



Regular Membership Application

(please print or type)

Date: _____

Company Name: _____

Principal Building: _____

Principal Representative (dues \$725): _____

Title: _____

Associate Building: _____

Associate Representative(s) (dues \$525 each): _____

Assoc. Rep Title(s): _____

Address: _____

Email address: _____

Website URL: _____

Telephone: () _____

Fax: () _____

Sponsor: _____

Sponsor Company: _____

(One completed recommendation form required; sponsor must be current BOMA San Antonio Member)

Dues Schedule for membership through December 2014:

**Principal
Representative
\$ 725.00**

**Associate
Representative
\$ 525.00**

\$_____ Dues payment enclosed (check must accompany application)

By execution of this Application for Membership, applicant and its representatives hereby acknowledge and agree that they have and will continue to uphold the principles set forth in the BOMA San Antonio Code of Ethics, a copy of which has been provided to applicant, and that any previous or prospective breach of the principles embodied in the BOMA San Antonio Code of Ethics is grounds for disciplinary action which may include rejection or termination of membership or mandatory designation of a new representative.

Signature(s) - required for all prospective representatives listed above

Note: For Federal Income Tax purposes, 6.9% of the 2014 dues payment supports state and federal lobbying efforts and is therefore not deductible as an ordinary and necessary business expense. (revised 12/13)



CODE OF PROFESSIONAL ETHICS AND CONDUCT

San Antonio Buildings Owners and Managers Association and its Regular and Allied Members are committed to promoting the highest level of professionalism, integrity, and ability available in the commercial property and asset management and related industries (the "industry"). This Code of Professional Ethics and Conduct is designed to foster trust and mutual respect among those in the industry as well as the public at large. It is not intended to discourage fair and healthy competition within the industry. We consider industry relationships critical to the industry's success.

Minimum standards of conduct shall include, but not be limited to the following:

- * Each member shall conduct business in a manner displaying the highest degree of professional behavior thus bringing credit to the industry. Members shall speak truthfully and act in accordance with the principles of honesty and integrity. Members shall not misrepresent their own scope of knowledge and ability to perform services.
- * Each member shall diligently and honestly pursue its client's legitimate objectives. Whenever possible, objectives should be put in writing to avoid misunderstanding. No member shall place his or her own needs and desires above those of the client in the performance of work for that client. Each member shall conduct his or her business strictly adhering to all applicable federal, state and local laws as well as regulations, codes and ordinances.
- * Each member shall maintain as confidential any legitimate business information provided in confidence until and unless given permission to disclose it by the source or for the length of time that confidentiality is legally required.
- * Each member shall endeavor to deal fairly with its clients. No member shall take unfair advantage of anyone through manipulation, concealment, abuse of privileged information, misrepresentation of material facts, or any other unfair dealing practice.
- * Each member shall endeavor to remain knowledgeable of subject matter impacting the industry and shall share such information within the industry network in the member's area.

I/We pledge to uphold the San Antonio Building Owners and Managers Association Code of Professional Ethics and Conduct.

Executed this _____ day of _____, _____.

Member: _____

(For Regular, the Member is the building; for Allied, the Member is the company)

By: _____
Signature - Principal Representative

By: _____
Signature - Associate/Additional Representative

By: _____
Signature - Associate/Additional Representative



Letter of Recommendation for Regular Member Applicant

This Section to be completed by Regular Member Applicant:

Name of Firm: _____

Primary Representative and Title: _____

Building Name: _____

Street Address: _____

City/State/Zip: _____

Telephone: _____ Fax: _____

Please explain why you are interested in joining BOMA San Antonio.

This section to be completed by a Regular or Allied Member Sponsor:

(Note to sponsoring member: Your recommendation of a prospective Regular Member is part of an important process. Our Membership Committee and Board of Directors appreciate your careful consideration in providing this recommendation. Please send the original of this form to the BOMA SAN ANTONIO 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 _____ (month/year)

Have previously done business with applicant for _____ (time period)

Professional or personal relationship with applicant, give detailed explanation:

Please explain why you are recommending this applicant to BOMA SAN ANTONIO and what contribution you feel they would make to our organization.

Signature of sponsoring member: _____ Date: _____

BOMA SAN ANTONIO Office Use Only:

Date Received: _____ Approved on _____ (date)



NOTICE TO REGULAR MEMBERS

BOMA SAN ANTONIO policy is that Regular Membership is held by a specific building or property, which assumes that dues payments are made by the owner of the building or property. This policy means that the membership remains with that building or property upon change of the management companies, property manager or sale of the property.

If your management company pays your BOMA dues expense and does not pass it through to the ownership of the property represented, you have the option to retain the membership with the management company. If this is the case, please complete the form below and return it to the BOMA office (admin@bomasanantonio.org). This form must be completed each year dues payment is made.

Please print:

Management Company: _____

BOMA Representative(s): _____

I certify that our 2012 BOMA dues expenses are/will be incurred wholly by the above property management company. No reimbursement by property owner(s) is received for dues expenses. Please adjust your records to denote the membership as a Company Membership.

Signature of authorized representative of Management Company Date

Print Name & Title of authorized representative

Date