

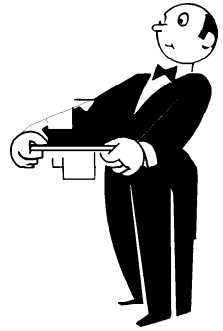


**BAY AREA  
APARTMENT ASSOCIATION**

# Community Membership Information

Bay Area Apartment Association  
6107-B Memorial Highway  
Tampa, Florida 33615  
813-882-0222 | 800-344-9373

# Menu of Services



## Appetizers to Get You Started

Regular members of the Bay Area Apartment Association are also members of the Florida Apartment Association (FAA) and the National Apartment Association (NAA).....*No Charge*

The National Apartment Association offers: special rates on car rentals, overnight shipping; hotel accommodations, insurance and phone services. All these and more are available to members at naahq.org. .... *Market Price*

## Entrees with Staff Support Included

### Monthly Meetings

Give Regular and Associate members the opportunity to network and hear interesting speakers focusing on the industry and are held at a variety of locations to meet the members' needs.....*From \$35.00 to \$45.00*

An Associate meeting is held every quarter for the Associate members to compare ideas and gather information for competing in the industry.....*\$25.00 to \$35.00*

### Education

Opportunities include NAA Certified CAM, CAPS and the accredited NALP Program. Also, a wide variety of seminars and workshops to enhance your professional edge presented yearly. *No time for classroom training. Check out BAAA's on-line training at www.baaahq.org.....Market Price*

### Legislative

FAA and NAA lobbyist working on issues for you.....*No Charge*

### Availability Survey

First and Third Quarter Availability Survey performed every year with information regarding occupancy, pricing, unit types, trends, and much more.....*\$39.00 Per Issue*

### Annual Trade Show

Provides Regular members the opportunity to view over 100 exhibits and to take advantage of educational seminars. Associate members/exhibitors have an audience of approximately 1000 property management professionals.....*Free Admission/Booth Prices Vary*

### Auction

Members have the time of their life and the chance to purchase goods and services at thrilling discounts. The Auction benefits the BAAA general fund for educational programs.....*Market Price*

### Monthly Magazine & Website

Bayline Magazine keeps you updated on industry-related topics and offers an opportunity for Associate members to advertise to a direct market. *The BAAA website www.baaahq.org serves as the communications tool and information center for the Bay Area Apartment Association.....No Charge / Advertising Rates Vary*

## Side Dishes to Compliment Your Membership

### Custom Research Package

Offers members a custom survey tailored to your needs by Triad Research & Consulting, Inc.....*Market Price*

### **Resume Service**

Looking for a new job or just new in the area? Send us your resume and we'll add it to our on-line job center and offer it to clients who are looking for professionals specializing in the apartment industry. ....No Charge

### **Library**

The BAAA Library contains books and videos helpful to property management and your personal growth.....Market Price

### **Marketing**

Marketing services using desktop publishing are available for the design, type and printing of anything from a flyer to a community identity package.....Market Price

### **Legal Counsel**

Most BAAA attorneys offer complimentary advise on matters dealing with the industry .....No Charge

### **Employee Relations**

IER: Integrated Employer Resources has the answers to all your employee relations questions.....No Charge

## **Desserts That Make You Feel Good**

### **Community Service**

BAAA is a participant in various charitable organizations throughout the year.

### **Socials**

Social event offers a great opportunity for networking, relaxation and of course, fun.  
The Annual Holiday Party is a gala event.

### **Special Achievement Awards**

These awards are given to the "cream of the crop" in various categories related to their performance in the industry throughout the year.

## **A La Carte Forms to Go**

*Approved by John McMillan, P. A. BAAA Legal Counsel  
First price is member price, second is non-member price.*

Standard Florida Apartment Lease.....	\$25.50 / \$29.50
Application for Rental Contract.....	\$19.75 / \$25.00
Move-In/Move-Out.....	\$18.75 / \$25.00
7 Day Notice to Give Possession.....	\$15.00 / \$20.00
7 Day Notice to Remedy.....	\$15.00 / \$20.00
3 Day Notice to Pay Rent.....	\$15.00 / \$20.00
Ready to Rent Check List.....	\$ 4.99 / \$ 5.99
Ready to Rent Worksheet.....	\$4.99 / \$ 5.99
Abandonment Non-Liability.....	\$5.99 / \$10.99
Lead Disclosure Forms.....	\$25.50/\$30.50
Small Owners 6-Pack..... <i>(Choose 6 different forms from the list above and receive 6 of each form.)</i>	\$25.50/\$30.50
Florida Apartment Managers' Legal Guide.....	\$19.95/\$29.95
Apartment Market Survey.....	\$39.00 \$139.00
Compensation Survey.....	\$75.00/\$125.00

*Forms are in pads of 50. All orders subject to Sales Tax and Shipping*

# Call For Volunteers

## BAAA WANTS YOU!

Committees are one of the most productive tools an association has to accomplish the organization's goals and objectives. Whether you are chairing a committee or are a committee member, you face the challenge of getting involved in the work the committee was formed to accomplish.

Your contributions and your participation on the committee will determine its success or failure. Enthusiasm is contagious.

The recommendations of a committee can have a direct impact on the decisions made by the officers and the board of directors of the association. The energy you put into your work on the committee can have a direct influence on the direction your association takes.

### COMMITTEES AT A GLANCE...

#### MEMBERSHIP

One of the most important committees in the association is the Membership Committee. Its job is to add new members and also to retain the existing membership.

Membership Subcommittees:

- Calling
- Renewal & Retention
- Benefits
- Recruitment

#### LEGISLATION

This committee provides the association with up-to-date information

on local, state and national legislative activities affecting the multihousing industry.

#### EDUCATION

This committee is responsible for overseeing the association's educational programs. It helps develop and plan seminars, classes and workshops for the association.

#### WAYS & MEANS

Ways & Means develops two fund raising projects for the association each year. They then implement the project and provide the volunteers to organize and conduct the events. Association budgets depend greatly on the success of this committee.

#### TRADE SHOW

This committee is responsible for planning and conducting the annual Trade Show. The theme, exhibitor space rental, date of show and other relevant activities are chosen by this committee.

#### COMMUNITY SERVICE

This committee and its volunteers are dedicated to organizing events that will help contribute funds to and services to Bay area charitable organizations.

*If you have any questions, please call the BAAA offices at:*

**(813) 882-0222**  
**1-800-344-9373**  
**www.baaahq.org**

#### Bay Area Apartment Association Committee Membership Application

*Please fill out completely.*

Name \_\_\_\_\_

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

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

I would like to join the \_\_\_\_\_ committee.

If space is not available, my second choice is \_\_\_\_\_

***Please complete form and mail or fax to:***  
**Bay Area Apartment Association**  
**6107-B Memorial Highway**  
**Tampa, Florida 33615**  
**Fax: 813-884-0326**



# MEMBERSHIP APPLICATION

## Regular Members (Apartment Communities)

Please complete the following information for the community that is joining the Bay Area Apartment Association.

Community Name \_\_\_\_\_  
 Contact \_\_\_\_\_  
 Address \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_  
 Phone Number \_\_\_\_\_  
 Fax Number \_\_\_\_\_  
 E-Mail \_\_\_\_\_  
 Number of units at this property \_\_\_\_\_  
 Property Management  
 Company Name \_\_\_\_\_

### REGULAR MEMBERSHIP DUES:

**0-24 Units ..... \$99.00**  
**25-49 Units ..... \$119.00**  
**50-200 Units ..... \$2.35 per unit**  
**201-500 Units ..... \$2.05 per unit**  
**Over 500 Units ..... \$1.65 per unit**

The above dues are figured individually by community on a cumulative basis. An example for a 504-unit community would be as follows:

The first 200 units	@ \$2.35 =	\$470.00
The next 300 units	@ \$2.05 =	\$615.00
The remaining 4 units	@ \$1.65 =	\$ 6.60
Total due for 504 units	=	\$1,091.60

## Property Management Company Information

Please complete the following information for the property management company that is currently managing or owns the community joining the Bay Area Apartment Association.

Company Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_  
 Phone Number \_\_\_\_\_  
 Fax Number \_\_\_\_\_  
 E-Mail \_\_\_\_\_

Please list communities managed/owned on reverse side.

## Associate Members (Vendors/Suppliers)

Please complete the following information for the company that is joining the Bay Area Apartment Association as a supplier of products or services to the multihousing industry.

Company Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_  
 Phone Number \_\_\_\_\_  
 Fax Number \_\_\_\_\_  
 E-Mail \_\_\_\_\_  
 Contact \_\_\_\_\_

Associate members are entitled to a free listing in the Bayline magazine membership directory. Please indicate the nature of your business and a category in which you would like to be placed: \_\_\_\_\_

If your company has more than one branch in the Bay area, please list them on the reverse side.

### ASSOCIATE MEMBERSHIP DUES: \$360.00

## ALL APPLICANTS

The Bay Area Apartment Association membership year is January 1 – December 31. New members joining during the second or third quarter shall have their dues pro-rated.

Please see the Code of Ethics on the reverse side to acquaint yourself with the standards the Bay Area Apartment Association supports. Members are encouraged to read and uphold these ethics as a matter of good business.

By submitting this application I/we hereby authorize BAAA to communicate with me at the address, phone number, fax number and e-mail listed above until further notice.

\_\_\_\_\_  
 Your Signature Date

Recommended by: \_\_\_\_\_

**RETURN COMPLETED FORM TO:**  
**Bay Area Apartment Association**  
**6107-B Memorial Hwy • Tampa, FL 33615**

**813-882-0222 • Fax: 813-884-0326**  
**1-800-344-9373 • staff@baaahq.org**



Dues, contributions or gifts to the Bay Area Apartment Association are not deductible as charitable contributions. For Federal Tax purposes, however, such dues, contributions or gifts may be deductible under other sections of the IRS Code. Please consult your tax advisor. 12/10

**PROPERTY MANAGEMENT COMPANY MEMBERS**

Please list all communities managed/owned below:

Community Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 E-mail \_\_\_\_\_  
 Number of units at this property \_\_\_\_\_

Community Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 E-mail \_\_\_\_\_  
 Number of units at this property \_\_\_\_\_

Community Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 E-mail \_\_\_\_\_  
 Number of units at this property \_\_\_\_\_

Community Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 E-mail \_\_\_\_\_  
 Number of units at this property \_\_\_\_\_

**ASSOCIATE MEMBERS**

If your company has more than one branch in the Bay area, please list them below:

Address \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 E-mail \_\_\_\_\_  
 Contact \_\_\_\_\_

Address \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 E-mail \_\_\_\_\_  
 Contact \_\_\_\_\_

Address \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 E-mail \_\_\_\_\_  
 Contact \_\_\_\_\_

Address \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 E-mail \_\_\_\_\_  
 Contact \_\_\_\_\_

**BAAA CODE OF ETHICS**

We, the members of the Bay Area Apartment Association, recognizing our duty to the public and the intimate nature of the relationship between the apartment resident and the owner, or manager, and being aware of the vastly increasing role of the apartment industry in providing the home of the future, and in order to provide the apartment resident high quality service with unqualified honesty, do hereby bind ourselves with each and every member, together and alone, agreeing that so long as we remain members of the Bay Area Apartment Association and so long as nothing contained herein shall be unlawful, we shall:

1. Take a sincere interest in our residents.
2. Promote, employ and maintain a high standard of integrity in the establishment of rental rates and the performance of all other rental obligations and services in the operation of our apartment facilities.
3. Recognizing that the security deposit is a sensitive matter between resident man-

agers and the resident, we hereby pledge ourselves to carefully explain our policy of handling the security deposit to the resident at the time he/she places said deposit. We further pledge ourselves to promptly account for said security deposit and refund to the resident any monies which he/she may have coming within 15 days after resident manager and the resident have reached agreement concerning damages, clean-up fees, or any other matter which may effect the security deposit.

4. Maintain and operate our apartment communities in accordance with fair and honorable standards of competition, ever mindful of the purposes of the Bay Area Apartment Association and in compliance with the Bylaws thereof.

5. Strive continually to promote the education and fraternity of the membership and to promote the progress and dignity of the apartment industry in creating a better image of itself in order that the public may be better served.

6. Seek to provide better values, so that an ever greater share of the public may enjoy the many benefits of apartment living.

7. Establish high ethical standards of conduct with apartment rental agencies, suppliers and others doing business with the apartment industry.

8. Endeavor to expose all schemes to mislead or defraud the apartment residents, through advertising or otherwise, by means of deceptive, misleading or fraudulent statements, misrepresentation or the use of implications, unwarranted by fact or reasonable probability.

The interpretation and administration of the Code of Ethics shall be vested in a Committee composed of three members of the Bay Area Apartment Association who will investigate violations and make recommendations to the Board of Directors for disciplinary or other action to be taken.