



233 12th Street, Suite 800
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MEMBERSHIP APPLICATION

- OWNER/MANAGER MEMBERSHIP**
 Any person, corporation, partnership, or other organization which owns, builds, develops, manages, operates, or supervises the operation of multi-family rental housing.
- ASSOCIATE MEMBERSHIP**
 Any person, corporation, partnership, or other organization which services, supplies or otherwise deals with multi-family rental housing, lenders, title companies, insurance companies and any other organizations or institutions interested in the promotion of the multi-family rental housing industry.

OWNER/DEVELOPER/MANAGEMENT COMPANY _____

COMPANY NAME _____

***Management companies applying for membership for multiple properties, list those properties and the unit count for each:**

PROPERTY _____	TOTAL UNITS _____
PROPERTY _____	TOTAL UNITS _____
PROPERTY _____	TOTAL UNITS _____

PRIMARY CONTACT NAME _____ TITLE: _____

MAILING ADDRESS: _____

Phone: _____ Fax: _____

Email (or company or primary contact): _____

and/or

PROPERTY MANAGER: _____ EMAIL: _____

MAILING ADDRESS TO PROPERTY: _____

CITY: _____ STATE: _____ ZIP: _____

**if P.O. Box, please provide a physical address as well*

Phone: _____ Fax: _____

Email: _____

Include Multiple if there is more than one person on the property.

DUES:	Owner/Manager Members	Annual Dues
	Each property with 100 units or less	\$150 plus \$1.22 per unit
	Each property with 101-300 units	\$200 plus \$1.22 per unit
	Each property with 300 units or more	\$250 plus \$1.22 per unit
	Administrative Fee \$50.00	

*a property with 100 units or less, AND without its own mgmt office, will only be charged the per unit cost. However, the management company must be charged at least \$150 dues. (Ex: if XYZ company has 100 units in various locations, but only one management office, XYZ will be charged \$150 plus \$1.22 per unit. They will not be charged \$150 per location. If ABC company has only one property as a GCAA member, which is 100 units, it WILL be charged the \$150 because the management company or owner must be charged the dues rate at LEAST once.)

Associate Members	Annual Dues
Product/Service Provider	\$200
	<u>1st year- \$200 + \$50 (admin) = \$250</u>

PLEASE ACKNOWLEDGE YOUR UNDERSTANDING OF THE FOLLOWING INFORMATION BY SIGNING BELOW.

This application is made in accordance with and subject to the bylaws and articles of incorporation of the Greater Columbus Apartment Association. I agree to abide by the Code of Ethics, bylaws, and articles of incorporation of the Greater Columbus Apartment Association. I hereby apply for membership and enclose payment for the first year's dues and administrative fee. Membership renews automatically on an annual basis. Cancellation must be received in writing, and prior to Dec 31 to cancel dues obligations for the following year. Make checks payable to the GREATER COLUMBUS APARTMENT ASSOCIATION. Dues payments to the Association may be deductible as a business expense but are not deductible as a charitable contribution. By joining, members also become a member of the National Apartment Association and Georgia Apartment Association. Fifteen (15) dollars of each member's annual membership dues will go toward a one-year subscription to NAA's Units Magazine. In the event of suspension or termination of membership, I agree to immediately discontinue the use of said Association's insignias in any form and will not represent myself or my company as a member.

Upon the approval of the application by the Board of Directors, the primary contact listed will automatically receive a new member packet including a copy of the current *Membership Directory*, upcoming event information, GCAA membership sticker, and current newsletter. All further correspondence, event notices and publications will be directed to their attention, by email, unless the GCAA office is notified to send additional notices to other company representatives or member requests correspondence be sent by other means of communication. To promote camaraderie and business among its supporters, GCAA encourages its current members to display their membership sticker and to include the GCAA logo on company literature and advertising.

Authorized signature: _____ **Date:** _____

CURRENT MEMBER WHO RECOMMENDED MEMBERSHIP (if applicable): _____

Payment Received: _____

Approved: _____

Commented [DM11]: Updated on 6/8/2021



Business Procedures

Membership (Existing):	Annual basis. Jan 1 st - Dec 31 st Annual Membership dues are not prorated* Membership automatically renews each year. Membership is not transferable. Members are automatically a member of state and national organizations (GAA and NAA)
Code of Ethics & Bylaws:	Each member of GCAA agrees to abide by the Code of Ethics, Bylaws, and rules of the association.
Dues:	Annual dues will be invoiced in November and due by January 1 st . Membership dues shall be deemed delinquent if not paid within (60) days after the due date. Should any member not receive an invoice, the member is still responsible for payment by January 1 st .
Non-payment of Dues:	Delinquent dues are adequate cause for suspension of membership.
Returned Checks:	All Returned checks will be an additional fee of \$35.00. The amount of the returned check, plus this fee must be paid with a money order or credit card. If returned check is for membership dues, the membership will be filed as delinquent if not paid within 3 days, which will also be adequate cause for suspension of membership. After two returned checks from a member, the only method of payment allowed will be money order or credit card.
Suspension:	If membership should be suspended, dues will not be prorated nor reimbursed, as membership is on an annual basis. Delinquent membership that renews after suspension shall pay a reinstatement fee of \$75.00.
Cancellation:	Any Cancellation of membership must be done in writing to GCAA office, and prior to December 31 st to avoid automatic renewal of membership for the following year. Annual dues are not prorated and will not be reimbursed for any cancellation received during the year.
Non-members/Guests:	Because we are a membership-based organization, GCAA events are for members only, unless the member requests to bring a <u>guest</u> (such as a spouse or significant other). Non-members may not attend GCAA functions, other than educational opportunities. However, Non-members who are considering joining GCAA may attend one function*, at no cost to them, courtesy of GCAA, in order to see what the organization is all about. *Excludes Vendor Appreciation, Trade Show, Awards Party, and any other event designated by the Board of Directors.
New Members Qualifications:	<ul style="list-style-type: none">• Owner/Manager Membership: any person, corporation, partnership, or other organization which owns, builds, develops, manages, operates, or supervises the operation of multi-family rental housing.• Associate Membership: any person, corporation, partnership, or other organization which services, supplies or otherwise deals with multi-family rental housing, lenders, title companies, insurance companies and any other organizations or institutions interested in the promotion of the multi-family rental housing industry.• Any current member is encouraged to invite, and help register, a new member to join the Association.• Application, administrative fee, and annual dues payment must be submitted payable to GCAA. If application is denied for any reason, all fees and dues will be refunded to applicant.• Board of Directors votes on New Member Applications to be approved or denied by majority.• Dues- Annual Dues must be paid upon application.

**GCAA "Membership Application & Business Procedures" were revised and approved by the 2021 Board of Directors on June 22, 2021.*



Code of Ethics

Recognizing our duty to the public, established principles of good business practice and the free enterprise system, and in order to provide the apartment-residing public with the maximum in quality and service upon the highest standards of honesty and integrity, we, the members of the Greater Columbus Apartment Association, do hereby bind ourselves with the adoption of this Code of Ethics with each and every member, together and alone, agreeing that so long as we remain members of the Association and so long as nothing contained herein shall be unlawful, we shall:

- Maintain and operate our apartment communities in accordance with fair and honorable standards of competition, ever mindful of the purpose of the Greater Columbus Apartment Association.
- Strive continually to promote the education 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.
- Refrain from any practice which might prove detrimental to the apartment industry by creating unstable and chaotic market conditions.
- Refrain from attempting to obtain apartment residents, through advertising or otherwise by means of deceptive, misleading, or fraudulent statements, misrepresentations, or the use of implications unwarranted by fact or reasonable probability.
- Endeavor to expose all schemes to mislead the apartment-residing public and to aid in exposure of those responsible.
- Seek to provide better value so that an even greater portion of the public may realize the many benefits and conveniences of apartment living.

The Greater Columbus Apartment Association

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Executive Director

Denise McClary
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Hours of Operation
Monday - Thursday 10am - 4pm