

DESIGNATED BROKER CHANGE FORM

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Please use this form to let us know if the Designated REALTOR® (Broker) or WMLS Participant for a firm or branch office has changed. To complete your request, include a current copy of the new DR/Participant's license.

PURPOSE OF FORM (\$150 Administrative Fee will be incurred)

☐ WAAR Designated REALTOR® Update

☐ WMLS Participant Update

BROKERAGE INFORMATION (Required for all submissions)

Brokerage Firm: _____

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

Phone: _____ Email: _____

FORMER BROKER INFORMATION

Former Participant/Broker Name: _____ License #: _____

Email Address: _____

Former Broker Remaining with Firm: ☐ Yes ☐ No

If no, complete the Termination of Services and Reason sections below.

TERMINATION OF SERVICES

☐ WAAR

☐ WMLS

☐ Letter of Good Standing Requested

REASON (Select all that apply)

☐ Transfer to New Brokerage Firm | Agent will incur a \$50 transfer fee if not in same company

☐ Moving to Referral Status

☐ License Returned to DPOR

☐ Retirement

☐ Deceased

☐ Other

☐ Inactive Status | Agent and Broker hereby request and agree to the WMLS Subscription Waiver terms and conditions set forth in the Williamsburg MLS Rules and Regulations.

☐ Transfer to New Association | Association Name: _____

NEW BROKER INFORMATION

Note: If the new broker is not a REALTOR® member of WAAR, or is not applying for membership with WAAR, a letter of good standing from the REALTOR® association where the broker holds primary membership must accompany this form.

New Participant/Broker Name: _____ License #: _____

Email Address: _____ Mobile #: _____

Home Address: _____

TERMS AND CONDITIONS

By signing this form, the undersigned broker agrees to be bound by all terms and conditions of the following WAAR/WMLS documents previously submitted to WAAR/WMLS, as though originally executed by the undersigned on behalf of the REALTOR® firm:

- I. WAAR and WMLS Firm Applications
- II. WMLS New User Registration Forms
- III. WMLS Key Lease Agreements
- IV. WAAR Non-Member Salesperson Information Forms
- V. WMLS IDX/RETS/VOW Data License Agreements

MLS BILLING

I understand that WMLS/WAAR communicates primarily by email and that I must promptly report any change to my email address. WMLS service fees are billed quarterly to the Participant's account and can be viewed on the Association's Member Services website at www.waarealtor.com. **Paper bills will not be sent.** WMLS services may be terminated for unpaid fees.

NEW PARTICIPANT/BROKER SIGNATURE: _____ **Date:** _____