



## 2021 Realtor® Dues Renewal Frequently Answered Questions

**Where is my invoice?** Invoices are emailed to the email on file with PMAR on or about December 1, 2020 (check your junk and spam folders, correspondence will come from the email address [no.reply.inv@pmar.org](mailto:no.reply.inv@pmar.org)). Invoices are available by logging into your NAR profile at [www.nar.realtor](http://www.nar.realtor). A step by step NAR instruction guide to view your invoice can be found by clicking [here](#).

**What email address did my invoice go to?** Log into [www.nar.realtor](http://www.nar.realtor) and view your profile. If you would like to make a change to your record you may do so while logged into your NAR profile, PMAR will be notified by NAR of any changes you make. A step by step NAR instruction guide can be found by clicking [here](#).

**How do I request another copy of my invoice?** Email your request to [membership@pmar.org](mailto:membership@pmar.org), include your first and last name and your NRDS number. If you do not know your NRDS number, please provide your license number. You will receive your invoice within two business days of your request.

**How do I update my member record?** You are responsible for notifying PMAR if the status of your license has changed. You can access the PMAR Info Change Form by clicking [here](#). The Oregon Real Estate Agency (OREA) does not notify PMAR of any changes related to your license – this includes if you move firms, change contact information, or inactivate your license. Failure to notify PMAR and the OREA of any changes could result in a late fee.

**How do I inactivate my license and discontinue REALTOR® membership?** Please contact the Oregon Real Estate Agency (OREA) or your principal broker to change your license status. PMAR is unable to assist with changes related to your license. Once OREA has updated your record let PMAR know by emailing [membership@pmar.org](mailto:membership@pmar.org). After confirming your license has been inactivated, we will discontinue your membership and cease future billings.

A licensee(s) must continue to maintain their association membership until they are either inactive, move to a non-Realtor® firm or move to a referral-only firm. Verbal communication that a broker is going to a referral status or a non-Realtor® firm is insufficient, the Oregon Real Estate Agency (OREA) must be notified.

### How can I pay my invoice?

**To pay online with a credit card or electronic check:** Visit [www.nar.realtor](http://www.nar.realtor) and sign in. If you have difficulty signing in or paying your dues online, please contact NAR directly at 1-800-874-6500. NAR is available Monday–Friday, 6 a.m. to 4 p.m. PST. Visa, Mastercard and Discover are accepted. Dues are non-refundable once remitted. Please note that NAR cannot accept multiple forms of payment.

**To pay by mailing a check or cash:** Checks can be mailed to or dropped off at PMAR, 150 SW Harrison St, Ste 200, Portland, OR, 97201. Include your NRDS number on the check in the memo line. Your NRDS number is located on your invoice. Checks must be written for the full dues amount noted on the invoice. Checks not made out for the full dues will be returned via USPS. Checks received with a post mark later than the due date will be returned and a late fee will be assessed. Cash may be dropped off at our office. A cash receipt will be provided at the time of payment. Dues are non-refundable once remitted. Please note that PMAR does not accept multiple forms of payment.

**To pay by credit card over the phone:** Call PMAR at 503-228-6595. Visa, Mastercard and Discover are accepted. Dues are non-refundable once remitted during our regular office hours, Monday–Friday 8:00 a.m.–5:00 p.m. PST.

**When and how will I receive my receipt?** Receipts are emailed to the email on file every Friday after 2 p.m. If payment was made online through NAR or by credit card over the phone, it may take up to 3 business days to post in PMAR's system. Keep this in mind if you are looking for a specific receipt date for tax purposes.

**When will I be charged a late fee?** If your payment has not been processed or postmarked prior to 10 p.m. PST on January 31, 2020, a late fee of \$100.00 in addition to your dues amount will be assessed.

**How can I get my late fee waived?** Waiver of late fees will only be considered for medical reasons. The medical waiver request form can be found by clicking [here](#).

Please submit the late fee waiver request, dues payment, and late fee to PMAR. The PMAR Board of Directors will review the waiver request during their regularly scheduled monthly meeting. The PMAR Board of Directors' determination will be communicated to your email address on file. If your late fee is waived, the refund process will depend upon how your initial payment was made, and it will be stated in your determination email. Please call PMAR at 503-228-6595 if you have additional questions about the late fee waiver.

**How Do I apply for Life Membership?** PMAR, NAR, and Oregon Realtors Life Service membership and qualification criteria can be accessed by clicking [here](#).