



Installment Payment Agreement (IPA)

This agreement authorizes GPBR to automatically collect installment dues payments in the amount of \$55.00 per month following an initial payment of \$155.00 (plus a \$120.00 application fee for new members). Both installment payments and initial payment plus application fee (if applicable) will be collected via credit or debit card from the card indicated on page 2 of this document and applied over the course of the billing cycle against the balance of membership dues as invoiced.

It is the sole responsibility of the individual member to notify GPBR of any changes in credit/debit card information, including the canceling of the card for any reason (including identity theft), expiration of card or change of card no fewer than five (5) business days before a scheduled monthly payment.

Installment Payment Program (IPP) enrollment will automatically renew each billing cycle (October through September). Members wanting to discontinue the installment payment program for any reason must contact GPBR and follow protocol to formally cancel reoccurring payments. If cancellation is due to termination of membership, one additional monthly payment will be charged to the credit/debit card on file at the time of withdrawal from the IPP.

IPP enrollees may choose to pay off the balance of their dues invoice at any time, thereby ending participation in the IPP for that billing cycle. One final payment in the amount of the balance owed for the membership term will be charged to the credit/debit card on file. Re-enrollment in the IPP for a subsequent billing cycle will require an initial

payment of \$155.00 before automatic monthly payments of \$55.00 will resume.

If payment does not successfully process at the time of routine installment collection, services (including MLS) will be suspended until payment is made, including any additional fees. GPBR reserves the right to require an alternate payment method when a payment has been declined.

If a payment is declined for any reason, an additional \$30.00 fee will be assessed and added to the installment payment amount for that month. If three (3) monthly installments are declined during an IPP dues billing cycle (October through September), IPP enrollment will be forfeited for the remainder of that cycle, requiring payment in full of all outstanding dues as invoiced and any additional assessed fees, otherwise, membership will be terminated.

GPBR **is not** responsible for notifying IPP participants of upcoming installment payments or if a payment has been declined. It is the responsibility of the individual member to verify that funds are available, approved and paid to GPBR.

Should the Grosse Pointe Board of REALTORS®, Michigan REALTORS®, and/or the National Association of REALTORS® increase their dues rates, this agreement authorizes GPBR to increase the automatic monthly installment payment accordingly, without additional consent.

Current¹ Member: \$155.00 upon enrolling in IPP and \$55/month thereafter

¹The term "Current" only applies to current primary GPBR members. This program is not available to secondary members.

- OR -

New Member: \$120.00 Application Fee² + \$155.00 upon enrolling in IPP and \$55/month thereafter

²Application fee will be waived for transfer members who provide a letter of good standing from their current primary board. This program is not available to secondary members.

OPTIONAL RPAC INVESTMENT

____ Yes, I would like to make a one-time investment to RPAC in the amount of:

☐ \$200.00 ☐ \$100.00 ☐ \$50.00 ☐ \$35.00 ☐ Other \$ _____

____ No, I would not like to invest in RPAC at this time.

Contributions are not deductible for Federal income tax purposes. RPAC contributions are voluntary and used for political purposes. You may refuse to contribute without reprisal or otherwise impacting your membership rights. For individuals investing \$1,000.00 or greater, up to 30% of this total investment may be forwarded to the National Association of REALTORS® RPAC. All amounts forwarded to the National Association of REALTORS® RPAC are charged against the applicable contribution limits under 2 U.S.C. 441a.

By signing, I agree to the above terms of the GPBR Installment Payment Agreement.

Signature: _____ **Date:** _____

A fully completed IPA must be returned to GPBR via e-mail to billing@GPBR.com or by fax to 313-882-6062.
A Broker "Opt-In" Form must be on file at the board office before any GPBR member can participate in the IPP.



Authorization Agreement for Credit/Debit Card Transactions for Installment Payment of Dues

I, _____, hereby authorize the Grosse Pointe Board of Realtors®, hereinafter referred to as GPBR, to initiate charges to the credit/debit card for which I have provided relevant information in the space below. I acknowledge that charges to this card will be collected by GPBR according to the following schedule:

- SINGLE ENTRY to occur at the time of enrollment in IPP in *one or more* of the following amounts:
 - \$155.00 – Initial payment for NEW and CURRENT Members
 - \$120.00 – Application fee for NEW members only (in addition to \$155.00 initial payment; transfer members must provide Letter of Good Standing from current primary board to have application fee waived)
 - Any voluntary RPAC investment (optional)
- RECURRING ENTRIES in the amount of \$55.00 to occur thereafter on the 15th day of each month (or the following business day should the 15th fall on a non-business day).

(Initial) I acknowledge that a credit/debit card on file is required for participation in the Installment Payment Program.

(Initial) If the credit/debit card information provided below becomes invalid at any time during participation in the Installment Payment Program an *IPP Credit Card Update Form* must be provided to authorize reoccurring installment billing going forward.

(Initial) I acknowledge that the origination of transactions to the credit/debit card must comply with the provisions of U.S. law. This authorization is to remain in full force and effect until GPBR receives formal notice of cancellation according to established protocol.

Name on Card _____

Name of Realtor® Member (if different from above) _____

Card Type (AMEX, Discover, MasterCard, Visa) _____

Card Number _____

Expiration Date _____

Billing Address (Street, City, State, Zip) _____

Cardholder Signature _____

Date _____