



PROFESSIONAL ASSOCIATION OF MANAGING AGENTS

MEMBERSHIP APPLICATION Active – Individual

PART 1

APPLICANT NAME	_____		
ADDRESS	_____ _____		
POSTAL CODE	_____		
DIRECT PHONE	_____	CELL PHONE	_____
EMAIL	_____		
APPLICANT EMPLOYED BY	_____		
MANAGING BROKER	_____		
DIRECT PHONE	_____	EMAIL	_____
POSITION	_____	BCFSA LICENSE(S) HELD	_____
NUMBER OF YEARS AS PROPERTY MANAGER	_____		
TYPE OF PROPERTIES MANAGED	Check All Applicable)	RENTAL	STRATA COMMERCIAL OTHER
NUMBER OF UNITS MANAGED	Rental Units ()	Rental Buildings ()	Strata Units () Stratas ()
OTHER PROFESSIONAL ASSOCIATION MEMBERSHIPS	_____		
REFERENCES (Professional/Industry Associate)			
NAME	_____	PHONE	_____ eMail _____
NAME	_____	PHONE	_____ eMail _____
ANNUAL MEMBERSHIP FEE	\$248		

PART 2

Have you ever been refused a license or registration, or has your license or registration ever been suspended or cancelled under any of the following Acts or other similar legislation in British Columbia or elsewhere? Commodity Contract Trading Act, Insurance Act, Investment Contract Act, Real Estate Act, Securities Act.	YES	NO
Are you subject to a charge or indictment or have you been convicted without pardon under any law of any province state or country excepting for minor traffic offences?	YES	NO
Have you personally, or has any business of which you are or were an officer, director or partner, ever been subject to bankruptcy proceedings?	YES	NO
Are there any pending legal proceedings against you or against any business of which you are an officer, director or partner?	YES	NO
Has any judgment, which is unsatisfied, ever been rendered against you personally or against any business of which you were at the time an officer, or partner, in any civil court in British Columbia or elsewhere, for any reason whatsoever?	YES	NO

Please provide details for any questions to which you have answered yes.

I commit to adhere to the code of ethics and business conduct as detailed in **PART 3** of this application. In order to determine whether or not this application meets membership requirements in PAMA, I consent to PAMA obtaining company information. I hereby authorize reporting agencies and other persons to disclose information and certify, that to the best of our knowledge and belief the answers and statements submitted in this application are correct.

Signature _____

Title _____ Date _____

DUES MUST BE PAID AT TIME OF APPLICATION ACTIVE INDIVIDUAL		Annual Dues	\$248
CHEQUE ATTACHED () MAILED SEPARATELY			
VISA/MC CREDIT CARD # _____	EXPIRY DATE _____	/ _____ MM/YY	
NAME ON CARD _____		_____	
SIGNATURE _____		CVV	

PART 3
CODE OF CONDUCT

- 60 [a] Members shall diligently act in the best interests of their Clients.
- 60 [b] Members shall act in a highly ethical manner to the benefit of Clients, residents, and the profession as a whole.
- 60 [c] Members shall consider the effect of any action on behalf of Clients, on the property management industry as a whole, particularly in the matter of rent increases and major renovations, before taking action.
- 60 [d] Members shall use their best efforts to be fully informed regarding the federal, provincial and municipal laws, rule and regulations pertaining to the types of property under management.
- 60 [e] Members shall conduct their business in strict accordance with the Strata Properties Act and/or the Residential Tenancy Act, whichever is applicable, and all other applicable legislation.
- 60 [f] Members shall provide their Clients with a contract specifying the duties and obligations undertaken by the Member on behalf of the Client and the fees to be charged for the performance of such duties and obligations.
- 60 [g] A Member shall not seek information about a competitor's transaction to be used for the purpose of obtaining a contract or for the purpose of interfering with a contractual agreement.
- 60 [h] Members shall supply their Clients with accurate records regarding the finances and maintenance of property at intervals agreed upon by the Client. These records shall be transferred to another property manager upon request by a Client.
- 60 [i] Adequate safekeeping measures shall be taken to protect a Client's funds, including, but not limited to, a separate bank account, insurance against loss or misappropriation, double signatories.
- 60 [j] Members shall preserve the confidentiality of their Clients' affairs, not divulging information concerning the affairs of their Clients or employer without their consent, unless required to do so by law.
- 60 [k] Members shall not engage in false or misleading advertising, particularly advertising which:
- 60 [k] i Creates an unjustified expectation of favourable results;
- 60 [k] ii Implies the ability to influence the application of various rules and regulations to properties by official bodies;
- 60 [k] iii Consists of endorsements or Client testimonials;
- 61 [k] iv Makes comparisons with other Members;
- 60 [k] v Contain undue praise of one's own abilities.
- 60 [l] Members shall not criticize the actions of another Member to the general public. If an opinion is sought, it shall be rendered with strict professional integrity and courtesy.
- 60 [m] Concerns shall be reported to the Conduct Review Committee to deal with.
- 60 [n] Members alleged to be in violation of the Code of Conduct will be heard by a Conduct Review Committee comprised of industry peers.
- 60 [o] Disciplinary action recommended by the Committee and approved by the Board will be binding on the Member.
- 60 [p] Associate Members agree to be bound by the spirit of this Code of Conduct and will submit to the jurisdiction of a duly constituted Conduct Review Committee, if requested by the Board of Directors.
- 60 [q] Associate members shall agree to conform to the specific guidelines for Associate Members as established by the Associate Members Committee