



## Owner/Manager Membership Application

Please Print All Information!

Recommended By: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Company Representative: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

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

Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

**DUES FOR OWNERS OR MANAGERS of Boulder City &/or Boulder County Rental Properties:**  
(Membership dues is based on the total number of units owned &/or managed in all of Boulder County)

### Membership Dues for Properties Owned and Managed by the Property Owner

1 or 2 units = \$ 99 Base Fee (Example: A duplex = 2 Units = \$99)

3 or More units = \$150 Base Fee **plus** \$3.50 per Unit

(Example: 8 Units = \$150 + 8 units at \$3.50/unit = \$150 + 28 = \$178/year)

(Example: 20 Units = \$150 + 20 units at \$3.50/unit = \$150 + 70 = \$220/year)

### Membership Dues for Property Management Companies (Fee Managers)

Fee for companies with 1-4 employees: \$195 Base Fee **plus** \$3.50 per Unit

Fee for companies with 5 or more employees: \$250 Base **plus** \$3.50 per Unit

**Enter Base Fee:** \$ \_\_\_\_\_

**Total Number of Units** \_\_\_\_\_ **times \$3.50 each:** + \$ \_\_\_\_\_

**Add One Time Processing Fee:** + \$ 35.00

**Total Amount Due and Enclosed:** \$ \_\_\_\_\_

**Were any of your properties built prior to 1978? Circle: Yes No**

**Are any of your properties in the City of Boulder? Circle: Yes No**

All applications for membership must be approved by the BARHA Board of Directors. Dues payments are deductible by members as an ordinary business expense and are not considered charitable contributions for federal income tax purposes. By submitting this application, I/we agree to abide by the BARHA Code of Conduct. In the event of termination of membership in this Association, I/we agree to discontinue use of the logo, forms and member services.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**Please mail this completed application together with the signed Code of Conduct and a check for membership made payable to BARHA, P.O. Box 17606, Boulder, CO 80308.**



BOULDER AREA

RENTAL HOUSING ASSOCIATION

## Owner/Manager Code of Conduct

As an Owner/manager member of the Boulder Area Rental Housing Association, we agree to conduct business in accordance with the following Code of Conduct:

- We conduct all business transactions in a straightforward and honest manner.
- We conduct our business transactions with active knowledge of and affirmative compliance with federal, state and local laws and regulations.
- We comply with federal, state, and city fair housing laws. We do not engage in discrimination against persons on the basis of their protected-class status.
- We utilize written rental agreements that comply with all state and local landlord tenant laws. We will enforce the terms of each rental agreement consistently among residents.
- We respond promptly to resident complaints and address grievances in a fair, honest and timely fashion.
- We provide proper accounting for security deposits within the legal time limit.
- We treat our residents and business suppliers/vendors, and fellow owners/managers with respect and integrity.
- We encourage and make available training and education for our members.
- We strive to resolve amicably any written complaints filed against us and we will promptly respond to any written complaints we receive.
- We agree to cease the use of any Association logos or forms if our membership terminates for any reason.

**The Boulder Area Rental Housing Association reserves the right to deny, or terminate membership in our Association for any Owner/Manager member who knowingly and repeatedly violates this Code of Conduct and fails to promptly and properly rectify any violations.**

**I hereby agree to conduct our business in a manner consistent with this Code of Conduct.**

**Signature:** \_\_\_\_\_ **date:** \_\_\_\_\_

**Business Name** \_\_\_\_\_ **Title:** \_\_\_\_\_

*\*Please sign and enclose with the membership application*