



CVR MLS Application for Administrative Access

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- Please use this form for either Admin Access or Appraisal Admin Access.
- To subscribe to CVR MLS, the Participating Broker/Designated REALTOR® must also sign this application.
- Application fees are posted to the applicant's online account upon processing of this application. An invoice with a secure payment link, will be sent to the Applicant's email reflected below.
- CVR MLS access codes are provided to the user within one business day of receipt of application fees.
- If the applicant holds an active Real Estate license with the participating firm or a non-referral Real Estate firm, they are not eligible for administrative access and instead will need to complete the CVR MLS New Subscriber Application.

APPLICANT'S INFORMATION

Name of Administrative Applicant: _____

Admin Applicant's Email: _____

Billing Email: _____

If different from Applicant's email

Admin Applicant's Phone: _____

Admin Applicant's Address: _____

City, State: _____ Zip _____

Has Applicant ever had a CVR MLS account? YES or NO If yes, CVR MLS ID number _____

CVR MLS Subscriber Name _____ CVR MLS Subscriber ID _____
(agent)

CVR MLS Participant Name _____ CVR MLS Participant ID _____
(managing broker)

Firm Name _____ Firm/Branch CVR MLS ID _____

FEES

Application fee: \$180

Quarterly fee: \$41.25

Quarterly service fees are due upon posting to the User's online account. If service fees are not paid by 5:00 PM on the last day of the month in which the fees are posted, User service access will be terminated.

Joining 1 st month of Quarter <i>January April July October</i>	Joining 2 nd month of Quarter <i>February May August November</i>	Joining 3 rd month of Quarter <i>March June September December</i>
\$221.25*	\$207.50*	\$235.00*

*Includes application fee of \$180.



REQUIRED AUTHORIZATION

I, as the responsible CVR MLS Participant/ Subscriber, certify that the named administrative applicant is affiliated with the above referenced firm and does not perform any duties or activities that would require a real estate license.

I understand that this applicant will have access to CVR MLS through a confidential user name and password which may not be shared.

I understand and accept responsibility for this individual's compliance with CVR MLS policies, practices, rules and regulations including any and all fines or penalties assessed for noncompliance.

I further understand that such access does not imply or infer REALTOR® membership and that this applicant does not qualify for access to other CVR MLS participation benefits or services.

Signature _____ Date: _____
Responsible CVR MLS Subscriber (Agent)

Signature _____ Date: _____
Participating Broker/ Designated REALTOR® (Broker)

I certify that I will not represent myself to the public or other REALTORS® as a listing/selling agent. I understand that sharing my CVR MLS user name and password or use of my CVR MLS access for licensed activities is **prohibited** and grounds for termination of MLS Access.

I agree to abide by the CVR MLS Rules and Regulations as may be from time to time amended. I agree to pay the quarterly administrative access fee of \$41.25, which will be posted to my online account on the first business day of the month prior to the start of each calendar quarter. I understand that no paper bills will be sent, I am responsible for timely payment of all posted fees and understand that my CVR MLS access will be inactivated for nonpayment of fees.

By signing below, I consent that the Central Virginia Regional MLS (CVR MLS) may contact me at the specified address, telephone numbers and email address I provide or through any other means of communication used by CVR MLS. This consent applies to any and all changes in contact information that may be provided by me to the CVR MLS in the future. I recognize that certain state and federal laws may place limits on such communication and as part of my subscription I am consenting to waive those limitations. I acknowledge that CVR MLS's primary form of communication with its subscribers is electronic mail (email) and I understand that it is my responsibility to notify CVR MLS immediately of any change to my email address.

Signature _____ Date: _____
Administrative Applicant