

# Allied Membership: Things to Know About the BOMA San Antonio Application Process

1. *Can I join immediately?* Yes, we currently have openings for new Allied Members.
2. *What is a sponsor?* Prospective Allied Members need three recommendations from current Regular Members. A Regular Member is a property manager, not a vendor.
3. *How do I find sponsors?* Most of the “Class A” high rise office buildings in San Antonio are BOMA Members. It is the prospective member’s responsibility to obtain the required recommendations. Attached is an Example.
4. *Can I email my completed application package?* Please sign all documents, scan and email to [admin@bomasanantonio.org](mailto:admin@bomasanantonio.org). If you prefer to mail the application: BOMA San Antonio, 1635 NE Loop 410, Ste. 600, San Antonio, TX 78209. Our phone number is 210-822-4499 if you have any questions.
5. *How is my membership activated?* Prospective members are not Members until dues payment has been received and their application has been formally approved by the Board of Directors.
6. *How do I find out when we have been approved for membership?* Applications are considered monthly by the Board of Directors. You will be notified of your approval status following the Board Meeting at which your application is considered.
7. *Can I get a list of BOMA members?* No, the membership roster is not available to nonmembers. New members will have access to the Membership by logging onto the website and clicking the Membership tab and then selecting Membership Directory. This will allow you to browse the membership by various search categories. The search results can be printed.
8. *Can I attend membership luncheons before we join?* SABOMA membership meetings are generally restricted to members only. Representatives of prospective members may attend one luncheon meeting to become acquainted to our organization but cannot attend regularly until their company is a bona-fide dues-paying member. However, you are welcome to participate in our October golf tournament as a player and/or sponsor. Professional decorum is maintained at all BOMA functions.

Blanket distribution of business cards or literature is not permitted.

SAN ANTONIO BUILDING OWNERS AND MANAGERS ASSOCIATION

Letter of Recommendation for Allied Member Applicant

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***This Section to be completed by Allied Member Applicant:***

Name of Firm: \_\_\_\_\_

Primary Representative and Title: \_\_\_\_\_

Street Address: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Type of Business: \_\_\_\_\_

Number of Years in Business: \_\_\_\_\_

Please explain briefly why you feel your company would be an asset to San Antonio BOMA as a member of our association. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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***This section to be completed by Regular Member (Property Manager) Sponsor:***

*(Note to sponsoring member: Your recommendation of a prospective Allied Member is part of a very important process in screening applicants. Our Membership Committee and Board of Directors consider this a significant responsibility on your part, and relies on your judgment. The leadership of SABOMA appreciates your careful consideration in providing this recommendation. Please send the original of this form to the SABOMA office, and a photocopy to the applicant company.)*

Name of Sponsor: \_\_\_\_\_

Please check which best describes your association with the applicant:

Currently doing business with applicant, since \_\_\_\_\_ (year)

Have previously done business with applicant for \_\_\_\_\_ (time period)

Anticipate doing business with applicant in the future

Other, give detailed explanation \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Please explain briefly why you are recommending this applicant to SABOMA and what contribution you feel they would make to our organization.

\_\_\_\_\_  
\_\_\_\_\_

Signature of sponsoring member: \_\_\_\_\_

Date: \_\_\_\_\_