



AGENT ADD/STATUS CHANGE FORM
FOR ASSOCIATION AND/OR MLS MEMBERSHIP

(To be completed by the BROKER) Email to: cat@cbrar.com

**This is the only form that will be accepted for agent changes within CBRAR. The form must be sent to CBRAR within five days of brokerage/status change. Failure to submit this form within five days will result in a \$2,500.00 fine invoiced to the broker. Transferring agents will be invoiced a \$50.00 transfer fee.

Company Name: Office ID#

Agent Name:

Agent NRDS # License #

Agent Email Address: Agent Phone #

Please place a check in the box next to ONE appropriate action to be taken:

ADD AGENT TO MY OFFICE. Complete Add Form on following page. Please include a Letter of Good Standing from agent's Primary Association (not MLS).

AGENT IS AN MLS ONLY MEMBER OF CBRAR AND NO LONGER NEEDS CBRAR's MLS SERVICE. The MLS Waiver form (attached with this packet) must be submitted with this form.

AGENT TRANSFERRING TO MY OFFICE, Effective date: A copy of the transfer form sent to DPOR must be submitted with this form.

AGENT TRANSFERRING TO ANOTHER BROKERAGE, OFFICE LISTED BELOW. Agent's active listings, if any, will need to be transferred to the broker or released before the agent can be transferred. Brokers and Office Staff can transfer listings inter office.

Effective date:

Office Name:

Broker Name:

AGENT BEING REMOVED FROM ROSTER Effective date:

A copy of the form sent to DPOR must be submitted with this form. If nothing was sent, please provide an explanation of the circumstances of the agent's departure.

AGENT PLACED THEIR LICENSE ON INACTIVE OR LET THEIR LICENSE EXPIRE. I will return their license to DPOR.

Name of Broker (Please print or type.):

Name of Agent (Please print or type)

Signature of Broker

Signature of Agent

CBRAR Multiple Listing Service New User Add Form

****Agent will not be added until DPOR License shows agent registered with office****

FIRM # _____

DATE _____

FIRM NAME _____

ADDRESS _____

Agent Name _____ Lic.# _____

Choose a password _____ (at least 3 characters) Contact phone# _____

Agent email _____

Section I. Please check one of the options below:

___ Agent is a member of the _____ Association of REALTORS®. A letter of Good Standing from agent's primary REALTOR® association must accompany this application if agent is not a member of CBRAR.

___ Agent is joining the Chesapeake Bay & Rivers Association of REALTORS®. CBRAR Membership Application, dues and application fee must accompany this application.

Section II. Requires Applicant Signature.

I agree as a condition of participation in the MLS to abide by all relevant bylaws, rules and other obligations of participation including payment of fees. I confirm that I currently and will on a continual and ongoing basis in the operation of my real estate business activities, actively endeavor to list real property of the type filed with the MLS and/or accept offers of cooperation and compensation made by other Participants through the MLS. I agree that I must continue to engage in such activities during my participation in the MLS. I acknowledge that failure to abide by these conditions of participation on an ongoing basis may result in potential suspension or termination of MLS participatory rights after a hearing in accordance with the MLS's established procedures.

Applicant's Signature : _____ Date: _____

Section III. Please Have Your Broker Complete:

I, _____, the broker of the above-named office, hereby register the REALTOR® listed above as an authorized user of CBRAR Property Services, Inc. MLS under my membership. I understand the following:

1. My firm is responsible for CBRAR MLS fees and fines incurred by this user.
2. I am responsible for ensuring that this user complies with CBRAR MLS policies and the CBRAR MLS Rules and Regulations.
3. CBRAR Property Services, Inc. Board of Directors reserves the right to deny or revoke CBRAR MLS for any person.
4. The user will continue to be able to use CBRAR MLS and incur fees until and unless I cancel their registration or the CBRAR Property Services Board of Directors revokes their MLS privileges.
5. Non-registered licenses and support staff may not use CBRAR MLS in any way unless properly registered with CBRAR as support staff, and they must use it solely to assist their employer.
6. If any non-registered person uses the MLS in any way through my membership, my firm is responsible for fees applied retroactively from the date of first use by the person (or from the beginning of the year of first use if the exact date of first use cannot be established). My firm is also subject to penalties including, but not limited to, a fine not to exceed \$2,500.00 as determined by the CBRAR MLS Board of Directors.

Broker's Signature

CBRAR PROPERTY SERVICES, INC.

**CBRAR APPLICATION FORM FOR WAIVER OF CBRAR MLS
SUBSCRIBER
FEES FOR AFFILIATED LICENSED REALTORS® OR APPRAISERS**

The individual(s) named in Broker MLS Waiver Certification Form ("Waiver Applicant(s)") shall be exempt from payment of the Chesapeake Bay and Rivers Multiple Listing Service, Inc. ("CBRARMLS") MLS Subscriber fee so long as such Waiver Applicant(s) currently satisfies and continues to satisfy ALL of the following requirements:

1. Waiver Applicant is NOT a listing agent for any active listing included in the CBRAR MLS;
2. Waiver Applicant does NOT possess, control, or use a lockbox key to enter, view, or show any property that is listed in the CBRAR MLS;
3. Waiver Applicant does NOT directly or indirectly access or use in any manner whatsoever the listing information stored in the CBRAR MLS. Such access and use includes, but is not limited to, direct access to or use of the MLS and the use of the other devices or services provided by the CBRAR MLS or its affiliated or licensed vendors or suppliers, that permit access to and use of any listing information from the CBRAR MLS; and
4. Waiver Applicant does NOT use, directly or indirectly, in any manner whatsoever information from the CBRAR MLS to list properties for sale or lease, to identify or locate properties for any potential buyers or lessees and does not participate in listing or sales activity requiring licensure for any properties listed in the CBRAR MLS.

CERTIFICATION BY WAIVER APPLICANT'S MLS PARTICIPANT/ DESIGNATED BROKER

I certify that the Waiver Applicant(s) named herein on Broker MLS Waiver Certification Form is/are affiliated with me and meet ALL of the above requirements, and therefore is/are eligible for a waiver of each Waiver Applicant's CBRAR MLS Subscriber fee. I understand that I will need to supply an additional signed Broker MLS Waiver Certification for any future Waiver Applicants. Further, I agree to notify CBRAR within 10 calendar days if any Waiver Applicant remains affiliated with me but has become ineligible for a waiver of the fee. Simultaneously with such notice to CBRAR MLS, I will either (i) sever the agent from this office, or (ii) inform the agent that said agent must subscribe to CBRAR MLS within 3 business days of the notification to CBRAR MLS. Such affirmative notice to CBRAR MLS, and the subsequent completion of (i) or (ii) above, shall not constitute a breach of this agreement and shall therefore not incur the penalties described below.

I understand that any violation of the conditions of this waiver will result in automatic revocation of this waiver for the individual Waiver Applicant. I agree to pay any and all CBRAR MLS Subscriber fees, retroactive to the beginning of the current billing year for each Waiver Applicant that has had his or her waiver revoked, within

10 calendar days after the Waiver Applicant becomes ineligible for a waiver of the CBRAR MLS Subscriber fee. I acknowledge that non-payment of the fee(s), by the due date, as indicated on the associated invoice from CBRAR MLS, will result in the CBRAR MLS access for myself and all Subscribers associated under my CBRAR MLS participation being suspended until such time as all fees have been satisfied.

Signature of MLS Participant/ Designated Broker

Printed Name of MLS Participant/ Designated Broker

Date

Print Company Name

Office Broker Code

A waiver becomes effective immediately upon receipt and processing by CBRAR MLS of a properly completed application form provided the Applicant satisfies all requirements listed above. Approved waivers shall remain in effect until the applicant becomes an active subscriber, changes brokerages, or subsequently fails to satisfy any of the waiver requirements. Applicant will be notified by CBRAR MLS if this application is not approved.

Broker MLS Waiver Certification

Participant/Designated Broker certifies that the following real estate and appraiser licensees meet all the requirements for receiving a CBRAR MLS fee waiver as described herein:

	Applicant Name	Waiver Applicant MLS Affiliation	Real Estate License.#
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Attach additional sheets as necessary.

Signature of Designated Certifying Broker

Printed Name of Designated Certifying Broker

Print Company Name

Office ID

Date