



# Termination Form

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This form is used to terminate REALTOR® membership and CVR MLS services.

- If you are a Designated REALTOR®, please complete sections 1,2,3 and 5 for a licensee no longer affiliated with your firm.
- If you are an agent or associate broker terminating your REALTOR® membership and MLS services, please complete sections 1 through 4.

### 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 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 4 Agent Termination Acknowledgement

\_\_\_\_\_ I am terminating my REALTOR® membership to the Richmond Association of REALTORS®.

\_\_\_\_\_ 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 5 Broker Termination Acknowledgement

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: \_\_\_\_\_**