



**Ithaca Board of REALTORS®**

**Your Voice for Real Estate**

957 Mitchell Street  
Ithaca NY 14850  
Phone: 607-257-1001

**ITHACA BOARD OF REALTORS  
NEW MEMBER APPLICATION FOR  
HOME INSPECTOR AFFILIATE MEMBERSHIP**

Thank you for your membership with the Ithaca Board of REALTORS® (IBR). As an Inspector Affiliate member of IBR, you have the opportunity to take advantage of several benefits, including invitations to IBR meetings and events, sponsorship opportunities that will allow you to market your services to our members and/or the public and your contact information listed on [www.IthacaREALTORS.com](http://www.IthacaREALTORS.com). You also have the opportunity to pay for access to the Sentrilock System. Sentrilock services are optional and payments are included on your invoice.

In order to maintain your Affiliate membership you must meet the following requirements:

**1) The inspector must notify the buyer’s agent and the seller’s agent whenever you plan to enter the property.**

- a) The inspector must have an appointment for a home inspection, placing or picking up a radon test, etc. to reduce liability. Home Inspectors do not have access to the MLS, showing instructions, or other information about MLS properties, so this procedure is necessary for all concerned.

**2) Payments**

- a) The Ithaca Board of REALTORS®, Inc. annual fee is \$175. You can pay with Visa, MasterCard or by check made payable to the Ithaca Board of Realtors®, Inc.
- b) Sentrilock’s annual fee is \$192, which is prorated at the time of application and billed annually during the dues billing cycle.

**3) Rules and Regulations**

- a) Follow the IBR Lockbox Policy and MLS Rules and Regulations (where applicable). Copies are included.
- b) There is a \$1,000 fine for sharing your key with other members, non-members or unlicensed individuals.
- c) Inspectors agree to mediate disputes between REALTORS® and Inspectors pursuant to the Ithaca Board of REALTORS® bylaws and the National Association of REALTORS® Code of Ethics and Arbitration Manual.

**4) Mandatory Training**

- a) Inspector affiliates must attend a 1-hour mandatory training session luncheon at the Ithaca Board of REALTORS® office – to be scheduled early in the year.

**5) Proof of Insurance**

- a) Please submit yearly **proof of insurance and a copy of your license** with your dues payment.

*I hereby submit my renewal application for the Ithaca Board of REALTORS® affiliate membership. I understand and will adhere to the rules and regulations, which are outlined above.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

*All requests are subject to the Ithaca Board of REALTORS® approval. We reserve the right to cancel any service with written notice. We are not responsible for typographical errors. We reserve the right, at our discretion, to change, modify, add, or remove portions of these terms at any time with written notice.*