



Building Owners & Managers
Association Seattle King County
1904 Third Ave #825
Seattle, WA 98101
206-622-8924
Fax 206-292-8060

Dear Prospective BOMA Associate Member,

Thank you for your inquiry about membership in BOMA Seattle King County. I hope the materials contained in this package will supply the information you need. Please call the BOMA office at (206) 622-8924 if we can provide further assistance.

There are two types of membership in BOMA. This packet of information and the application included is for Associate Membership, (suppliers of goods and services to the commercial real estate industry). Associate membership is by company so the benefits of membership can be shared by others in your firm. The other type of membership is Principal Membership, (the owners and manager of commercial real estate).

Steps to apply for BOMA membership:

1. There is a limit of 165 Associate Member Firms in BOMA and currently a waiting list is in place. **To be put on the waiting list you may submit your application for membership along with a \$200.00 fee, this fee will be applied toward your membership fee at the time your membership is accepted., otherwise the fee is non refundable.** The annual membership renewal deadline for current members is February 1st each year. Typically, some or all firms on the Associate Member waiting list have an opportunity to become active on this date. Once we have vacancies for membership, you will be afforded BOMA membership status until the next BOMA Board meeting when your membership application will be reviewed and considered. The BOMA Board meets at least every two months. Upon approval, you will be notified. The primary representative that you designate on your application form will be reported to BOMA International and will also be placed on BOMA International's roster and mailing list. **You may waive the waiting list if you bring a Principal Member into membership with you.**
2. Optional, but recommended: Attend one of BOMA's new member or potential new member monthly orientation meetings in the BOMA office the third Tuesday of each month from 11:00 a.m. to 12 noon. It is important that you contact the BOMA office to register for this meeting, as sometimes it is rescheduled. You may bring as many colleagues as you would like.
3. Your application must include the listing of one of BOMA's current Principal members as your sponsor. This is an individual from one of BOMA's current Principal Member firms who can stand up for you and attest to the fact that your firm does indeed offer legitimate goods and services to commercial real estate owners and managers and has a good reputation, etc. If you need any assistance in selecting this sponsor, contact the BOMA office.

The BOMA office is glad to assist in answering any questions you might have (206-622-8924). We look forward to working with you to help promote the best interests of our industry, profession, owners and tenants.

Sincerely,

A handwritten signature in black ink, appearing to read "Rodney S. Kauffman".

Rodney S. Kauffman, RPA
President
Building Owners & Managers Association
Seattle King County

BOMA ASSOCIATE MEMBERSHIP
WAITING LIST APPLICATION

I hereby request addition to the Associate Member waiting list for membership in the Building Owners and Managers Association of Seattle King County.

COMPANY INFORMATION

Company: _____

Contact: _____

Address: _____

Phone: (____) _____ **Fax:** (____) _____

Email: _____

There is a limit of 165 Associate Member Firms in BOMA Seattle King County. That limit has been reached and currently a waiting list is in place. To be added to the waiting list, please submit this application for membership along with a \$200.00 non-refundable application deposit. This fee will be applied toward your membership dues at the time your membership is accepted. The 2010 Associate Membership dues are \$1325 for the year and may or may not increase for 2011. Otherwise, the application deposit is non-refundable.

The annual membership renewal deadline for current members is February 1st each year. After that date, companies on the waiting list will be contacted to secure membership if space allows. The official membership application and annual dues will be required at that time (minus the application deposit.) Typically, some or all firms on the Associate Member waiting list have an opportunity to become active on this date. In the event vacancies are not available at the renewal deadline, your non-refundable application deposit may be rolled over for the following year.

Once we have received the final membership application and the dues payment in February, your company will be afforded BOMA membership. Upon approval, you will receive an official acceptance letter. The primary representative that you designate on your membership application will be reported to BOMA International and will be placed on BOMA International's roster and mailing list. Up to 4 more representatives of your company may be listed in our local membership directory, and any employee from a King County location of your firm may attend BOMA Seattle King County events & meetings at the member rate.

Please complete the information above and mail or fax to the BOMA office along with the \$200.00 non-refundable application deposit. Checks and credit cards are accepted.

Thank you!

CC# _____ - _____ - _____ - _____ Exp. Date _____

CC Statement Address (include zip): _____

BOMA Seattle King County - 1904 Third Avenue, Suite #825 - Seattle, WA 98101
Phone: 206-622-8924 Fax: 206-292-8060 Email:mnelson@bomaseattle.org