



2020 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, 2019 (be sure to check your junk and spam folders, correspondence will come from the email address no.reply.inv@pmar.org). Invoices are available by logging into your NAR profile at 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 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, be sure to 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 full 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 Oregon Real Estate Agency 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 not able to assist with the update of your license. Once OREA has updated your record let us know by emailing membership@pmar.org. Once we confirm 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 not sufficient, 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 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 6 a.m. to 4 p.m. PST Monday – Friday. Visa, Mastercard and Discover are the only credit cards 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. Be sure to include your NRDS number on the check in the memo line. Your NRDS number is located on your invoice. Checks must be made out for the full dues amount of the invoice. Checks that are 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 due. Cash can be dropped off at our office. You will be provided a cash receipt at the time of payment. Dues are non-refundable once remitted. Please note that PMAR cannot accept multiple forms of payment.

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

When and how will I receive my receipt? Receipts are emailed out to the email on file every Friday after 2 p.m. If you paid online through NAR or by credit card over the phone, it can 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 you will be charged a late fee of \$100.00 in addition to your dues amount.

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](#).

Once you have submitted the waiver request with full dues payment, including the late fee, it will be submitted to the Board of Directors for review at their next monthly meeting. Please call PMAR at 503-228-6595 for the date of the next Board of Directors meeting.

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