

ASAP Membership - Serviced Apartments

Application Form

AS A MEMBER YOU WILL:

- ✘ Receive assistance from the Association, should this be required.
- ✘ Be entitled to a standard entry in the Association's Directory of Members.
- ✘ Receive the Association's newsletter.
- ✘ Have full voting rights in the event that Full Membership is granted.
- ✘ Be entitled to use the Association's logos on any printed material or in any advertisement.
- ✘ Be invited to attend any regional or national meetings, seminars and conferences.

REQUIREMENTS FOR ADMISSION AS A MEMBER

- ✘ To have traded for at least two years or provide the names and addresses of two client referees.
- ✘ To have signed the enclosed Rules of Conduct.
- ✘ To be nominated by an existing member of the ARP/ASAP.
- ✘ To provide copies of all promotional material, as well as any other information that may assist the Membership Committee when considering your application.
- ✘ To provide evidence that you/your firm have all relevant Insurances e.g. Public Liability & Buildings Insurance i.e. a photocopy of the Insurance Certificate or receipt of purchase.
- ✘ To provide a short 'Biography' of all the operational executives of the company.
- ✘ To be available for an inspection of your apartments.

INSTRUCTIONS FOR COMPLETING THIS FORM

- ✘ Please complete this form in black or blue ink.

COST

One off Application Fee	£100.00 + £ 17.50 VAT	Total £117.50	<input type="checkbox"/>
Subscription Fee (1 - 25 apartments)	£200.00 + £ 35.00 VAT	Total £235.00	<input type="checkbox"/>
Subscription Fee (26 - 50 apartments)	£250.00 + £ 43.75 VAT	Total £293.75	<input type="checkbox"/>
Subscription Fee (51 - 100 apartments)	£500.00 + £ 87.50 VAT	Total £587.50	<input type="checkbox"/>
Subscription Fee (101+ apartments)	£750.00 + £131.25 VAT	Total £881.25	<input type="checkbox"/>

Please make cheques payable to "The ARP"

For credit card payments, please call the office on 08700 73 74 75

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SECTION 1 ~ GENERAL INFORMATION

1.1 Company or Trading Name : _____
Full Name : _____
Position : _____
Address : _____
Country : _____ Telephone No/s : _____
Fax No : _____ Email : _____
Website: _____ VAT number : _____

SECTION 2 ~ TRADING INFORMATION

2.1 How long has your organisation been provided serviced accommodation? _____
2.2 How long has your organisation been trading? _____
2.3 Please state the geographical area in which you offer your services: _____
2.4 Please give a brief description of the services provided: _____
2.5 Please list other organisations of which your firm is a member: _____

NOMINATED BY: _____ a Full Member of the ARP/ASAP
OR CLIENT REFEREES

1) Company Name : _____
Contact Name : _____
Address : _____
Address : _____

2) Company Name : _____
Contact Name : _____
Address : _____
Address : _____

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I / We:

Of:

apply for MEMBERSHIP of the Association of Serviced Apartment Providers and agree to abide by the rules of conduct and objectives of the Association*.

I/We declare that my/our income is derived from private individuals and/or corporate bodies and that my/our activities are aimed at providing quality serviced accommodation and that those services are solely provided in the best interests of my/our clients.

I/We hereby indemnify and hold harmless the Association of Serviced Apartment Providers against any claims arising from my/our activities.

I / We enclose the relevant subscription and enrolment fee, together with all VAT payable.

Signed: _____ Date: _____

Any false declaration on the application for membership or any failure to abide by the rules of conduct of ASAP will result in immediate termination of membership and the forfeit of any membership and/or enrolment fees paid.

Membership will become valid after Membership is confirmed and full payment has been received.

*Membership of the ASAP includes automatic Full or Associate Membership of the Association of Relocation Professionals. In the event that your application is declined by the ASAP, you may be offered Affiliate Membership by the ARP.

**PLEASE NOTE THAT ALL MATERIAL AND INFORMATION SUPPLIED
WITH THIS FORM WILL BE TREATED IN THE STRICTEST CONFIDENCE IN
COMPLIANCE WITH THE ARP'S GUIDELINES ON BUSINESS SENSITIVE
INFORMATION**

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RULES OF CONDUCT

- ✘ Every member shall abide by the rules of the Association.
- ✘ Every member must actively participate in and successfully complete an accreditation process that has the full backing of the Association (to be introduced in the next 2 years).
- ✘ Members must have all relevant insurances.
- ✘ A member shall not seek business or conduct business by improper or illegal means.
- ✘ Members shall not misrepresent Association, themselves or the services which they offer.
- ✘ Members will promote and protect their client's best interest and will not accept instructions from clients whose requirements cannot possibly be met by the member.
- ✘ Members shall not either act as selling or letting agents, nor will a principal, partner or director be involved in the day to day business of a selling or letting agency.
- ✘ Members shall declare to their clients any payment the member receives from any third party suppliers, following the introduction of the client to such supplier.
- ✘ Members shall ensure each client is aware of the terms and conditions upon which the member's services are being supplied.
- ✘ All members will indemnify and hold harmless the Association against any claims arising from their activities.
- ✘ When holding client's monies, members will hold such monies in a separate bank account and will maintain and produce at the Association's request clear records of that account.
- ✘ Members shall not misrepresent their class of membership nor claim membership when their membership has ceased.
- ✘ Should they be in breach of the Association's Rules of Conduct members shall abide by the findings of the Association's Disciplinary Committee.
- ✘ In the event of a member becoming bankrupt, insolvent or making an arrangement with their creditors their membership of the Association will be withdrawn.

Signed : _____ Date _____