Principal or Participating Broker Change Form

accountservices@cvrmls.com
(P) 804-422-5000

Please use this form when changing the Principal or Participating Broker of an established CVR MLS firm, even if the new broker is not a current CVR MLS Participant.

1. All Principal Broker/ Participating Broker applicants must have an active Virginia real estate broker license. Please include a copy of your broker's license with this application. **We cannot process your application without proof of licensure from DPOR.**
2. Please complete **either** Section 1 or Section 2, as applicable. **Do not complete both sections.**
    a. New Principal Brokers must complete Section 1.
    b. New Participating Brokers must have Principal Broker's authorization completed in Section 2.
3. If you are not a current CVR MLS User:
    a. Relevant application fees for CVR MLS subscription will be invoiced to you via the email provided in this application. The Schedule of CVR MLS fees is below.
4. Please submit completed applications to accountservices@cvrmls.com.

CVR MLS Fees:

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

**Includes application fee, prorated quarterly fee and next quarter's fee

Section 1 – New Principal Broker Application

☐ *I am the firm's new Principal Broker and the applicant.* I am replacing the current Principal Broker, who is: _____

Please select one of the following:

☐ The current Principal Broker, named above, shall remain in this firm as a Supervising Broker.

☐ The current Principal Broker, named above, shall remain in this firm as an agent.

☐ The current Principal Broker, named above, is no longer with this firm.

Section 2 – New Participating Broker Designation

PARTICIPANT AUTHORIZATION

☐ I am the Principal Broker and am designating the following Broker, who is submitting this application as the Broker Participant for this office. (Please compete and sign the following:

I designate _____ as the Participating Broker for this office.

The Applicant shall replace _____as the current Participating Broker. (If none, please put N/A)

Printed Name _____

Signature _____
Principal Broker

Section 3 – New Broker Application

Full Name on License _____

Real Estate License Number_____ Exp. Date _____

Home Address _____

City, State and Zip _____

Preferred Phone _____ ☐ Home / ☐ Office / ☐ Cell

Cell Phone _____ Text? ☐ Yes / ☐ No

Email _____

Section 4 – Firm Information

Firm/ Branch Office Name _____

If Branch Office, Main Firm's Office ID _____

Firm/Branch License Number _____

Firm/Branch Office Address _____

City, State and Zip _____

Phone _____

Section 5 – Participation Agreement

Introduction To CVR MLS Mandatory Training

All new CVR MLS Users must complete the three (3) hour Introduction to CVR MLS class within 90 days of their join date. The class is offered monthly in a live, virtual (Zoom) 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. As a courtesy, CVR MLS Staff will register you for the next available live, virtual class as part of this application process. If you choose to complete the class through the on-demand option, or in another live session, please update your confirmation accordingly. **Users are responsible for the completion of this class within their 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.

CVR MLS Data Share Partners

Central Virginia Regional MLS, LLC (CVR MLS) partners with other MLS organizations to share listing data for the benefit of their users. For a current list of Data Share Partners, please see our Knowledge Base article. CVR MLS may also pursue additional data-sharing opportunities with other MLS organizations.

SentriLock 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.**

IDX

CVR MLS Internet Data Exchange provides the ability to display the active listings of other CVR MLS participants on your website and allow other CVR MLS IDX participants to display your active listings on their websites. **To opt-out of IDX, please email mls@cvrmls.com.**

REALTORS® Property Resource Opt Out

CVR MLS provides listing data to the National Association of REALTORS® Property Resource (RPR). Participation in the RPR program is voluntary. If you DO NOT wish to participate in the REALTORS® Property Resource program, your firm's listing data will not appear on https://www.narrpr.com/. **To opt-out of RPR, please email mls@cvrmls.com.**

Central Virginia Real Estate Resources

Central Virginia Real Estate Resources, a division of CVR MLS, leverages MLS data-related products to enhance the profitability of the Broker/Owner participants of CVR MLS. Owners of real estate brokerage firms who are Participants in good standing with CVR MLS may periodically receive data license fees (royalties) in return for the use of their listing data by CVR MLS.

To receive these payments from CVR MLS, Broker/Owners must submit--in the name of the firm--a Form W-9 Request for Taxpayer Identification Number and Certification.

I, hereby, make application for Participant access to CVR MLS and agree as a condition of participation in the MLS to abide by all CVR MLS bylaws, 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 access to the CVR MLS and its data by those not authorized to use the MLS data;
- To keep any security features confidential and will not share my log in credentials;
- To maintain listing information in a complete, accurate and timely manner; and
- To take full responsibility for the information entered in the MLS.

I agree to pay all dues, fees, fines and other assessments of the Central Virginia Regional MLS as may be from time to time established by the CVR MLS Board of Directors. CVR MLS service fees are posted quarterly to Participant and Subscriber online accounts. No paper statements will be sent. I understand fees are non-refundable and that failure to pay all dues, fees, fines and assessments when due, may result in the loss of CVR MLS services for myself and the licensees affiliated with my office and loss of lockbox privileges.

I consent that the Central Virginia Regional MLS (CVR MLS) may contact me at the specified address, telephone numbers and email address I provide or through any other means of communication used by CVR MLS. 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 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.

As the Broker Applicant identified in Section 3, I have read and agree to the foregoing:

Name (print) _____

Signature _____

Date _____