



## Transfer Firm Affiliation

[membership@rarealtors.com](mailto:membership@rarealtors.com)  
(P) 804.422.5000 (F) 804.422.5051



This application must be signed by the Designated REALTOR® (Broker). Transfer fees are posted to the user's online account must be submitted within the month they are invoiced. Applications received after 3:00PM will be processed the following business day. **\*\*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 \_\_\_\_\_ Zip \_\_\_\_\_

### Section 2 Agent Information

Full Name on License \_\_\_\_\_ Agent MLS ID \_\_\_\_\_

Home Address \_\_\_\_\_ City, State \_\_\_\_\_ Zip \_\_\_\_\_

Cell Phone \_\_\_\_\_ May RAR/CVR MLS communicate with you via text message?  Yes  No

Contact Phone \_\_\_\_\_ on MLS listings and for electronic call communications from RAR/CVR MLS.

Email Address \_\_\_\_\_ Important RAR/CVR MLS communications are sent via email, including all billing notices. Valid email address only.

Real Estate License # \_\_\_\_\_ Exp. Date \_\_\_\_\_

### Section 3 Services and Membership

\_\_\_\_\_ Transferring Richmond Association of REALTORS® Membership Fee: \$80

\_\_\_\_\_ Transferring CVR MLS Subscription Fee: \$80

Transfer fees are posted to the user's online account and must be submitted within the month they are invoiced. Membership and MLS service may be terminated for nonpayment pursuant to RAR Bylaws.

### 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 membership to the Association and CVR MLS subscription.

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/CVR MLS transfer application will be processed as a provisional transfer. The licensee's affiliation will be updated in the RAR/CVR MLS database at the time of submitting the application. This provisional transfer must be confirmed by DPOR within forty-five (45) days of the date of RAR/CVR MLS transfer request. If at that time, the licensee's new firm affiliation cannot be confirmed with DPOR, REALTOR® membership and access to MLS services will be suspended. If the licensee's new firm affiliation is not confirmed within ten (10) days of membership/service suspension, RAR REALTOR® membership and access to CVR MLS services will be terminated. A new application and related fees will be required to re-establish REALTOR® membership and MLS service.

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/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) \_\_\_\_\_

*Participating Broker/ Designated REALTOR®*

Signature \_\_\_\_\_

*Participating Broker/ Designated REALTOR®*

*Date*

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