

ACCOUNTING REPRESENTATIVE AUTHORIZATION

5000 New Point Road Ste 1101 Williamsburg VA, 23188

757.253.0028 | info@WAARealtor.com



Use this form to authorize an accounting representative to access a brokerage's Williamsburg REALTORS Info Hub account for billing, invoices, payments and related account information. Required broker signatures must be included.

PURPOSE OF FORM

☐ New Authorization ☐ Update Existing Authorization ☐ Remove Accounting Access

BROKERAGE INFORMATION (Required for All Submissions)

Principal/Managing Broker Name: _____

Brokerage Firm: _____

Office Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Broker Email: _____

Williamsburg MLS Office ID, if applicable: _____

ACCOUNTING REPRESENTATIVE INFORMATION

Representative Name: _____ Title: _____

Email Address: _____ Phone: _____

ACCESS (Select all that apply)

Effective Date of Access: _____

- ☐ View invoices and billing history ☐ Make payments on behalf of brokerage
☐ Update billing contact information ☐ Receive billing notices and account communications
☐ Other: _____

NOTE: Access remains valid until revoked in writing by the Principal/Managing Broker.

OFFICES AUTHORIZED (More than 3 offices? See pg. 2)

☐ Authorization applies to all offices under this brokerage (Principal Broker Only)

☐ Authorization applies only to the offices listed below

Office Name	Office WMLS ID	Office Location / Address

BROKER AUTHORIZATION

The Principal/Managing Broker authorizes the accounting representative named above to access the brokerage's Williamsburg REALTORS® Info Hub account for the purposes selected. This authorization is limited to accounting and billing-related access only and does not authorize changes to brokerage membership, MLS participation, licensing, roster status or administrative privileges unless separately approved in writing.

BROKER SIGNATURE (REQUIRED): _____ **Date:** _____

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