



AIA Brooklyn: ARE 4.0 & 5.0 Review Materials Lending Library - Check Out Form

Lending Library Terms

- The lending materials are a resource for AIA Brooklyn Associate members only in good standing.
- **Ballast sample problems and practice questions and Brightwood study guide** lending period is 14 calendar days from check out, including weekend and holidays.
- Ballast **ARE Review Manual** lending period is 14 calendar days from checkout, including weekend and holidays.
- **Renewal request** can be made for an additional 7 calendar days 48 hours prior to borrowers return date upon approval only. Contact bkep@aiabrooklyn.org for renewal approval.
- A limit of one (1) **sample problems and practice questions or study guide** book can be checked out at one time.
- A late fee of \$1.00 per day for up to 5 calendar days will be accrued. If not returned by the 5th calendar day then the borrower will be responsible for the late fees plus the full cost of the book and shipment.
- The borrower will be responsible for the full cost of the material as shown below if written in, damaged, or not returned within 5 calendar days of the lending day period (plus late fees).
- The material should not be photocopied; doing so is a copyright infringement.

AIA Associate Member Information

Name (First and Last Name)

Firm

Member Number

Work Phone

Home/Cell Phone

E-Mail

Home Address

Signature of Agreement to Terms



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ARE 4.0 - Ballast ARE Materials and Replacement Costs (includes Shipping)

Material Information	Fill in Amount	
ARE Review Manual <i>ARE Review Manual (ARRM2P - \$208.00).</i>	Due	
Building Design & Construction Systems 4.0 <i>Sample Problems and Practice Questions (ARBDCS2 - \$95.00)</i>	Due	
Building Systems 4.0 <i>Sample Problems and Practice Questions (ARBS2 - \$95.00)</i>	Due	
Construction Documents & Services 4.0 <i>Sample Problems and Practice Questions (ARCDS2 - \$95.00)</i>	Due	
Programming, Planning & Practice 4.0 <i>Sample Problems and Practice Questions (ARPPP2 - \$95.00)</i>	Due	
Schematic Design 4.0 <i>Sample Problems and Practice Questions (ARSD - \$95.00)</i>	Due	
Site Planning & Design 4.0 <i>Sample Problems and Practice Questions (ARSPD2 - \$95.00)</i>	Due	
Structural Systems 4.0 <i>Sample Problems and Practice Questions (ARSS2- \$95.00)</i>	Due	
Ballast ARE Flashcards <i>ARE in a Flash: Rapid Review of Key Topics (ARFL2 - \$40.00)</i>	Due	

ARE 5.0 - Brightwood ARE Materials and Replacement Costs (includes Shipping)

Material Information	Fill in Amount	
Practice Management 5.0 <i>Study Guide (PcM - \$89.95)</i>	Due	
Project Management 5.0 <i>Study Guide (PjM - \$89.95)</i>	Due	
Programming & Analysis 5.0 <i>Study Guide (PA - \$89.95)</i>	Due	
Project Planning & Design 5.0 <i>Study Guide (PPD - \$89.95)</i>	Due	
Project Development & Documents 5.0 <i>Study Guide (\$89.95)</i>	Due	
Construction & Evaluation 5.0 <i>Study Guide (CE - \$89.95)</i>	Due	



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Your credit card will not be charged unless materials are written in, damaged, or not returned within the time period mentioned above. The amount charged will be equal to the cost of book + shipment of the materials + any late fees accrued + credit card fees.

AMEX VISA MASTER CARD

The charge will be processed through our PAYPAL account and will appear as AIA Brooklyn on your statement

Card #	Security Code	Expiration Date (mm/yy)
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Card Holder Signature	Card Holder Name
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Billing Address (if different from home address)

*****PLEASE EMAIL COMPLETED FORM TO bkep@aiabrooklyn.org AND THEY WILL RESPOND REGARDING PICK UP.*****