



### CVR MLS Application for Administrative Access

[membership@rarealtors.com](mailto: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. An invoice with a secure payment link, will be sent to the Applicant's email reflected below.
- CVR MLS access codes are provided to the user within one business day of receipt of application fees.
- Completed applications should be emailed to [membership@rarealtors.com](mailto:membership@rarealtors.com).
- If the applicant holds an active Real Estate license with the participating firm or a non-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 Intro to CVR MLS class within 90 days of their join date.

### **FEES**

Application fee: \$180

Quarterly fee: \$41.25

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

\*Includes application fee of \$180.

\*\*Includes application fee of \$180 and subsequent quarterly dues.

### **APPLICANT'S INFORMATION**

Name of Administrative Applicant: \_\_\_\_\_

Admin Applicant's Email: \_\_\_\_\_

Billing Email: (If different from applicant) \_\_\_\_\_

Admin Applicant's Phone: \_\_\_\_\_

Admin Applicant's Address: \_\_\_\_\_

City, State and Zip: \_\_\_\_\_

Has Applicant ever had a CVR MLS account? ☐ YES or ☐ NO If yes, CVR MLS ID number \_\_\_\_\_



**FIRM INFORMATION:**

Firm Name \_\_\_\_\_ Firm/Branch CVR MLS ID \_\_\_\_\_

Firm Address: \_\_\_\_\_

City, State and Zip: \_\_\_\_\_

Responsible Agent \_\_\_\_\_ CVR MLS ID \_\_\_\_\_

CVR MLS Participant Name \_\_\_\_\_ CVR MLS ID \_\_\_\_\_

**INTRO TO CVR MLS MANDATORY TRAINING**

**All new CVR MLS Users must complete the three (3) hour Intro 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](http://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 [KnowledgeBase article](#) for a full overview.

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 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 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 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 to follow**



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 REALTOR® membership 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/ Designated REALTOR® (Broker)*