



## Management Company Member 2022 Application

*Please type or print legibly as your information should appear on all AACM sources*

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Website: \_\_\_\_\_

We do business in:  Phoenix  Tucson

If you operate in Phoenix and Tucson, is the address/contact information different from above?  Yes\*  No

Tucson Name: \_\_\_\_\_ Email: \_\_\_\_\_

### Contact Information

Designated Member (Voting Individual) Name: \_\_\_\_\_ Email: \_\_\_\_\_

*(Must be Principal or Corporate Officer. Designated as the Voting Individual. Eligible for Board of Directors, Professional Standards Committee and Legislative Committee)*

Designated Committee Representative Name: \_\_\_\_\_ Email: \_\_\_\_\_

*(Must be Principal or Corporate Officer. Eligible for Professional Standards Committee. Must be able to make binding decisions on behalf of Member Company)*

CAAM Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

*(Administrate/monitor CAAM Program for your company. Work with AACM Education Manager to ensure CAAM participant compliance)*

Affiliate Partner Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

*(Primary contact for AACM Affiliate Partners for addition to preferred vendors list & marketing purposes)*

### Management Company Member Dues

Membership Level is based upon units currently managed and billed (not units under contract). Membership dues are prorated semi-annually for new Members who (a) have not been a Member of AACM in the last 3 years and (b) have never resigned, or had their membership terminated or suspended by AACM, during or as a result of disciplinary proceedings.

**Please check the box indicating your membership level (your level should coincide with any published documentation of units under management):**

- Level 1: \$10,250 (Annually)**  
*Serving in excess of 35,000 dwelling units*
- Level 2: \$7,750 (Annually)**  
*Serving between 30,000 and 35,000 dwelling units*
- Level 3: \$5,250 (Annually)**  
*Serving between 20,000 and 29,999 dwelling units*
- Level 4: \$3,250 (Annually)**  
*Serving between 10,000 and 19,999 dwelling units*
- Level 5: \$2,250 (Annually)**  
*Serving between 5,000 and 9,999 dwelling units*
- Level 6: \$1,750 (Annually)**  
*Serving between 1 and 4,999 dwelling units*

## Membership Statistics (confidential to AACM)

AACM maintains accumulative data on all Members for use in our legislative/lobbying efforts. This information is used by AACM to show our strength at the Capitol. Your company information will only be used collectively and is confidential. This information is a requirement of membership within AACM. **This information is NOT used to determine your membership level information.**

Number of AZ Associations Managed: \_\_\_\_\_ AZ Dwelling Units Managed (both built & proposed): \_\_\_\_\_

Est. AZ Payroll for 2021: \$ \_\_\_\_\_ Total Number of AZ Employees: \_\_\_\_\_

Total Number of AZ Community Managers: \_\_\_\_\_ Total Number of AZ Support Staff: \_\_\_\_\_  
(including non-CAAM) (including non-CAASP)

Number of CAAM Certified Managers: \_\_\_\_\_ Number of CAASP Support Staff: \_\_\_\_\_

## Criminal, Civil and Disciplinary Actions

Please answer the questions below. The questions seek information about the following persons: (a) the applicant, (b) any person who owns more than 20% of the equity of, or otherwise controls, the applicant, or (c) any person who is a director, executive officer, or supervising manager of the applicant. Together, these are referred below as an "associated person". If you answer "yes" to any of the questions, please provide an attached detailed explanation.

- | Yes                      | No                       |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Within the past ten (10) years, have you or any associated person been convicted or plead guilty or no contest, in criminal legal proceedings involving a felony?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Within the past five (5) years, have you or any associated person been involved in civil legal proceedings in which there was a final decision by a court concluding that you or any associated person were responsible for misrepresentation, dishonesty, fraud, violations of fiduciary duty, misappropriation of funds or property, or other serious misconduct? |
| <input type="checkbox"/> | <input type="checkbox"/> | Within the past five (5) years, have you or any associated person been refused bonding, fidelity or crime insurance, or had any such coverage canceled or suspended?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Within the past five (5) years, have you or any associated person had any professional license or certification suspended or revoked?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Within the past five (5) years, have you or any associated person been subject to disciplinary action by any licensing or regulatory agency or any industry association?  |

## Applicant has submitted this application to AACM with the understanding that:

1. AACM will use the information provided in judging the Applicant's eligibility for membership.
2. Applicant will promptly provide any additional information that AACM requests.
3. Applicant is at least 18 years of age.
4. The information provided is complete and correct to the best of the applicant's knowledge.
5. AACM will use reasonable efforts to keep the information confidential, except as may be required to process and review the application or if AACM is ordered by an authority having jurisdiction (such as a court, arbitrator or government regulator) to disclose the information.
6. Applicant has truthfully answered all questions contained in the application and has accurately disclosed all information requested in, or relevant to, the application.
7. Applicant subscribes to and agrees to comply with the AACM Code of Professional Ethics and Standards of Practice (available for review at [www.aacm.com](http://www.aacm.com)).
8. Applicant accepts and acknowledges Applicant's responsibility to comply with all AACM financial obligations and AACM Membership Standards (available for review at [www.aacm.com](http://www.aacm.com)).
9. Applicant will provide AACM with Applicant's current place of business and will promptly notify AACM of any change thereto.

10. Applicant consents to any investigation AACM deems necessary as part of its evaluation for this application. Applicant consents to AACM’s completion of criminal background checks, civil litigation searches, credit report and credit score reviews, third-party interviews and other information gathering related to applicant or any associated person (the “background reviews”), to the extent AACM deems such background reviews necessary or appropriate. Applicant acknowledges that AACM may carry out background reviews either when objective information in the application raises questions or on a random basis.
11. Applicant releases any claim Applicant might otherwise have against AACM or any third party arising out of any information or comment furnished to AACM in connection with this application or any background review. All information supplied by third parties will be deemed privileged and will not establish a basis for any action by the Applicant for slander, libel, defamation of character or any other damage and Applicant specifically releases all such claims.
12. Applicant waives any and all claims against AACM, its officers, directors, employees, agents, attorneys, committees and members arising out of any act or omission in connection with the consideration, rejection or acceptance of this application, the completion of any background reviews, or any act or omission by AACM in disappointing the Applicant if the application is not approved, including any suspension or revocation of Applicant’s membership in AACM.
13. Applicant agrees that AACM will be solely responsible for accepting or rejecting this application and that the decision of AACM’s Board of Directors with respect to the Application is final and not subject to any appeal. Applicant further agrees that AACM will be solely responsible for deciding any other matters or sanctions arising in connection with this application and that the decision of AACM’s Board of Directors with respect to such matters is also final and not subject to appeal.

Applicant’s signature below verifies the accuracy of this application, acknowledges that Applicant has read and agrees to the terms stated above, and authorizes AACM to conduct any background review it deems necessary to verify all items stated in this application.

#### **MANAGEMENT COMPANY MEMBER CONTRACT – PLEASE READ**

Management Company Membership in AACM is recorded in the name of the organization, not the individual. To be eligible as a Management Company Member, the company’s portfolio must primarily consist of HOA communities. If the company has a varied portfolio, the Designated Member must work within the HOA division. In addition, the company must have at least one HOA community under contract. Membership dues are non-refundable. Membership dues are prorated semi-annually for new Members who (a) have not been a Member of AACM in the last 3 years and (b) have never resigned, or had their membership terminated or suspended by AACM, during or as a result of disciplinary proceedings. Approval of new Member applications will not be finalized until dues are received. Membership will renew automatically unless terminated in writing. Dues quoted are effective 1/1/2022 and are subject to change. Delinquencies over 60 days will result in your membership being suspended until paid current. In the event your account is transferred to collections you can be held responsible for all collection fees. We are required to advise you that your association dues are not deductible as charitable contributions for Federal Income Tax purposes. Political contributions are not deductible. Please be advised that 90% of your dues, which represent that portion used to monitor and influence legislation for 2022, are non-deductible for business purposes. We suggest you contact your tax advisor for specific guidance. Any use of the name Arizona Association of Community Managers, AACM, AACM logo, CAAM or CAASP designations or any implied association with AACM after non-renewal or termination of membership is strictly prohibited. **By signing below, you agree that you are able to make binding decisions on behalf of the above-named company, have read and agree to this contract, and that your company is in good standing with AACM’s Membership Standards – Section 4.00.**

➡ **Designated Member Signature:** \_\_\_\_\_ **Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_