

Suburban West REALTORS® Association

Label Request Information Form

About the Organization

Serving more than 5,000 members in Chester County, Delaware County and the Main Line, the REALTORS® Association is the largest local association of its kind in the Commonwealth of Pennsylvania. The Association is comprised of REALTORS®, who hold either a broker's or salesperson's license or who are certified appraisers, and Affiliate members, who are involved in the real estate profession's allied industries, such as mortgage brokers, home inspection firms, title companies, banks.

Mailing Label Guidelines

- The members list is made available electronically to members and non-members
- The list can be used one-time only per transaction.
- Only the office mailing address information of our members is made available.
- Each request for the mailing list must be approved by the Association staff prior to it being rented.
- Requests for mailing labels must be made utilizing the attached form AND a sample of the mailing must be submitted.
- Any unauthorized use of the REALTORS® Association mailing list may jeopardize future availability of the list.

Mailing Labels Facts and Costs

- Members and non-members can rent the Association's membership list.
- Approximately 5,000 members available on all members list.
- Approximately 400 members available on member office list (only Designated REALTORS® and office managers).
- The list is provided electronically in an organized by delimited line Excel file. There is an additional cost of \$30 for receiving the labels in a hard copy format.
- Pricing information is located on the next page for each type of list
- Prorated costs are available for partial list requests. Ask for more details.

CONTACT

Molly Logan Garavito
Member Relations Specialist
p-610-560-4800, f-610-560-4801
mlogan@suburbanwestrealtors.com

MAILING LIST REQUEST

(Please fax completed form to 610-560-4801)

(All requests must be reviewed and approved by the Suburban West REALTORS® Association)

Date of Inquiry: _____ Date Needed: _____ (not ASAP)

Contact Name: _____ Phone: _____

Office/Company: _____

Email Address: _____

Purpose of List: _____

Rental Agreement

I hereby agree to the guidelines as outlined in the attached document regarding my company's use of the Suburban West REALTORS® Association's list of member addresses. Furthermore, I understand that any unauthorized use of the Association's list may jeopardize the future availability of the list for my company's purchase.

Name _____ Date _____

NO REQUESTS FOR ASSOCIATION MAILING LISTS WILL BE PROCESSED UNLESS ACCOMPANIED BY A COPY OF THE ITEM(S) TO BE MAILED.

Cost

		<u>1 County or Area List</u>
<u>All Members List</u>		<u>Member Office List (Only Designated REALTORS®)</u>
Members: \$150		\$75
Nonmembers: \$300		\$150

If you have any further questions, please contact Molly Logan Garavito, Member Relations Specialist at 610-560-4800 or mlogan@suburbanwestrealtors.com.

Rental List Choice and Price

Full Member List (includes REALTORS®) _____ (Delaware & Chester Counties and Main Line)
 Delaware County REALTORS® only _____ Chester County REALTORS® only _____
 Main Line REALTORS® only _____ Affiliates only _____
 Designated REALTORS® only (for Delaware and Chester counties and the Main Line) _____
 Prefer printed copy (\$30 additional) _____ (label list)

Total Cost: \$ _____
(payment must be received before list is sent- Checks, Visa/MC and AmEx are accepted)

For Association Use Only:
Approved: _____ Not Approved: _____ Date: _____

