

# APPLICATION FOR SALES ASSOCIATE MEMBERSHIP



Suite A1, Kencita Court, 76 Picton Street, Newtown, Port of Spain. Tel: 432-0366 or 469-2732  
E-mail: area.tt.assoc@gmail.com

**Name:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(Block Letters) Last First Middle Initial

**Date of Birth:** \_\_\_\_/\_\_\_\_/\_\_\_\_ (DD/MM/YYYY)

**Address:** \_\_\_\_\_

**Phone No:** \_\_\_\_\_ **I.D. / D.P. #** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Academic Qualifications (Copies of Certificates / Diplomas):** (if needed, continue on a separate sheet of paper) \_\_\_\_\_

**Have you taken the Principles of Real Estate Sales Course at UWI:** ☐ Yes ☐ No

**If yes, Grade:** \_\_\_\_\_

**Real Estate Work Experience:** \_\_\_\_\_

(if needed, continue on a separate sheet of paper)

**Information on Company, Partnership or Broker Member with whom employed:**

**Name:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_ **Phone No:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**The following statement must be signed by the Firm or Broker Member for whom you work:**

I hereby certify that this applicant for **Sales Associate Membership** is engaged by me as a Real Estate Sales person and is fit and proper to be admitted as a Sales Associate Member.

**Signature of Employer:** \_\_\_\_\_ **Signature:** \_\_\_\_\_  
(Print name & Affix Signature)

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_ (DD/MM/YYYY)

## Applicant's Declaration:

I hereby apply for membership of the Association of Real Estate Agents as a **Sales Associate Member**, and if elected, I hereby pledge to observe all the requirements of Act 10 of 2012, the By Laws of the Association and the Code of Ethics, and to be guided by the oversight of the Association and not engage in any actions that would bring either myself, my employer or the Association into disrepute.

**Signature of Applicant:** \_\_\_\_\_ **Signature:** \_\_\_\_\_  
(Print name & Affix Signature)

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_ (DD/MM/YYYY)

**FOR OFFICIAL USE ONLY:** Accepted: ☐ Rejected: ☐ Pending: ☐

**Remarks:** \_\_\_\_\_

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_ (DD/MM/YYYY) **Approved By:** \_\_\_\_\_

**Please read carefully the criteria for Membership below before applying.**

## **APPLICATION**

- a. Application for membership shall be made in writing to the Membership Rules & Admissions Committee. Applications shall be made upon such forms as may be approved by the Board.
- b. An applicant for Sales Associate Member must be proposed and seconded by either a Resident Broker Member with whom he/she is employed that, he/she is a fit and proper person to be admitted as a Sales Associate Member.

## **SALES PERSON MEMBER**

A person shall be eligible to be a Sales Associate Member if he meets the following criteria for membership:

- a. He must be a resident of Trinidad & Tobago.
- b. He has attained the age of eighteen (18) years.
- c. He is employed or engaged on a full time or part time basis by a Resident Broker Member of AREA as a Real Estate Salesperson. All Resident Broker Members must inform the Association of all Salespersons employed or engaged by them and on satisfactory completion of a probationary period not to exceed six (6) months an application for Sales Associate membership must be submitted to the Association for approval.
- d. Certificate of Completion for the "Principles of Real Estate Sales" course offered by UWI/Roytec. Note: If the applicant has not completed this course at the time of application, they will need to enrol in and finish it within one year of becoming a member.
- e. Renewal of annual membership for Sales Associate Members is dependent on their participation in Continuing Professional Development (CPD) sessions organized by the Association over the past year. Members must earn a minimum of 12 CPD credits annually to qualify for renewal.
- f. When a Sales Associate leaves a Resident Broker Member, they lose their Membership status. If re-employed by another Resident Broker Member, they must re-apply for Sales Associate membership.
- g. A Sales Associate leaving the employer of a Resident Broker Member to establish his/her own Agency must re-apply to the Association for Resident Broker Membership.
- h. A Sales Associate is not entitled to apply for Resident Broker Membership if he/she is in the employ of a Broker who is not a member of AREA.

**ENTRANCE FEE \$112.50 V.I.**

**ANNUAL REGISTRATION FEE \$337.50 V.I.**

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**NOTE:** The By Laws of the Association, Clause 10 state in part, “....all membership dues shall be payable from the First day of January in each year and must be paid no later than the date fixed for the Annual General Meeting of the Association in any year.”

## \*BANK DEPOSIT INFORMATION

### Cheque Payments for Fast Deposit

1. Cheques should be made payable to Association of Real Estate Agents.
2. FCB Fast Deposit Envelopes should be completed including the name of the person making the payment.
3. Once deposited and stamped by the machine, scan and e-mail the deposit record to the AREA Secretariat at [area.tt.assoc@gmail.com](mailto:area.tt.assoc@gmail.com)

This is essential for verification purposes.

### Online Bank Transfer

Bank: First Citizens FCB

Branch: Maraval Road, Newtown, Port-of-Spain

Account Name: Association of Real Estate Agents

Account Type: Chequing

Account Number: 35005226470

Payment via a bank other than FCB: 035005226470

A screen shot or copy of the online transaction confirmation slip must be e-mailed to the AREA Secretariat at [area.tt.assoc@gmail.com](mailto:area.tt.assoc@gmail.com)

This is essential for verification purposes.

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## Checklist of Attachments to this Application

- ☐ Proof of payment of Application Fee \$112.50
- ☐ Copy of National ID / D.P. / P.P.
- ☐ Copy of Utility bill not older than three months
- ☐ Copies of educational certificates, especially the Principles of Real Estate Sales course
- ☐ Photo for AREA ID – Submitted on plain white background, headshot showing from torso, not less than 600 x 600 pixels (jpeg, pdf or png).

