



CVR MLS New Subscriber Application

membership@rarealtors.com

(P) 804.422.5000

- The CVR MLS Subscriber Applicant and Participating Broker/Designated REALTOR® must sign this application*.
- Once your application has been processed, we will send you an invoice with all applicable CVR MLS fees to the email provided in this application. The invoice will contain a secure payment link for your convenience.
- CVR MLS access codes will be provided to the user within one business day of receipt of application fees.
- Completed applications may be mailed to membership@rarealtors.com.
- **All new CVR MLS Users must complete the Intro to CVR MLS class within 90 days of their join date.**

Applicant Name _____

Real Estate License # _____ Exp. Date _____

NRDS# _____

Home Address _____

City, State and Zip: _____

Preferred Phone: _____ ☐ Home / ☐ Office / ☐ Cell

Cell Phone: _____ Text? ☐ Yes / ☐ No

Email _____

Firm/Branch Name* _____ Firm/Branch CVR MLS ID _____

Firm/Branch Address _____

City, State and Zip: _____

SentriLock® Lockbox Service

Active CVR MLS Participants and Subscribers are eligible for SentriLock lockbox service.

You will be emailed an invitation to activate your SentriLock® service once your CVR MLS access is active.

SentriLock® fees are not included in CVR MLS fees and are non-refundable.

CVR MLS Fee Schedule

Quarterly fees of \$180 are prorated based on the month of application.

Joining 1 st month of Quarter January April July October	Joining 2 nd month of Quarter February May August November	Joining 3 rd month of Quarter March June September December
Application Fee: \$180.00 Quarterly Fee: \$180.00 Total Due: \$360.00	Application Fee: \$180.00 Quarterly Fee: \$120.00 Total Due: \$300.00	Application Fee: \$180.00 Quarterly Fee: \$60.00 Next Quarter Fee: \$180.00 Total Due: \$420.00**

**Includes application fee, prorated quarterly fee and next quarter's fee

* If the applicant's firm is not a current Participant in CVR MLS, the firm and Participating Broker application must be submitted before the agent may make application. Visit <https://rarealtors.com/> for applications.



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. 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.

CENTRAL VIRGINIA REGIONAL MULTIPLE LISTING SERVICE SUBSCRIPTION AGREEMENT

I hereby make application for Subscriber access to CVR MLS and agree as a condition of participation in the MLS to abide by all CVR MLS 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 agree to be bound by the National Association of REALTORS® Code of Ethics and their enforcement, 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 unauthorized access to the CVR MLS database;
- To keep all security features confidential and not share my log in credentials;
- To maintain listing information in a complete, accurate and timely manner; and
- To assume full responsibility for the information I enter into the MLS

CVR MLS service fees are posted quarterly to Participant and Subscriber online accounts. No paper statements will be sent. I understand that if I no longer wish to maintain my subscription, CVR MLS must be notified in writing. I understand fees, fines and assessments are non-refundable and that failure to pay all fees, fines and assessments when due may result in the termination of my CVR MLS services and loss of lockbox privileges.

By signing below, I consent that the Central Virginia Regional MLS (CVR MLS) may contact me at the specified address, telephone numbers, email address or other means of communication available. 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 and 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 of Subscriber Applicant

Date

As Designated REALTOR® for the above referenced firm, partnership or corporation I understand and accept responsibility for this licensee's activities as well as their compliance with the CVR MLS Rules and Regulations.

Name (print) _____

Signature _____

Participating Broker/ Designated REALTOR®

Date