

SERVICE TERMINATION FORM

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Use this form to terminate or update WAAR/ WMLS access for an agent, firm or office admin.
Complete only the sections that apply. All required broker signatures must be included.

PURPOSE OF FORM

☐ Agent Termination ☐ Brokerage Termination ☐ WMLS Office Admin Termination

BROKERAGE INFORMATION (Required for All Submissions)

Broker Name: _____
Brokerage Firm: _____
Office Address: _____ City: _____ State: _____ Zip: _____
Phone: _____ Email: _____

AGENT INFORMATION

Agent Name: _____ License #: _____
Email Address: _____

TERMINATION OF SERVICES

☐ WAAR ☐ WMLS ☐ Letter of Good Standing Requested

REASON (Select all that apply)

☐ Transfer to New Brokerage Firm ☐ 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 Williamsburg MLS Rules and Regulations.

☐ Transfer to New Association | Association Name: _____

☐ **Principal/Managing Broker terminating firm and all agents WAAR/WMLS Access**

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

WMLS OFFICE ADMIN TERMINATION (To be completed by Principal/Managing Broker)

Administrator Name: _____ WMLS User ID: _____
Firm Name: _____ WMLS Firm ID: _____

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