



AI Group Program

Purpose Statement

The Appraisal Institute (AI) recognizes the valuable role employers play in supporting the professional growth of their employees via affiliation with the Institute. As such, AI's Group Program provides an opportunity for employers who employ 5 or more AI professionals the opportunity for a discount on their employees' national affiliation dues and fees. By providing this convenience to employers who have made this commitment via a unique program designed just for them, employers of valuation professionals are encouraged to support their employees' affiliation 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 appraiser employees are Designated members, Candidates for Designation ("Candidate(s)") or Practicing 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 and fees. With this, Firms demonstrate that they are committed to requiring that 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 Valuation Practice as defined by the Appraisal Institute Code of Professional Ethics and who are an Appraisal Institute Designated member, Candidate or Practicing Affiliates ("Eligible Employees");
2. Agree to include at least five (5) Eligible Employees that are Appraisal Institute Designated members, Candidates or Practicing Affiliates in the Program; and
3. Agree to pay all participating Eligible Employees' Appraisal Institute dues and fees 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 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. 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 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, and Practicing 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 October 1st to be included in next year's Program invoice.

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

- b. Prorated dues invoices for newly designated members and AI Professionals changing categories may be added to the Program invoice at any time during the year.
- c. Firms must notify the Institute by October 1st 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 until December 15th. 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. 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 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.

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.

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. Payments received after March 31st, will be assessed a 15% late fee. 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 every year.



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