



CVR MLS New Firm/Branch Office Application

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

Submit completed applications to membership@rarealtors.com or fax to 804.422.5051.

1. Principal Broker/ Designated REALTOR® Applicant must have an active Virginia real estate broker license. A copy of this license must be submitted with this application. **We cannot process your application without proof of licensure from DPOR.**
2. Application fees for CVR MLS subscription are invoiced to the applicant's online account upon processing this application. Once application fees are received, the application process will commence. You will be provided with access codes to CVR MLS within one business day of submitting application fees. MLS quarterly fees are prorated based on the month of application approval.
3. A letter of good standing from the primary REALTOR® association of the Participating Broker Applicant is required for CVR MLS access.
4. Applications received prior to 3:00PM will be processed the same business day. Applications received after 3:00PM will be processed the following business day.
5. Fees: \$825 CVR MLS firm processing fee
 - If the Designated REALTOR® is transferring current CVR MLS services, \$80 transfer fee applies.
 - If the Designated REALTOR® is not a CVR MLS subscriber, additional fees will apply. See New Member Dues summary on RAREaltors.com for a breakdown of all fees.

Fee Schedule

\$825 Firm office processing fee; \$180 Participating Broker application fee; \$180 Quarterly MLS fee

Joining 1 st month of Quarter	Joining 2 nd month of Quarter	Joining 3 rd month of Quarter
January April July October	February May August November	March June September December
\$1185*	\$1125*	\$1245*

*Includes Firm processing fee of \$825 and application fee of \$180 for Broker Participant.

Section 1

PARTICIPANT AUTHORIZATION

If application is other than the firm's Principal Broker, the Principal Broker's authorization is required.

I designate _____ as the Participating Broker for this office and certify that the above information is correct in all respects.

Name (print) _____
Principal Broker

Signature _____ Date _____
Principal Broker



Section 2

FIRM / BRANCH OFFICE INFORMATION

Firm/ Branch Office Name _____
If Branch Office, Main Firm's CVR MLS Office Number _____
Firm/Branch License Number 0226- _____
Firm/Branch Office Physical Address _____
City _____ State _____ Zip _____
Firm/Branch Office Mailing Address _____
City _____ State _____ Zip _____
Phone _____ Fax _____
Firm website address _____ Firm Email _____

Section 3

PARTICIPATING BROKER APPLICANT INFORMATION

Full Name on License _____
Real Estate License # _____ Exp. Date _____ NRDS# _____
Home Address _____ City, State _____ Zip _____
Contact Phone # _____ Email _____

Primary REALTOR® Association _____
(If applicant is not a member of the Richmond Association of REALTORS® or the Southside Virginia Association of REALTORS®, a letter of good standing from the REALTOR® association where Applicant holds primary membership must accompany this application.)

If you already have a Supra® key through another MLS, please provide the serial number and PIN so we can cooperate it with CVR MLS Supra® keyboxes.

Current Supra® Key serial # _____ Supra® Key PIN _____
MLS key was issued by _____

Please continue to Page 3



Section 4

PARTICIPATING BROKER/DESIGNATED REALTOR® CVR MLS PARTICIPANT AGREEMENT

Virginia MLS Cooperative

Central Virginia Regional Multiple Listing Service (CVR MLS), is affiliated with the Virginia MLS Cooperative. The Virginia MLS Cooperative is an agreement between the Central VA Regional MLS (CVR MLS), and the Chesapeake Bay and Rivers Property Services, Inc (CBAR PS) to provide the authorized users of these MLS's access to a combined multiple listing database and a blanket, unilateral offer of compensation and cooperation.

Supra® Key and Lockbox 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.**

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.

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/>. Email MLS@CVRMLS.com if you do not wish to participate.

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 understand that, unless otherwise indicated, I consent to my firm being included in the listing data to the National Association of REALTORS® Property Resource (RPR).

Name (print) _____
Participating Broker Applicant

Signature _____ Date _____
Participating Broker Applicant

Please continue to Page 4



PRINCIPAL BROKER/DESIGNATED REALTOR® CVR MLS PARTICIPANT AGREEMENT (continued)

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 certify that as the Principal Broker/Designated REALTOR® for the firm listed above that I have the authority to compel my firm to arbitrate disputes, to abide by the arbitration award and to comply with any arbitration award promptly, in accordance with the terms and conditions as established in the NAR Code of Ethics and Arbitration Manual, including the obligation to submit to ethics hearings and the duty to arbitrate contractual disputes with other REALTORS®. 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.

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.

Name (print) _____
Participating Broker Applicant

Signature _____ Date _____
Participating Broker Applicant

(RAR Use) Accepted By: _____ Photo _____ Member # Issued _____