

ACCOUNTS RECEIVABLE POLICY & PROCEDURE

The Bylaws of the Boulder Area Realtor® Association state:

Article X - DUES AND ASSESSMENTS.

Section 1

*D - A TRANSFER FEE, established annually by the Board of Directors, shall be assessed members who transfer from one office to another office.

*E — A REINSTATEMENT FEE, established annually by the Board of Directors, shall be assessed any member suspended from membership for any delinquency of monies owed the Association.

*F — Any monies owed the Association shall be considered delinquent thirty (30) days after the first statement and Section E, above, shall apply.

*D - A TRANSFER FEE of \$25.00 has been established by the Board of Directors.

*E - A REINSTATEMENT FEE of \$100.00 has been established by the Board of Directors. This REINSTATEMENT FEE applies to delinquencies of all statements as well as annual dues.

CHECK CHARGES: There will be a \$25.00 fee for any returned check. When a check is returned to the Association office, a staff member will call you and ask you to bring cash or certified funds for the amount of the check plus the \$25.00. This must be done within five business days, otherwise all services will be terminated on the sixth day.