

# ASAP Membership



## Provisional Membership Application Form

### AS A PROVISIONAL MEMBER YOU WILL:

1. Receive assistance from the Association, should this be required.
2. Be entitled to an entry in the ARP's Directory of Members and on the ASAP & ARP websites.
3. Receive the Association's newsletter.
4. Be entitled to use the Association's logos on any printed material or in any advertisement.
5. Be invited to attend any regional or national meetings, seminars and conferences.

### REQUIREMENTS FOR ADMISSION AS A PROVISIONAL MEMBER

- To have operated as a serviced apartment provider for a minimum of six months.
- To be nominated by an existing member of the ASAP or to provide the names and addresses of two referees.
- To have signed the enclosed Code of Conduct.
- 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 your nominated representative.
- 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"/>

#### Payment can be made by cheque or by bank transfer.

Bank: Bank of Scotland, 38 St Andrew Square, Edinburgh EH2 2YR  
Sort Code: 80-11-00  
Account No: 06091292

**Address:** Unit 10, Diss Business Centre, Dark Lane, Diss, Norfolk IP21 4HD United Kingdom

**Telephone:** 08700 73 74 75

**Facsimile:** 01379 641940

**Email:** office@theasap.org.uk

**Web:** www.theasap.org.uk

# ASAP Membership



## Provisional Membership Application Form

### SECTION 1 - GENERAL INFORMATION

**1.1** Company or Trading Name : \_\_\_\_\_

Full Name : \_\_\_\_\_

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

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

Tel. No : \_\_\_\_\_ Fax No : \_\_\_\_\_

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

Company Registration No: \_\_\_\_\_ VAT number : \_\_\_\_\_

### SECTION 2 - TRADING INFORMATION

**2.1** How long has your organisation provided serviced accommodation? \_\_\_\_\_

**2.2** When was your firm established? \_\_\_\_\_

**2.3** Please state where your serviced apartments are located: \_\_\_\_\_

\_\_\_\_\_

**2.4** Please give a brief description of the services provided: \_\_\_\_\_

\_\_\_\_\_

**2.5** Please list other organisations of which your firm is a member: \_\_\_\_\_

\_\_\_\_\_

### SECTION 3 - APPLICATION DETAILS

**3.1** NOMINATED BY: \_\_\_\_\_ a Full Member of the ASAP

**or** REFEREES

1) Company Name : \_\_\_\_\_

Contact Name : \_\_\_\_\_

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

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

2) Company Name : \_\_\_\_\_

Contact Name : \_\_\_\_\_

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

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

**Address:** Unit 10, Diss Business Centre, Dark Lane, Diss, Norfolk IP21 4HD United Kingdom

**Telephone:** 08700 73 74 75

**Facsimile:** 01379 641940

**Email:** office@theasap.org.uk

**Web:** www.theasap.org.uk

# ASAP Membership



## Provisional Membership Application Form

I / We:

---

Of:

---

apply for PROVISIONAL MEMBERSHIP of the Association of Serviced Apartment Providers agree to abide by the Code of Conduct and aims of the Association.

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 Code of Conduct of ASAP will result in immediate termination of membership and the forfeit of any membership and/or enrolment fees paid.

Membership is not valid until it is confirmed in writing, full payment has been received and the Code of Conduct is signed.

Membership of the ASAP includes an automatic entry on the website and in the Directory of the Association of Relocation Professionals.

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

**Address:** Unit 10, Diss Business Centre, Dark Lane, Diss, Norfolk IP21 4HD United Kingdom

**Telephone:** 08700 73 74 75

**Facsimile:** 01379 641940

**Email:** office@theasap.org.uk

**Web:** www.theasap.org.uk

# ASAP Membership



## Provisional Membership Application Form

### CODE OF CONDUCT

1. Every member shall abide by the Association's Code of Conduct. If a member is found in breach of the Code of Conduct, the member must abide by the findings of any disciplinary hearing.
2. Members must have all relevant insurances.
3. A member shall not seek business or conduct business by improper or illegal means.
4. Members must accurately represent their properties in any given media and ensure that it is clear that they are the owner/operator.
5. Members shall not misrepresent the Association.
6. Members shall ensure each customer is aware of their terms and conditions and ensure that they are easily understood.
7. All members will indemnify and hold harmless the Association against any claims arising from their activities.
8. In the event of a member becoming bankrupt, insolvent or making an arrangement with their creditors their membership of the Association will be terminated.
9. Members must provide information to enable any customer to communicate with the Association to provide feedback on their experience of a member company.
10. Members must partake in a quality programme to ensure the continual maintenance and improvement of the service that they provide.
11. Members must do all they can to promote the Serviced Apartment industry by any means and support the aims of the Association.

Signed : \_\_\_\_\_ Date: \_\_\_\_\_

Trading Name : \_\_\_\_\_

**Address:** Unit 10, Diss Business Centre, Dark Lane, Diss, Norfolk IP21 4HD United Kingdom

**Telephone:** 08700 73 74 75

**Facsimile:** 01379 641940

**Email:** office@theasap.org.uk

**Web:** www.theasap.org.uk