



CVR MLS Application for Appraiser Administrative Access

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The completed application must be signed by the responsible Appraiser Participant. Application fees are posted to the applicant's online account upon processing of this application. CVR MLS access codes are provided to the user within one business day of receipt of application fees. Applications submitted after 3:00pm are processed the following business day.

Name of Administrative Applicant _____

Admin Applicant's Email _____

Admin Applicant's Phone _____

Admin Applicant's Address _____ City, State _____ Zip _____

CVR MLS Participant _____ CVR MLS Participant ID # _____

If Administrative Applicant had a previous CVR MLS user account, indicate member number _____

Fees

Application fee: \$180 *Transfer fee: \$75 Quarterly fee: \$41.25

Quarterly service fees are due upon posting to the User's online account. If service fees are not paid by 5:00 PM on the last day of the month in which the fees are posted, User service access will be terminated.

*Transfer fee of \$75 applies if an administrator must affiliate with a new CVR MLS office because their subscriber/participant has transferred CVR MLS office affiliation.

Joining 1 st month of Quarter <i>January April July October</i>	Joining 2 nd month of Quarter <i>February May August November</i>	Joining 3 rd month of Quarter <i>March June September December</i>
\$221.25*	\$207.50*	\$235.00*

**Includes application fee of \$180.*

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REQUIRED AUTHORIZATION

I, the Responsible CVR MLS Participant certify that the named Assistant Applicant is affiliated with my business and does not perform any duties or activities that would require a real estate or appraiser 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. I further understand that such access does not imply or infer REALTOR® appraiser membership and this applicant does not qualify for a Supra® Lockbox Key or other CVR MLS services.

Signature _____ Date _____
Appraiser Participant

I certify that I am not a licensed real estate agent or appraiser. I understand that sharing my CVR MLS user name and password or use of my CVR MLS access for licensed activities is **prohibited** and grounds for access termination.

I agree to abide by the CVR MLS Rules and Regulations as may be from time to time amended. I agree to pay the quarterly administrative access fee of \$41.25, 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 terminated 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 _____
Appraiser Administrative Applicant

FOR STAFF USE: Received by _____ Date: _____