CVR MLS Application for Unlicensed Administrative Access

accountservices@cvrmls.com
(P) 804.422.5000

- To avoid delays in processing, the Participating Broker must also sign this application.
- Completed applications should be submitted to accountservices@cvrmls.com.
- An invoice with a secure payment link will be sent to the Applicant's email reflected below immediately upon processing.
- CVR MLS access codes are provided to the user within one business day of receipt of application fees.
- **If the applicant holds an active Real Estate license, including with a referral Real Estate firm, they are not eligible for administrative access and instead will need to complete the CVR MLS New Subscriber Application.**
- All new CVR MLS Users must complete the Introduction to CVR MLS class within 90 days of their join date.

FEES

Application fee: $205 Quarterly fee: $46.25

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*
$251.25*	$235.84*	$266.67**

**Includes application fee of $205.*
***Includes application fee of $205 and subsequent quarterly dues.*

APPLICANT'S INFORMATION

Name of Unlicensed Administrative Applicant _____

Applicant's Email _____

Billing Email (If different from applicant)_____

Admin Applicant's Phone _____

Admin Applicant's Address _____

City, State and Zip _____

Has Applicant had a CVR MLS account? ☐ No or ☐ YES If yes, CVR MLS ID _____

FIRM INFORMATION

Firm Name _____ Firm/Branch CVR MLS ID _____

Firm Address _____

City, State and Zip _____

Responsible Agent_____ CVR MLS ID _____

CVR MLS Participant Broker Name _____ CVR MLS ID _____

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 ONE Option)

☐ 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 certify that I will not represent myself to the public or licensees as a licensed listing or buyer's agent. I understand that sharing my CVR MLS username and password or use of my CVR MLS access for licensed activities is **prohibited** and grounds for termination of MLS Access.

I agree to abide by the CVR MLS Rules and Regulations as they may be amended from time to time. I agree to pay the quarterly administrative access fee, which will be posted to my online account on the first business day of the month prior to the start of each calendar quarter. I understand that no paper bills will be sent, I am responsible for timely payment of all posted fees and understand that my CVR MLS access will be inactivated for nonpayment of fees.

By signing below, 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.

Signature _____ Date_____
Administrative Applicant

REQUIRED AGENT/BROKER AUTHORIZATION

I, as the responsible CVR MLS Participant/ Subscriber, certify that the named administrative applicant is affiliated with the above referenced firm and does not perform any duties or activities that would require a real estate license.

I understand that this applicant will have access to CVR MLS through a confidential user name and password which may not be shared.

I understand and accept responsibility for this individual's compliance with CVR MLS policies, practices, rules and regulations including any and all fines or penalties assessed for noncompliance.

I further understand that such access does not imply or infer a real estate license and that this applicant does not qualify for access to other CVR MLS participation benefits or services.

Print Name _____

Signature _____ Date_____
Responsible CVR MLS Subscriber (Agent)

Print Name _____

Signature _____ Date_____
Participating Broker