



Affiliate Application

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.

Application Process:

1. Complete the application and submit to CCAR via
 - a. Email: Shelly Fitzgerald at 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: January 1 - December 31
 - a. Dues are prorated throughout the year, please see the schedule below for more information.
 - b. 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: (pro-rated based on the month membership begins)

	January	February	March	April	May	June
*CCAR	\$115.00	\$115.00	\$115.00	\$ 86.25	\$ 86.25	\$ 86.25
ILLINOIS REALTORS®	\$ 35.00	\$ 35.00	\$ 35.00	\$ 26.25	\$ 26.25	\$ 26.25
TOTALS	\$150.00	\$150.00	\$115.00	\$112.50	\$112.50	\$112.50
	July	August	September	October	November	December
*CCAR	\$ 57.50	\$ 57.50	\$ 57.50	\$ 28.75	\$ 28.75	\$ 28.75
ILLINOIS REALTORS®	\$ 17.50	\$ 17.50	\$ 17.50	\$ 8.75	\$ 8.75	\$ 8.75
TOTALS	\$ 75.00	\$ 75.00	\$ 75.00	\$ 37.50	\$ 37.50	\$ 37.50

*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.



AFFILIATE APPLICATION

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 _____

Applicant Name: _____ Position: _____

Company Name: _____

Office Address: _____

Home Address: _____

Email Address: _____

Company Website: _____

Office Phone: _____ Cell Phone: _____

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: _____

Affiliate Keyholder 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 \$17.18 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.

KEYHOLDER'S Signature

Affiliate Company Owner Signature

KEYHOLDER'S Name (please print)_____

Revised 10/25