



Transfer Firm Affiliation

membership@rarealtors.com

(804) 422-5000

- This application must be signed by the Designated REALTOR® (Broker).
- We will post the applicable transfer fees to the member's online account. Fees are due within the month they are posted.
- This form is used to transfer REALTOR® membership, only. If you would like to transfer your CVR MLS services, please use the CVR MLS Transfer Form found on our website.
- Completed forms may be sent 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 – New 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

REALTORS® Membership 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 under my RAR REALTOR® membership.

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 RAR transfer application will be processed as a provisional transfer. **The licensee's affiliation will be updated in the RAR 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, REALTOR® membership 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 RAR 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®.

Name (print) _____

Signature _____

Participating Broker/ Designated REALTOR®

Date