



## Transfer Firm Affiliation

[membership@rarealtors.com](mailto: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](mailto: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***



## CVR MLS Transfer Firm Affiliation

[membership@rarealtors.com](mailto: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](mailto: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*