



CVR MLS Application for Administrative Access

membership@rarealtors.com
(P) 804.422.5000 (F) 804.422.5051

To subscribe to CVR MLS, the Participating Broker/Designated REALTOR® must also sign this application. 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. If the applicant holds an active Real Estate license with the participating firm, they are not eligible for administrative access and instead will need to complete the CVR MLS New Subscriber Application.

Supra® Limited-Access Key Service

Active CVR MLS Participants and Subscribers are eligible for Supra® key and lockbox service. Once your application has been processed you may electronically submit the [Supra Key Application found here](#). **Supra® fees are not included in application costs.**

Check Service Request:

Supra® Key service & CVR MLS Access
 CVR MLS Access Only

Name of Administrative Applicant _____

Admin Applicant's Email _____ Admin Applicant's Phone _____

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

If Administrative Applicant had a previous CVR MLS account, please indicate CVR MLS ID number _____

CVR MLS Subscriber Name _____ CVR MLS Subscriber ID _____
(agent)

CVR MLS Participant Name _____ CVR MLS Participant ID _____
(broker)

Firm Name _____ Firm/Branch CVR MLS ID _____

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	Joining 2 nd month of Quarter	Joining 3 rd month of Quarter
<i>January</i> <i>April</i> <i>July</i> <i>October</i>	<i>February</i> <i>May</i> <i>August</i> <i>November</i>	<i>March</i> <i>June</i> <i>September</i> <i>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/ 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 REALTOR® membership and that this applicant does not qualify for access to other CVR MLS participation benefits or services.

Signature _____ Date _____
Responsible CVR MLS Subscriber (Agent)

Signature _____ Date _____
Participating Broker/ Designated REALTOR® (Broker)

I certify that I will not represent myself to the public or other REALTORS® as a listing/selling agent. I understand that sharing my CVR MLS user name and password/Supra® Key PIN or use of my CVR MLS access and/or Key for licensed activities is **prohibited** and grounds for termination of MLS Access and Key services.

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 and my Supra® Key service will be inactivated for nonpayment of fees. If I request a Supra Key, I understand that I am responsible for any Supra® Key fees and must provide a valid credit/debit card for all posted fees. I understand that I will be required to execute a Keyholder Agreement and that Supra® will only provide technical support for the eKey software and information concerning my contract to me, as the authorized keyholder.

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

FOR STAFF USE: Received by _____ **Date:** _____