

Business Specialties Research Guide

NAR Archives Research Guide

The National Association of REALTORS® Archives produces Research Guides with the goal of helping members, scholars, and staff locate information held in the Archives. Each Guide covers one series of records, providing historical background and context on how the materials relate to NAR as a whole. In addition, the Guides contain content lists, brief notes about the materials, and box locations within the Archives. Researchers can use these Guides to gain a better understanding of the materials and quickly decide which records may be most relevant to their research.

Business Specialties

Series B17

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Early in its history, the National Association of REALTORS® recognized the need for specialization in the real estate industry and created several business specialty divisions by the mid-1930s. These specialty divisions provided specialized education, resources, and membership benefits for REALTORS® whose business was focused on appraisal, farm & land brokerage, property management, property ownership, commercial & investment real estate, industrial real estate, cooperative apartments, mortgage & finance, and auctions. Each business specialty section worked in tandem with the larger organization as real estate was professionalized and in response to the shifting focuses of the real estate industry. Over the years, many of these divisions evolved into the institutes, societies and councils currently affiliated with the National Association of REALTORS®.

This collection highlights each business specialty, the division's formation, offerings to membership, and evolution into the present day. Refer to Record Group D: Affiliated Institutes, Societies & Councils, and Spinoff Organizations, to learn more about the institutes, societies, and councils that grew from the business specialty divisions.

Collection:

B17:01 Appraisal

In 1927, NAR formed an Appraisal Division for “REALTORS® specializing in appraisal work should meet for the common study of their problems and formulate definite standards to be used in making appraisals.” “The founding of such a Division on a parity with the other Divisions in the National Association would constitute notice to our membership and to the public that we recognize appraising as a specialized branch of the real estate business. Such a division, once established, can, we believe, be of great use and value to the entire real estate business by developing proper methods and standards for correct real estate valuation.”

In 1932, the Appraisal Division became the American Institute of Real Estate Appraisal (AIREA) of the National Association of Real Estate Boards. The first president was 1941 NAR President Philip W. Kniskern. The objectives of the Institute were “the advancement of the science of appraising and evaluating interests in real property. The fostering of knowledge, of integrity and the fair and accurate judgement of value of real property. The professional advancement of its members. The promotion of technical and scientific discussion among its members. The definition and elimination of unsound, unethical, and otherwise improper practices. Adherence to the Standards of Practice and Code of Ethics of the American Institute of Real Estate Appraisers. The certification and identification of experienced and competent appraisers.” AIREA awarded the MAI (Member, Appraisal Institute) and RM (Residential Member) designations. In 1991, AIREA membership voted to disaffiliate from NAR and merge with the Society of Real Estate Appraisers (SREA) to become the Appraisal Institute.

The Appraisal Committee was reestablished in 1989 to “identify, monitor, review, and analyze issues and trends affecting the Appraisal specialty of the real estate market and formulate policies for consideration by other policy-making committees of NAR and by NAR’s Executive Committee and Board of Directors.” In 2011 the Appraisal Committee was reconstituted as the Real Property Valuation Committee with a broader composition of “appraisers, brokers, and members engaged in other real estate disciplines.”

Following the disaffiliation of AIREA in 1991, NAR created the Real Estate Appraisal Membership Section to “identify and service those NAR members with an interest in real estate appraisal.”

B17:01 Box 1

- Minutes of the Appraisal Division, 1928
 - Minutes of the meetings to establish an Appraisal Division, write a Code of Ethics of the Division, and proposed procedures for the Division.
- Real Property Operations Committee minutes, 1994-1997
- Appraisal of federal property, 1920-1925
 - In 1922, a Federal Real Estate Board was set up. “Its function was supervision and coordination of the real estate activities of the government.” NAREB offered free

appraisals for any property by way of local associations. In 1925, NAREB advocated for a bill to “require Departments of the United States government to have real property appraised by recognized real estate authorities.”

- Includes correspondence, bulletins on how to obtain NAREB’s appraisal services, and correspondence to specific boards about which properties are to be appraised. Includes 1946 and 1954-55 correspondence about doing away with this practice.
- Appraisal Conference, 1921
 - Transcript from a conference on problems affecting appraisals.
- Chicago REALTOR® appraisal articles, 1920s

B17:01 Box 1-2

- Appraisal Division Idea Services, 1927-1931
 - Newsletters, valuation books, and certificates of appraisal from NAREB’s Appraisal Division.
 - One folder and one bound volume.

B17:01 Box 2

- Appraiser Licensing correspondence, 1939 and 1963
- Appraisal Committee minutes, 1990-1996
- Real Estate Appraisal Section Development Plan Final Report, 1992
 - Long-range plan for the operation and development of the appraisal section.

B17:01 Box 3-4

- Appraisal Section membership directories, 1991-1999

B17:01 Box 4

- Appraisal Division membership certificates, cards, and membership promotional materials, 1929-1934

B17:01 Box 4-8

- Appraisal Education
 - Residential Appraisal Education Program
 - Sponsor Guide, 1991
 - Includes course instructor guides for each module.
 - Residential Appraisal Examination Prep Course Sponsor Guide, 1991
 - Revision to the Residential Appraisal Examination Prep Course, 1992
 - Revision to Course IV of the Residential Appraisal Education Program, 1994
 - Early appraisal articles, 1930s or 1940s?
 - Appraising a Small Business Property
 - Appraising Small Income Properties
 - Appraising Single Dwellings
 - Brief Course in Real Estate Appraising, 1927
 - Bound volume
 - Session by Session Outline of a Course in Real Estate Appraisals, 1928
 - Course Listings, circa 1930s or 1940s

- Appraisal Education Planning Conference minutes and exhibits, 1990
- Residential Appraisal: Confronting Environmental Issues course, 1994
- Sponsorship Guidelines for Appraisal Curriculum, 1996

B17:01 Box 8

- Appraisal Section marketing materials, 1991-2002
 - Includes brochures, a marketing kit, and informational kits for members.
- NAR's Appraiser Designations materials, 1994
 - Materials about the Residential Accredited Appraiser and General Accredited Appraiser designations offered by NAR. Includes brochures, flyers, and the report of the Appraisal Designation Work Group.

B17:01 Box 9

- Appraisal Structures Guide, 1990s
 - A guide for local and state associations about how to create an appraisal section or an "organizations within an Association of REALTORS® to represent all of those specialists."
- Publications
 - Appraiser Update newsletter, 1991-1995
 - "The official publication of the Real Estate Appraisal Section of the National Association of REALTORS®. Appraiser Update will provide you monthly with a quick synopsis of the latest happenings in the appraisal profession at the federal and state levels."
 - Today's Appraiser premiere issue, 1996
 - Accredited Appraiser, 1997
 - The Journal of the National Association of REALTORS® Appraisal Section.
 - Publications about Appraisal from outside the Section
 - Affordability, Innovative Mortgage Securities, and Appraisal Issues, 1987
 - Prepared by the Real Estate Finance Division Roundtable
 - Uniform Standards of Professional Appraisal Practice, 1988
 - Prepared by the Appraisal Foundation
 - Summary of State Appraisal Laws, 1990
 - Prepared by the State and Municipal Legislation Division
- Integrated Appraisal Service computerized appraisal software, 1985
 - Correspondence and business plans from Integrated Appraisal Service to NAR.

B17:02 Farm & Land Brokerage

B17:02 Box 1

- NAREB Farm Lands Division Idea Services, 1927-1930
 - A bound volume of newsletters, advertising ideas, marketing brochures, rosters, and communications from the Farm Lands Division.
- Farm Lands Division membership certificates, cards, and applications for membership, 1929-1934

B17:03 Property Management

The Property Management Division was established in 1923 to “afford REALTORS® belonging to member boards of the National Association of Real Estate Boards a better opportunity for cooperation and discussion of the property management branch of the Real Estate Business. The Property Management Division was reorganized into the Institute of Real Estate Management (IREM) in 1933.

In 1992 a Property Management Membership Section was established and was overseen by a subcommittee of the Commercial and Investment Committee.

B17:03 Box 1

- Property Management Division meeting minutes, 1922-1933
 - Meeting minutes, annual reports, lists of officers and committee members, and correspondence.
- Property Management Division By-Laws, 1929-1933
- Property Management Divisions in Local Boards, 1925-1930
 - Materials about creating property management divisions at the local board level and the successes of those efforts. Includes memos, correspondence, and local board division by-laws.
- Survey to the Property Management Division membership, 1928
 - A survey of the membership to determine what activities the division should engage in. Includes a follow up letter of topics the division hopes to “secure detailed and instructive papers for publication and distribution to the members of the division.”
- Standardized Lease Forms, 1931-1933
 - Discussion and copies of the standardized lease form developed by the division.
- Consultation Service of the Property Management Division on Rental Apartment Buildings, 1931
 - “The Consultation Service is conducted to aid owners and investors in planning, building, and operating apartment buildings more efficiently. The service is rendered through a committee of experienced apartment managers aided by competent legal, architectural, and engineering counsel.” It was offered by the division to help RELATORS® and their clients solve management problems
- Education and newsletters, 1927-1931
 - Newsletters from the Property Management Division and education topics, bulletins, and reports.
- Membership forms and certificates, 1933 and 1990s
 - A form to join the Chicago Real Estate Board’s Property Management Division and two membership certificates from NAR.
- Property Management Division marketing brochures, 1931
 - Brochures from the advertising service for property managers.
- Property Management Section marketing materials, 1994
 - Marketing brochures and one issue of Property Management Update.

B17:04 Commercial-Investment Brokerage

The Commercial and Investment Committee was created in 1990, its name changed to the REALTORS® Commercial Alliance in 2001, and Commercial Committee in 2011.

B17:04 Box 1

- Commercial Committee minutes, 1988-2004
 - Ad Hoc Committee on Commercial and Industrial Membership, 1988
 - The Ad Hoc Committee was charged with “coordinating the disbursement of the Commercial/Industrial Task Force recommendations to the appropriate NAR standing committees.”
 - Commercial/Industrial Study Group Draft Report, 1989
 - The study group report recommended the creation of the Commercial and Investment Committee.
 - Commercial and Investment Committee minutes, 1990-1997
 - Purpose “To identify, monitor, review and analyze issues and trends affecting the Commercial/Investment/Industrial segments of the real estate market and formulate policies for consideration by other policy-making committees of NAR and by NAR’s Executive Committee and Board of Directors. As part of its charge, the Committee also considers ways of delivering services to these segments of our membership through State and Local Board structures.”
 - External Liaison Subcommittee minutes, 1990-1991
 - Forum Subcommittee, 1990-1991
 - REALTORS® Commercial Alliance (RCA) Committee minutes, 2003-2004

B17:04 Box 1-3

- Commercial Division publications, 1999-2020
 - REALTORS® Commercial Alliance (RCA) Report, 2000-2010
 - Commercial Connections, 2010-2020
 - Hot Topics: Answers to Current Business Issues, 2005-2007
 - Technology & Intelligence Briefing CDs, 2005-2010
 - Brand Style Guide, 2000s
 - National Association of REALTORS® Commercial Real Estate Quarterly, First Quarter 2001
 - “A quarterly review of market performance and economic issues affecting the commercial markets.”

B17:04 Box 3

- REALTORS® Commercial Alliance membership marketing materials, 2000-2008
 - Membership guides, brochures on commercial member benefits.

B17:04 Box 4

- REALTORS® Commercial Alliance program marketing materials, 2000-2009
 - Includes marketing kits, brochures, and pamphlets from the NAR Conference Expo booth.

B17:04 Box 4-5

- REALTORS® Commercial Alliance promotional campaigns, 2005
 - RCA On the Move, 2005
 - First of three planned Commercial Alliance planned promotional campaigns.
 - This first one “aims to place the RCA on the map and let viewers know that things are changing at the commercial division of NAR...emphasizes the collaborative efforts underway that build on the particular strengths of our commercial affiliates in the planning of long-term goals to benefit the entire industry.”
 - Includes introductory letter, three copies of the DVD, and promotional brochures.
 - RCA is Delivering on the Promise, 2006
 - The second video’s message was to “highlight the new programs and services implemented in 2005/2006...[with an] aim to emphasize new programs, the value to members, and to build the brand identity.”
 - This video featured testimonials from RCA members. **The individual testimonials are on VHS tapes in Box 5.**
 - Includes three copies of the final DVD, interview notes, and promotional materials.
- NAR Commercial Real Estate Strategy Recommendations report, 2000
 - A report prepared by the Muldavin Company recommending a strategic framework for developing NAR’s commercial real estate strategy.

B17:04 Box 6

- Commercial Education
 - TRANSACT: the Commercial Real Estate Business Conference, 2000
 - A conference host by NAR for commercial practitioners: “TRANSACT brings together all the elements required for senior executives to do business and discuss industry trends to stay on top of the changing commercial real estate market.”
 - Includes programs, registration materials, the Research Papers, and cassette tape recordings of the sessions.
 - Discovering Commercial Real Estate Course, 2014
 - “The goal of the course will be to introduce the basics of commercial real estate to residential agents, and those new to commercial real estate. It will not teach any participant how to practice commercial real estate, but rather the fundamentals, terminology, and resources available should they wish to pursue a career in commercial real estate.”
 - Two student manuals and two instructor manuals.

B17:04 Box 7

- Conference Photographs, 2008-2014
 - CDs with photographs of commercial programs at NAR’s conferences.
- Update Your NRDS Record,
 - CD recording of updating NRDS records to include RCA and messaging for AEs to instruct members to update records.
- NAR Commercial Logo CD, undated.
- Fundamentals of Commercial Real Estate program CD, undated

B17:05 Mortgage & Finance Specialists

Because of booming building in the 1920s, there were many questions about mortgages and mortgage methods by REALTORS®. The Mortgage and Finance Division was created in 1923. “It was decided at the meeting to divide the problem of mortgage financing into “units” and head up the study of each unit by a committee appointed by the executive committee [of the division].” The units were: second mortgages; appraisals for city loans; bond issue loans; short form of mortgage; building and loan service; farm loans. The Division set up standards and study needs for all aspects of mortgage financing.

in 1935 became the National Mortgage Board whose purpose was “to identify competent and responsible mortgage lenders, brokers, and servicers; to qualify its members for the making and servicing of mortgages; to represent the interests of its members in legislative and other matters; to collect information concerning mortgages and properties securing the same; to publish and distribute bulletins and reports to its members; and to establish Standards of Practice.”

In 1938 the National Mortgage Board was dissolved and became the Mortgage Council.

In 1954, the Mortgage Council was created to “study the financing needs of purchasers of property throughout the nation, to work for adequate mortgage financing facilities in every community, and to seek a proper secondary market facility that can expand mortgage credit by attracting additional sources of money.”

By 1956, the Council was the Mortgage Study Committee and in 1958 it became the Real Estate Economics and Research Committee. In 1980, the Mortgage Finance Committee was created from a recommendation of the Real Estate Economics and Research Committee to “focus upon the entire subject of mortgage finance and mortgage instruments in order to develop NAR policies and programs in this area. It is extremely vital that the Association stay ahead of rapid developments so that the National Association can take a pro-active rather than reactive stand in this vital area.” In 1984, the Mortgage Finance Committee became the Real Estate Finance Committee. The Real Estate Finance Committee was sunset in 1994.

The Real Estate Finance Division of NAR operated from 1984 to the early 1990s to support the Real Estate Finance Committee and the arms of the Public Policy Coordinating Committee that dealt with real estate and mortgage financing.

B17:05 Box 1

- Real Estate Finance: Committee Reports, Addresses, Discussions, and Special Bulletins, 1923
 - A volume of the first year of the division.
- Mortgage and Finance Division meeting minutes, 1924-1929
- Mortgage and Finance Division bylaws, 1929
- Mortgage and Finance Division annual reports, 1924-1928

- Mortgage and Finance Division membership certificates, cards, and applications for membership, 1928-1935
- Mortgage and Finance Division program materials, 1925-1930
 - Correspondence, surveys, and reports on topics for study by the Division.
- Local and State Board Mortgage and Finance Divisions, 1923-2929
 - Materials for local and state boards to create Mortgage and Finance Divisions. Includes sample bylaws, program topics, correspondence and reports from local divisions, and discussions on local board divisions.
- Mortgage and Finance Division publications, 1924-1931
 - Includes the idea service bulletins, reports, and research publications.

B17:05 Box 2

- National Mortgage Board, 1935-1938
 - Meeting minutes, 1935-1937
 - Membership certificates, Bylaws, Releases of the Federal Securities and Exchange Commission, and an article about the place of the mortgage broker.
 - Dissolution memorandum, correspondence, and State of Illinois dissolution of incorporation papers.
- Central Federal Mortgage Bank Bill materials, 1923-1946
 - NAREB's Mortgage and Finance Division worked to propose the Home Loan Bank System or a federal mortgage discount bank. Includes discussions of second mortgages and junior liens.
 - Correspondence, proposals, research reports, newspaper clippings, and news releases.
- Pearl Janet Davies notes on the history of mortgages and the NAREB's Mortgage and Finance Division efforts for Real Estate in American History
- Adjustable-Rate Mortgages: What they are and how they work, 1984
 - An introductory course on ARMs

B17:06 Cooperative Apartments Division

The Cooperative Apartment Division was established in 1924 to “afford REALTORS® belonging to member boards of the National Association of Real Estate Boards a better opportunity for co-operation and discussion of the co-operative apartment and group ownership branch of the real estate business.” In 1932, due to a small membership, the Cooperative Apartment Division was consolidated into the Property Management Division.

B17:06 Box 1

- Co-operative Apartment Division Bylaws, 1924-1931
- Cooperative Apartment Division minutes and annual reports, 1925-1930
 - Included meeting minutes, annual reports, and lists of officers.
- Cooperative Apartment Division membership materials, 1926-1930
 - Membership certificates, membership rosters, lists of prospective members, and membership applications.
- Cooperative Apartment Division convention and inspection tours, 1926-1928
 - The Division held an annual convention and inspection tour for members. The convention held “addresses and discussions on...organization, selling methods, financing, budgets, legal set-ups, and other timely topics.” The convention then moved into the inspection trip where members were led by local experts to look at and understand typical examples of cooperative apartments or apartment developments in various cities.
 - Includes schedules, registration materials, and reports from the convention/tours.
- Cooperative Apartment Division Consultation Bureau, 1927-1932
 - “The Consultation Bureau was established to provide a planning service for co-operative developers and to develop minimum standards for co-operative apartment development...The Consultation Bureau is a movement on the part of the industry itself to ensure sound standards and to give the public the means of identifying sound co-operative projects.”
 - Includes materials on the development of the Consultation Bureau: correspondence, a news release, proposals, outlines, and reports of the Bureau.
 - Schedule of data, news releases on national standard establishment,
 - Materials from specific projects including correspondence, certificates, applications, and supporting materials for applications.
- Cooperative Apartment Division correspondence, 1926-1938
 - Correspondence regarding escrow agreements, local board cooperative apartment divisions, forms, standardization of forms, and the general operation of the Division.
- National Apartment Association correspondence, 1970
 - Correspondence with the NAA about NAR’s relationship with the organization.

B17:07 Auctions

NAR's Auction Committee was established in 1990 "to identify, monitor, review and analyze trends affecting the real estate auction specialty and formulate policies for consideration by other policy-making committees of NAR and NAR's Executive Committee and Board of Directors." In 2000, the Committee's services were moved to the Auction Forum.

B17:07 Box 1

- Auction Committee/National Real Estate Auction Committee meeting minutes, 1990-1997
- Auction Committee educational materials,
 - The National Real Estate Auction Committee: A Guide to Real Estate Auctions, 1990s
 - Making Real Estate Auctions Profitable: A Reference Guide, 1990s
 - Real Estate Auction Glossary, 1993
 - Introduction to Real Estate Auction course, 1993
 - "An introductory level course geared toward all REALTORS® interested in the real estate auction method of marketing property."
 - Includes Sponsor's Guide, Resource Guide, and Student Guide.
 - Real Estate Auction Advantages: For the Seller, Buyer and Agent, 1993
 - Bulleted list of advantages for each group.
 - Real Estate Auction Case Studies, 1992
 - Real Estate Auction Sample Contracts and Agreements, 1992
- Real Estate Auction Informational flyers and kits, 1993
- Auction Research and Reports, 1990-2004
 - National Auctioneers Association Market survey, Aug. 1993
 - Real Estate Auction Market Updates, 1990-1992
 - Industry Overview, 1995
 - Real Estate Auction Market Survey, Fall 1991
 - Report of Auction Focus Groups, Dec. 1991
 - NAR Business Specialties: Auction, A Conversation with Steven Good Regarding a Possible NAR and NAA Collaboration on Behalf of Real Estate Auctioneers, 2003
 - An Overview of Legal Issues of Concern Within the Real Estate Auction Industry, 2004
 - License Law Summary, Nov. 1996
- Auction Publications,
 - Auctions Today, 1991
 - The Journal of Auction Marketing from the Certified Auctioneers Institute
 - Auction Means Action, n.d.
 - A publication of the National Association of REALTORS® Real Estate Auction Committee
 - Auction Update, 1995
 - A publication of NAR's Real Estate Auction Committee
 - What Does it Really Take to Get Into Auctions? 1995
 - An article from Real Estate Today
 - Gwent Group Report on the State of the Auction Industry, Spring 1993

B17:08 Property Owners Division

The Property Owners Division was created in 1929 to organize property owners with local board property owners' divisions to "provide protection against city and county ordinances of undesirable character, reduce and equalize the local tax burden on real estate, and remove discrimination against real estate now existing in state and federal laws." The Division was not active after 1938.

After 1938, there were several tries at forming a national property owners' organization. In 1945, the National Real Estate Foundation was approved by the Board of Directors as an independent entity. It became the National Home and Property Owners Foundation with membership open to the public. Ultimately the Foundation was liquidated in 1948.

B17:08 Box 1

- Property Owners Protection Association, 1934
 - The Property Owners Protection Association was founded in 1902 in England to "protect against unfair legislation, contest wrongful decisions in the courts and often secure Parliamentary action for the amendment of oppressive legislative matters affecting property."
 - NAR may have modeled after this association. Includes a short history and materials sent to NAR from the Association.
- National Association Property Owners Division bylaws, 1930s
- Local Board Property Owners Division bylaws, 1930s
- Property Owners Division meeting minutes, 1928-1932
- Property Owners Division organization materials, 1930
 - Correspondence and guidelines to aid local boards in organizing property owners' divisions.
- Property Owners Division membership reports, 1930-1932
 - Reports of membership and affiliated local board membership.
- Property Owners Division reports, 1930-1932
 - Reports from local property owners' divisions about accomplishments, campaigns, or activities.

B17:08 Box 2

- Property Owners Division membership recruitment, 1930-1934
 - Membership recruitment materials from local boards. Includes brochures, pamphlets, reports, advertisements, and articles.
- Property Owners Division newspaper clippings, 1930-1932
 - Newspaper clippings and advertisements from local board Property Owners Division activities.
- National Home and Property Owners Foundation materials, 1946-1948
 - Includes two journals, correspondence, and a final report on liquidation.
- Proposed National Rental Association materials, 1951-1952
 - NAR proposed a new association with collaboration with the Apartment Owners Association to "bring together all owners of rental property." Includes meeting minutes, a historical overview, and correspondence to local boards.

- Property Owners Division historical notes
 - Notes gathered by Pearl Janet Davies and Beverly Dordick about the history of the Property Owners Division.

B17:09 Industrial Division

The Industrial Division was formed in 1923 as “an organization of REALTORS® who specialize or are interested in industrial properties.” The Division connected members, provided education, and “encouraged and directed practical research and exchanging of ideas.” The Industrial Division was dissolved in 1938 and reorganized as the Industrial Property Council. Replaced in 1941 with the Society of Industrial REALTORS® (SIR), which became the Society of Industrial and Office REALTORS® (SIOR) in 1986.

B17:09 Box 1

- Industrial Property Division bylaws, 1930
- Industrial Property Division meeting minutes, 1922-1929
 - Includes materials on the purpose of the division, duties, and ideas for annual programming.
- Industrial Property Division membership materials, 1927-1935
 - Includes membership certificates, applications for membership, two 1930 rosters, and a 1935 membership survey.
- Industrial Property Division Convention materials, 1928-1930
 - Materials from the first three annual conventions of the industrial property division. Includes programs, registration materials, schedules, and reprints of addresses at the conventions.

B17:09 Box 1-2

- Industrial Division publications and idea service, 1925-1929
 - Publications, articles, pamphlets, correspondence, and idea service bulletins from the Industrial Division.

B17:09 Box 2

- Pearl Janet Davies historical notes on the Industrial Division.

B17:10 Home Builders Division

The Home Builders and Subdividers Division was created in 1923. In 1933, the name of the Division was changed to the Land Developers and Home Builders Division because of the Subdividers wish to form their own organization. In 1942, the Division becomes an independent institution, the Home Builders Institute.

In 1943, NAR's Home Builders Institute merged with the National Association of Home Builders (NAHB).

B17:10 Box 1

- Home Builders and Subdividers Division Bylaws, 1929
- Home Builders and Subdividers Division Code of Ethics, 1928
 - The Home Builders and Subdividers Division adopted a Code of Ethics in 1928 to “promote and maintain fair and equitable relations between subdividers and with the public.”
- Home Builders and Subdividers Division/Land Developers and Home Builders Division Meeting Minutes, 1923-1941
- Home Builders and Subdividers Division Annual Reports, 1923-1929
- Home Builders and Subdividers Division membership materials, 1923-1935
 - Includes membership certificates, applications for members, rosters, a membership recruitment letter, and a membership survey.
- Standards of Practice, 1929-1930
 - A Standard of Practice for Subdivision Development document. The Division “defined and adopted working rules for the guidance of the subdivision developer. The purpose here is twofold: 1. To emphasize anew the importance of the subdivision function in the modern American city; and 2. To develop further the working rules and to translate them into term of physical product and terms o the relationships between the subdivider and the various persons and agencies with which he come into contact.”
 - Standards for Subdividers and Developers. This document defines terms, roles, and obligations.
- Local Association Subdividers Division materials, 1925-1930
 - Correspondence, articles, codes of ethics, standards of practice, rules governing local subdividers, reports, and newspaper clippings about local board subdividers division activities.
- Home Builders and Subdividers Division advertising, 1923-1925
 - Correspondence about advertising and two brochures.
- Home Builders and Subdividers Division Consultation Service, 1929
 - The Consultation Service was created to “assure the public that a subdivision is fundamentally sound and one in which they can reasonably expect to get what they are paying for and what they think they are buying. In the second place, if used generally by REALTORS® in the Division, it will make it more and more difficult for unscrupulous dealer to successfully market their product. It will thereby stabilize our business and remove the odium, in the eyes of the public, from those of us who are endeavoring to conduct legitimate business.”

- Includes background on the Consultation Service, certificate of approval, schedules of data, approved consultants list, and correspondence.
- Current Practice in Land Development, 1947
 - The survey and results of a study done by NAREB's National Committee of Land Developers.

B17:10 Box 1-3

- Publications and Idea Service Bulletins, 1923-1936
 - Articles, reports, and surveys on various subdividing and home building topics.
 - Bound volume of the 1927-1929 Idea Service materials. The Idea Service was the mailing of brochures, research reports, sample advertising, and education materials to members of the division.
 - Home of the Month bulletins, 1935-1936
 - A bulletin to advertise developers properties.

B17:10 Box 3

- Pearl Janet Davies historical notes.

B17:11 Business Specialties in General

B17:11 Box 1

- Officers, Committees, and Divisional Research Topics, 1925-1929
 - Publications of each division's upcoming annual leadership and research topics.
- Divisional Membership Reports, 1924-1925 and 1931
- Standard Form of Bylaws for Divisions, n.d.
- Divisional membership applications, 1924 and 1930
- Divisional advertising, 1925-1929
 - Brochures and bulletins advertising NAREB's divisions and benefits of membership in the divisions.
- List of Divisional publications, n.d.
- Divisional financial report, 1934
- Pearl Janet Davies historical notes.