# New Subscriber Application

accountservices@cvrmls.com
804.422.5000

- The CVR MLS Subscriber Applicant (you) and Participating Broker must sign this application.
- If your firm is not a current Participant in CVR MLS, the firm and Participating Broker application must be submitted before you may make application.
- Once your application has been processed, you will receive an invoice with all applicable CVR MLS fees to the email provided in this application. The invoice will contain a secure payment link for your convenience.
- CVR MLS access codes will be provided to you within one business day of receipt of application fees.
- Please complete all sections of this form to avoid delays in processing. Completed applications may be mailed to accountservices@cvrmls.com.
- All new CVR MLS Users must complete the Introduction to CVR MLS class within 90 days of their join date.

## CVR MLS Fee Schedule

Quarterly fees of $200 are prorated based on the month of application.

| Joining 1st month of Quarter | | Joining 2nd month of Quarter | | Joining 3rd month of Quarter | |
|---|---|---|---|---|---|
| January<br>April<br>July<br>October | | February<br>May<br>August<br>November | | March<br>June<br>September<br>December | |
| Application Fee:<br>Quarterly Fee: | $205.00<br>$200.00 | Application Fee:<br>Quarterly Fee: | $205.00<br>$133.33 | Application Fee:<br>Quarterly Fee:<br>Next Quarter Fee: | $205.00<br>$66.67<br>$200.00 |
| **Total Due:** | **$405.00** | **Total Due:** | **$338.33** | **Total Due:** | **$471.67** |

## APPLICANT'S INFORMATION

Applicant Name _____

Real Estate License # _____ Exp. Date _____

NRDS# _____

Home Address _____

City, State and Zip _____

Preferred Phone _____ ☐ Home / ☐ Office / ☐ Cell

Cell Phone _____

Email _____

Firm/Branch Name _____ Firm/Branch CVR MLS ID _____

Firm/Branch Address _____

City, State and Zip _____

**SentriLock® Lockbox Service**

Active CVR MLS Participants and Subscribers are eligible for SentriLock lockbox service.
You will be emailed an invitation to activate your SentriLock® service once your CVR MLS access is active.
**SentriLock® fees are not included in CVR MLS fees and are non-refundable.**

## INTRODUCTION TO CVR MLS MANDATORY TRAINING

**All new CVR MLS Users must complete Introduction to CVR MLS class within 90 days of their join date.** The class is offered monthly in a live environment or in an On-Demand format through the online education platform at learning.rarealtors.com. The class combines an overview of the CVR MLS technology suite and training of the basic Rules and Regulations. Completion of the class includes a fine waiver good for one year from class completion. **Users are responsible for the completion of this class within the 90 day window. If the class is not completed within the 90 day window, your MLS account will be suspended until the class is completed.** See our Knowledge Base article for a full overview.

**Please indicate below which training option you would like to take (Select 1 only):**

☐ I will take the next live training of Introduction to CVR MLS via classroom or Zoom. I understand that I will be registered for the next available date for this course offering upon completion of the application process and notified once registered. I understand that I will need to contact CVR MLS account services to reschedule if I am unable to attend my scheduled date.

☐ I will complete Introduction to CVR MLS on- demand through the Online Learning platform. I understand that it is my responsibility to complete the on-demand course and if the class is not completed within the 90-day window, my MLS account will be suspended until the class is completed.

**CENTRAL VIRGINIA REGIONAL MULTIPLE LISTING SERVICE SUBSCRIPTION AGREEMENT**

I hereby make application for Subscriber access to CVR MLS and agree as a condition of participation in the MLS to abide by all CVR MLS rules and regulations and other obligations of participation, including payment of fees when they are due. I have thoroughly familiarized myself with CVR MLS Rules and Regulations. I agree to the following:

- To prohibit unauthorized access to the CVR MLS database;
- To keep all security features confidential and not share my log in credentials;
- To maintain listing information in a complete, accurate and timely manner; and
- To assume full responsibility for the information I enter into the MLS

CVR MLS service fees are posted quarterly to Participant and Subscriber online accounts. No paper statements will be sent. I understand that if I no longer wish to maintain my subscription, CVR MLS must be notified in writing. I understand fees, fines and assessments are non-refundable and that failure to pay all fees, fines and assessments when due may result in the termination of my CVR MLS services and loss of lockbox privileges.

By signing below, I consent that the Central Virginia Regional MLS (CVR MLS) may contact me at the specified address, telephone numbers, email address or other means of communication available. This consent applies to any and all changes in contact information that may be provided by me to the CVR MLS in the future. I recognize that certain state and federal laws may place limits on such communication and as part of my subscription and I am consenting to waive those limitations. I acknowledge that CVR MLS's primary form of communication with its subscribers is electronic mail (email), and I understand that it is my responsibility to notify CVR MLS immediately of any change to my email address.

Signature _____ Date:_____
*Signature of Subscriber Applicant*

As Broker Participant for the above referenced firm, partnership or corporation I understand and accept responsibility for this licensee's activities as well as their compliance with the CVR MLS Rules and Regulations.

Name (Print) _____

Signature _____ Date:_____
*Participating Broker*