



# PROFESSIONAL ASSOCIATION OF MANAGING AGENTS

## MEMBERSHIP APPLICATION Associate

### PART 1

COMPANY NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_  
\_\_\_\_\_

POSTAL CODE \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

EMAIL \_\_\_\_\_ WEB \_\_\_\_\_

YEAR COMPANY ESTABLISHED \_\_\_\_\_

NUMBER OF YEARS EXPERIENCE WITH RESIDENTIAL PROPERTY MANAGEMENT INDUSTRY \_\_\_\_\_

NUMBER OF YEARS SENIOR MANAGEMENT HAS BEEN IN THE INDUSTRY \_\_\_\_\_

NAME OF APPLICANT \_\_\_\_\_

POSITION/TITLE \_\_\_\_\_

OTHER PROFESSIONAL ASSOCIATION MEMBERSHIPS  
\_\_\_\_\_

TYPE OF BUSINESS (Full description of Business/Goods/Service Provided)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PLEASE INITIAL TO CONFIRM COMPANY CARRIES ALL APPLICABLE INSURANCE CERTIFICATES \_\_\_\_\_

**REFERENCES** - Please provide references from three property managers including one PAMA Member and one ASSOCIATE PAMA Member Sponsor

NAME \_\_\_\_\_ TELEPHONE \_\_\_\_\_

COMPANY \_\_\_\_\_ EMAIL \_\_\_\_\_

NAME \_\_\_\_\_ TELEPHONE \_\_\_\_\_

COMPANY \_\_\_\_\_ EMAIL \_\_\_\_\_

NAME \_\_\_\_\_ TELEPHONE \_\_\_\_\_

COMPANY \_\_\_\_\_ EMAIL \_\_\_\_\_

SPONSOR

NAME \_\_\_\_\_ TELEPHONE \_\_\_\_\_

COMPANY \_\_\_\_\_ EMAIL \_\_\_\_\_

Company Staff to be registered

Name _____	Email _____
Name _____	Email _____
Name _____	Email _____
Name _____	Email _____

**PART 2**

Have you ever been refused a professional license or membership in a professional association, or has any license or membership ever been suspended or cancelled in British Columbia or elsewhere?	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.

We 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, we consent to PAMA obtaining company information. We 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 \_\_\_\_\_

Company \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

<b>ASSOCIATE MEMBERSHIP FEE</b>	<b>\$1,343 Annually DUES</b>
<b>MUST BE PAID AT TIME OF APPLICATION</b>	
<b>CHEQUE ATTACHED ( ) MAILED SEPARATELY ( )</b>	
<b>VISA/MC CREDIT CARD #</b> _____	<b>EXPIRY DATE</b> _____ / _____ MM/YY
<b>NAME ON CARD</b> _____	_____
<b>SIGNATURE</b> _____	<b>CVV</b> _____

PAMA – Professional Association of Managing Agents – 8866 Hudson St. Vancouver, BC V6P 4N2

Telephone: (604) 267-0476 Fax: (604) 267-0479 Email: [admin@pama.ca](mailto:admin@pama.ca) Web: [www.pama.ca](http://www.pama.ca)

## 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 criticise 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