Appraisal Institute Designated member, Candidate for Designation, Practicing Affiliate or Affiliate ("Eligible Employees");
2. Agree to include at least five (5) Eligible Employees that are Appraisal Institute Designated Members, Candidates for Designation, Practicing Affiliates or Affiliates in the Program; and
3. Agree to pay all participating Eligible Employees' Appraisal Institute dues directly to the Appraisal Institute on or before the invoice due date. Firms which do not pay the entire Program invoice by the due date will lose the discount for that year's dues cycle.

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 of its participating Eligible Employees as outlined by the Program. The participating Eligible Employees shall be either Designated Members, Candidates for Designation, Practicing Affiliates or Affiliates of the Appraisal Institute.
2. Upon acceptance into the Program, the Firm shall pay all of the Appraisal Institute dues (excluding special assessments) of its participating Eligible Employees, as invoiced, with one payment for the current year and annual payments for all subsequent years of continued participation in the Program.

3. The Firm must update their participant roster annually to accommodate changes in personnel and Eligible Employees.
 - a. Designated Members, Candidates for Designation, Practicing Affiliates and Affiliates new to the Appraisal Institute may be added to the roster at any time of the year; however, no Program Discount will be applied until the following year's dues/fee cycle. All roster additions must be submitted by December 15th to be included in next year's Program invoice.
 - b. Prorated dues invoices for newly designated members and other member types changing categories may be added to the Program invoice at any time during the year.
 - c. Firms must notify the Institute by December 15th of individuals who should no longer appear on the Program invoice. Once the Program invoice has been issued, Firms will have an opportunity to remove individuals from the invoice by December 31st. Once the Program invoice has been paid, no further changes to the invoice will be made.
 - d. Eligible Employees who have already paid dues for the year directly to the Appraisal Institute may be added to the roster at any time, however the Eligible Employee will not be added to the Program invoice until the following dues cycle. The Program Discount will not be retroactively applied.
 - e. Membership of individuals is on an annual basis, so once an invoice payment is submitted, a participating Eligible Employee's dues will not be refunded to the Firm for that year, nor will it be applied against another employee's dues.
 - f. 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. The Company is responsible for removing the Employee from the Company's roster.
4. **Payment is due on or before the January 5th invoice due date.** Firms which do not pay the entire Program invoice by the due date will lose the discount for that year's dues cycle. Payment of the invoice after the due date may result in the Firm's loss of eligibility in the Program.
5. Applications from companies interested in joining the Program must be received by August 31st to be considered for acceptance into 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 ever year.

For more information on the AI Group Program, please contact the Membership Department at (312) 335-4111 or admissions@appraisalinstitute.org.

AI Group Program Application

Name of Firm

Company Billing Address

Contact Person

Title

Phone Number

Email

Total Number of Appraisers in Firm/Company Group Program

Number of Participating Eligible Employees who are members of AI

Please send a list of the Firm's Eligible Employees who will be participating in the AI Group Program.

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

Date

Please return this agreement to: admissions@appraisalinstitute.org

Questions? (312) 335-4229

Mailing Address: 200 W. Madison Street, Suite 2000, Chicago, IL 60466