



## Affiliate Application with E-key

We are pleased that you are interested in joining the Champaign County Association of REALTORS® (CCAR). Affiliate membership with CCAR opens the door to a wide variety of services and opportunities for networking and creating business relationships in the real estate industry. The application process is relatively simple. Please review the steps below. If you have any questions, please contact Shelly FitzGerald at 217-356-1389 ext. 1003 or [shellyf@illinihomes.com](mailto:shellyf@illinihomes.com).

### **Application Process:**

1. Complete the application and submit to CCAR via
  - a. Email: Shelly FitzGerald at [shellyf@illinihomes.com](mailto:shellyf@illinihomes.com)
  - b. Mail: CCAR, 305 Burwash Ave, Savoy, IL 61874
  - c. In-Person: 305 Burwash Ave, Savoy, IL 61874
2. CCAR Annual Dues Cycle: October 1 to January 31.
  - a. Dues are prorated throughout the year, please see the schedule below for more information.
    - I. Payment: You can pay with a credit card, check, or cash. Please make checks payable to CCAR. **Payment with application is preferred. Membership will only become active once payment is processed by the Association.**

### **2025 ANNUAL Affiliate Dues Schedule**

**Annual Dues Schedule:** (pro-rated based on the month membership begins)

	January	February	March	April	May	June
*CCAR	\$115.00	\$115.00	\$115.00	\$115.00	\$115.00	\$115.00
ILLINOIS REALTORS®	\$ 35.00	\$ 35.00	\$ 35.00	\$ 26.25	\$ 26.25	\$ 26.25
<b>TOTALS</b>	<b>\$150.00</b>	<b>\$150.00</b>	<b>\$150.00</b>	<b>\$141.25</b>	<b>\$141.25</b>	<b>\$141.25</b>
	July	August	September	October	November	December
*CCAR	\$115.00	\$115.00	\$115.00	\$115.00	\$115.00	\$115.00
ILLINOIS REALTORS®	\$ 17.50	\$ 17.50	\$ 17.50	\$ 8.75	\$ 8.75	\$ 8.75
<b>TOTALS</b>	<b>\$132.50</b>	<b>\$132.50</b>	<b>\$132.50</b>	<b>\$123.75</b>	<b>\$123.75</b>	<b>\$123.75</b>

\*CCAR Primary Affiliate Membership cost refers to schedule above.

\*\*CCAR **Secondary Affiliate Membership** cost is \$115.00 and is **not pro-rated** throughout the year.



**CHAMPAIGN COUNTY ASSOCIATION OF REALTORS®  
AFFILIATE APPLICATION**

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Have you ever held membership with another Association prior to this application?

No  Yes If yes, what Association were you with \_\_\_\_\_

**Please select the category that best describes your business / company affiliation:**

- Association  Bank  Chamber  Construction  Contractor  Electrical  
 Furnishings  Inspector  Insurance  Interior Design  Landscaping  Lending  
 Marketing  Mortgage  Pest Control  Photography  Plumbing  Title/Escrow  
 Other please explain \_\_\_\_\_

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Applicant Name: \_\_\_\_\_ Position: \_\_\_\_\_

Company Name: \_\_\_\_\_

Office Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Company Website: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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Contact methods:  Office Phone  Cell Phone  Email  Mail  Text

I understand that by providing Champaign County Association of REALTORS® (CCAR) my contact information (mail, email, cell phone & social media, etc.). I consent to receive communications sent from CCAR, via mail, email, text and/or phone at the number and/or location listed above.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

I understand that if accepted for Affiliate individual membership in the Champaign County Association of REALTORS®, I will also be an Affiliate Member of ILLINOIS REALTORS®.

Do you currently hold an **ACTIVE** ILLINOIS Real Estate License?  **Yes** #: \_\_\_\_\_  **No**

**Signature:** \_\_\_\_\_



**Champaign County Association of REALTORS®**

**Affiliate Keyholder Holder Policy / Agreement**

1. The CCAR Board of Directors must have approved your application for Affiliate Membership.
2. Provide a copy of your valid **business license** with the completed Affiliate Keyholder Policy/Agreement.
3. **Provide a Certificate of Liability Insurance** of at least \$1,000,000.00 naming the Champaign County Association of REALTORS® as an additional insured.
4. A fee of **\$435** and completion of this Affiliate Keyholder Policy/Agreement, signed by the Keyholder and the Company Owner, is required to issue a Supra E-key. Supra requires a credit card to be placed on account. The monthly fee of \$16.76 is billed by Supra, to be amended annually.
5. **Those eligible for consideration currently are State Licensed and/or bonded Affiliate Members of CCAR.**
  - a. Use of the E-key/Key boxes shall be governed by the terms and conditions of the Affiliate Keyholder Policy/Agreement.
  - b. **E-key/Key box use is not an open invitation to enter the property.** Appointments are mandatory and should be made in accordance with the set procedures of the Association. Affiliate Members are expressly prohibited from using E-keys to enter a property without the Listing Broker's permission. Furthermore, the keyholder may not be accompanied by any person(s) including but not limited to the Lender, or any non-employee of the Affiliate. The eKey is not to be loaned to any person, whether a real estate licensee, for any personal purpose whatsoever and is not to be used for any purpose by any other person. A fine of \$1,000.00 will be levied on any keyholder found in violation. **Affiliate Members may have their membership suspended if reasonable suspicion exists that rules have been violated. Upon request, a hearing may be held within 30 days of the suspension.**
  - c. Keyholders who have violated any of these provisions one time within a 12-month period shall receive a warning from the Association. If a second violation occurs within a 12-month period, the keyholder shall forfeit all E-key/Key box privileges for 30 days. If a third violation occurs, all E-key/Key box privileges shall be forfeited and deactivated.
  - d. Any E-key services will be deactivated when the Affiliate Membership is terminated.

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KEYHOLDER'S Signature

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Affiliate Company Owner Signature

KEYHOLDER'S Name (please print) \_\_\_\_\_

Revised 10/23