



CVR MLS Transfer Firm Affiliation

membership@rarealtors.com

(804) 422-5000

- This application must be signed by the Designated REALTOR® (Broker).
- Applicable transfer fees will be posted to the Agent's account and should be paid within the month they are posted.
- This form is used to transfer CVR MLS services, only. If you would like to transfer your REALTOR® membership, please use the REALTOR® Membership Transfer Form found on our website.
- Once complete, please email this form to membership@rarealtors.com.
- ****The DPOR Transfer Application must have been submitted to DPOR in accordance with VREB requirements prior to submission of this provisional Transfer Firm Affiliation request. See Section 5.**

Section 1 - Firm Information

Firm Name _____ Firm MLS ID _____

Firm Address _____

City, State and Zip _____

Section 2 - Agent Information

Full Name on License _____ Agent MLS ID: _____

Home Address _____

City, State and Zip _____

Cell Phone _____

Email Address _____

Real Estate License # _____ Exp. Date: _____

Section 3 - Transfer Fees

CVR MLS Transfer Fee: \$80.00

Responsible billing party email, if different from agent: _____

Transfer fees will be posted to the user's online account upon process of this application. Please ensure payment is made within the month of the invoice to avoid potential termination for nonpayment.

Section 4 - Agent Acknowledgement of Transfer

I hereby certify that the foregoing information furnished by me is true and correct. I acknowledge that while under this provisional transfer status, I am subject to all privileges and obligations provided to me as a CVR MLS user.

Agent's Signature _____ Date _____

Section 5 - Broker Acknowledgement of Transfer

I certify that the DPOR Transfer Application has been submitted for the licensee named on this application and understand that this CVR MLS transfer application will be processed as a provisional transfer. **The licensee's affiliation will be updated in the CVR MLS database upon submission of this application.** Staff will confirm the transfer within forty-five (45) days of this form. If at that time, the licensee's new firm affiliation cannot be confirmed with DPOR, CVR MLS services will be suspended and new application fees may apply.

As Designated REALTOR® for the above referenced firm, partnership or corporation I understand and accept responsibility for the above referenced licensee's responsibilities to CVR MLS as well as his or her compliance with the Constitution, Bylaws, policies, practices, procedures, rules and regulations of the Local, State and National Associations of REALTORS® and the Central Virginia Regional MLS.

Name (print) _____

Signature _____

Participating Broker/ Designated REALTOR®

Date