



NAIOP Membership Renewal FAQs

How do I renew online?

- Login to the NAIOP website (located on the top right of the page), www.naiop.org, with your **User ID** (member ID#) and **password** (your last name, unless you changed it)
- Once logged in, your name will appear in place of the Login link
- Access 'Manage My Account' by hovering over your name, and visit Renew Dues.

If you have problems renewing your membership, please contact member services at 800-456-4144

How do I obtain a printed dues renewal receipt?

The quickest way to obtain a receipt for your dues payment is to renew online. Payments made online are processed within 24 hours and a receipt is automatically emailed to you. Please note that Canadian members' online payments may be delayed by two business days.

I lost my paper renewal invoice, how can I request another one?

Invoices are available online in [My NAIOP](#)

To access your renewal invoice:

- At the NAIOP website, www.naiop.org, login to My NAIOP with your **User ID** (member ID#) and **password** (your last name, unless you changed it)
- Access Manage My Account by hovering over your name, and visit Renew Dues.
- On the Dues Renewal page, **click the NEXT button** located in the lower right-hand corner of the page until you reach My Basket.
- In **My Basket**, click on the **View Printer Friendly Invoice** link located in the lower left-hand corner of the page. A new window with your invoice will be displayed for you to print.

What is the non-deductible amount on my invoice?

The non-deductible amount shown on your invoice indicates the portion your national and chapter dues that is nondeductible for federal income tax purposes. This represents the amount used for lobbying. The remainder of your dues may be deductible as ordinary business expenses. This nondeductible feature is a result of the Budget Reconciliation Act of 1993.

Why doesn't my corporate membership invoice show the dues amount per person?

Renewal dues for a corporate membership (a company with 4 or more members with the same primary chapter) are invoiced as a group and the dues amount is based on the total members within the company.

Individual dues amounts are not listed on the invoice since the deep discount involved with the 4th and additional members is not valid should your company fall below the minimum requirement of 4 members. Rates for any given individual may change if there are reductions in the number of members within a company. If you need to make changes to your corporate membership please contact the member center at membercenter@naiop.org or 800-456-4144.

All corporate membership renewal dues must be paid in one payment.

To determine the breakdown for your company's corporate membership dues, please visit the [Dues Estimator](#) and select the appropriate member type and chapter.

Am I required to pay the voluntary dues?

The decision to remit payment for voluntary dues is strictly yours. If you elect to pay those dues simply remit the amount listed in the total dues at the bottom of the invoice. Should you choose not to include some or all of the voluntary dues, simply subtract them from the amount listed in the total dues line and remit the revised payment.

What are the voluntary contributions?

NAIOP Legislative Support Voluntary Contributions are for U.S. members only.

NAIOP-PAC: [NAIOP's political action committee](#) collects personal donations from members to be used for contributing money to candidates for federal office. These contributions are not tax deductible.

Legislative Issues Fund (LIF): Funds collected for LIF support NAIOP's legislative efforts (Link: Advocate). LIF contributions are fully tax deductible.

Contributions to both LIF and NAIOP-PAC are voluntary and are not required for NAIOP membership. The contribution requested is only a suggested amount. You may contribute more or less than that amount or make no contribution whatsoever. NAIOP will not look upon with favor or disfavor any member by reason of the amount of their contribution or their decision not to contribute. If not contributing, or if contributing an amount different than that shown on the face of the statement, make the appropriate addition or reduction from the total amount shown as due.

The following will apply to Legislative Support Contributions:

- **Corporations:** Federal election law prohibits NAIOP-PAC from accepting corporate funds. If your legislative support contribution is paid with corporate funds, NAIOP will deposit it to NAIOP's Legislative Issues Fund (LIF).

- **Personal checks or credit cards:** If your legislative support contribution is paid with a personal check or personal credit card, NAIOP will deposit it to NAIOP-PAC.
- **LLCs or LLPs:** If your legislative support contribution is paid by a limited liability company (LLC) that has elected to be taxed as a partnership, or a limited liability partnership (LLP), it will be deposited to NAIOP-PAC. Federal Election Commission guidelines require that the contributor inform NAIOP that they are eligible to make the contribution and to which partners the contribution should be attributed. NAIOP will use its best efforts to determine attribution. If NAIOP is unable to obtain the required information, or unless otherwise notified, NAIOP will assume it is an eligible contribution and attribute the contribution to the partner who is a full member of NAIOP.

NAIOP Research Foundation: Each year, the [Research Foundation](#) conducts studies and produces outstanding reports that educate commercial real estate professional and can be used to demonstrate the benefits of the industry.

Other items: Chapters may have additional voluntary contributions. Please contact your chapter for more details.