Transfer of REALTOR® Membership Firm Affiliation

membership@RARealtors.com (804) 422-5000

- This application must be filled out completely and signed by the Designated REALTOR®. Completed forms may be sent to membership@RARealtors.com.
- Applicable transfer fees will post to the member's online account. Fees are due within the calendar month in which they are posted.
- *The DPOR Transfer Application must have been submitted to DPOR in accordance with VREB requirements prior to submission of this provisional Transfer Firm Affiliation request. See Section 5.

SECTION 1 – NEW FIRM INFORMATION

Firm Name _____ Firm MLS ID _____

Firm Address _____

City, State and Zip _____

SECTION 2- APPLICANT INFORMATION

Full Name on License _____ Agent MLS ID_____

Home Address _____

City, State and Zip _____

Cell Phone _____

Email Address _____

Real Estate License #_____Exp. Date_____

SECTION 3 – MEMBER TRANSFER FEE $110

Transfer fees will be posted to the user's online account upon process of this application, and invoice will be sent to them. Please ensure payment is made by 12p on last business day of the calendar month of the invoice to avoid potential termination for nonpayment.

Responsible billing party email, if different from agent_____

SECTION 4 – AGENT ACKNOWLEDGEMENT OF TRANSFER

I hereby certify that the foregoing information furnished by me is true and correct. I acknowledge that while under this provisional transfer status, I am subject to all privileges and obligations provided to me under my RAR REALTOR® membership.

Agent's Signature _____ Date _____

SECTION 5- BROKER ACKNOWLEDGEMENT OF TRANSFER

I certify that the DPOR Transfer Application has been submitted for the licensee named on this application and understand that this RAR transfer application will be processed as a provisional transfer. **The licensee's affiliation will be updated in the RAR database upon submission of this application.** Staff will confirm the transfer within forty-five (45) days of this form. If at that time, the licensee's new firm affiliation cannot be confirmed with DPOR, REALTOR® membership will be suspended and new application fees may apply.

As Designated REALTOR® for the above referenced firm, partnership or corporation I understand and accept responsibility for the above referenced licensee's responsibilities to RAR as well as his or her compliance with the Constitution, Bylaws, policies, practices, procedures, rules and regulations of the Local, State and National Associations of REALTORS®.

Name (print) _____

Signature _____
Supervising Broker/ Designated REALTOR® *Date*