



**Termination of CVR MLS Services Only**  
**membership@rarealtors.com**  
**(P) 804.422.5000 (F) 804.422.5051**

Applications received prior to 3:00 PM will be processed the same business day.

- **Agent Termination:** If you are a broker terminating a licensee no longer requiring CVR MLS services under your firm, please complete Sections 1, 2, 5 and 6. If you are an agent terminating your CVR MLS services, please complete sections 1-3, and 5.
- **Administrator Termination:** To terminate an assistant or office administrator no longer requiring CVR MLS services under your firm, please complete Sections 1 and 4-6.

**Section 1 Firm Information**

Firm Name \_\_\_\_\_ Firm MLS ID \_\_\_\_\_  
 Firm Address \_\_\_\_\_ City, State \_\_\_\_\_ Zip \_\_\_\_\_

**Section 2 Agent Information**

Full Name on License \_\_\_\_\_ Agent MLS ID \_\_\_\_\_  
 Home Address \_\_\_\_\_ City, State \_\_\_\_\_ Zip \_\_\_\_\_  
 Last Known Contact Phone \_\_\_\_\_ Last Known Email Address \_\_\_\_\_  
 Real Estate License # \_\_\_\_\_ Exp. Date \_\_\_\_\_

**Section 3 Agent Termination Acknowledgement**

I am terminating my subscription to CVR MLS. I understand if I have a Supra® key contract, I must cancel my key contract either by notifying Supra® at 877.699.6787 (if I have a Supra® eKey app) or if I have a Supra® ActiveKey, it is my responsibility to return the key to the RAR/CVR MLS office.

Agent Signature \_\_\_\_\_ Date \_\_\_\_\_

**Section 4 Administrator Information**

Administrator Name \_\_\_\_\_ Admin MLS ID \_\_\_\_\_

**Section 5 Refund Request**

\_\_\_\_\_ Yes, please refund any prorated unused CVR MLS fees to the original form of payment.  
 \_\_\_\_\_ No, please do not refund unused CVR MLS fees at this time.

**Section 6 Broker Acknowledgement of Termination**

Please note that any firm listings remaining in the Agent's name must be reassigned to a new listing agent within ten (10) days from the date of the Membership Department's receipt of this form.  
 If no change is made within ten (10) days of such date, the listing(s) will automatically be placed in the name of the Designated REALTOR®.

Name (print) \_\_\_\_\_  
*Participating Broker/ Designated REALTOR®*

Signature \_\_\_\_\_  
*Participating Broker/ Designated REALTOR®* *Date*

**FOR STAFF USE: Received by** \_\_\_\_\_ **Date:** \_\_\_\_\_