



**CVR MLS Application for Appraiser Administrative Access**

**membership@rarealtors.com**  
**(P) 804.422.5000 (F) 804.422.5051**

The completed application must be signed by the responsible Appraiser Participant. Payment must be submitted when making application to CVR MLS. See the attached CVR MLS Auto Debit form. Applications submitted after 3:00pm are processed the following business day.

CVR MLS Training Requirement

Applicants for appraiser administrative access must complete a 2.5-hour Matrix® training course to obtain a CVR MLS database access password. Once your application is processed, you will be emailed your Matrix® training video link and instructions to obtain your MLS ID and password. **Failure to complete the required MLS training within 30 days of making application to CVR MLS may result in termination of MLS services and forfeiture of application fees.**

Name of Administrative Applicant \_\_\_\_\_

Admin Applicant's Email \_\_\_\_\_

Admin Applicant's Phone \_\_\_\_\_

Admin Applicant's Address \_\_\_\_\_ City, State \_\_\_\_\_ Zip \_\_\_\_\_

CVR MLS Participant \_\_\_\_\_ CVR MLS Participant ID # \_\_\_\_\_

If Administrative Applicant had a previous CVR MLS user account, indicate member number \_\_\_\_\_

Fees

Application fee: \$175    \*Transfer fee: \$75    Quarterly fee: \$40

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.

\*Transfer fee of \$75 applies if an administrator must affiliate with a new CVR MLS office because their subscriber/participant has transferred CVR MLS office affiliation.

Joining 1 <sup>st</sup> month of Quarter <i>January April July October</i>	Joining 2 <sup>nd</sup> month of Quarter <i>February May August November</i>	Joining 3 <sup>rd</sup> month of Quarter <i>March June September December</i>
\$215*	\$201.67*	\$228.33*

*\*Includes application fee of \$175.*



REQUIRED AUTHORIZATION

I, the Responsible CVR MLS Participant certify that the named Assistant Applicant is affiliated with my business and does not perform any duties or activities that would require a real estate or appraiser 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. I further understand that such access does not imply or infer REALTOR® appraiser membership and this applicant does not qualify for a Lockbox Key or other CVR MLS services.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
*Appraiser Participant*

I certify that I am not a licensed real estate agent or appraiser. 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 access termination.

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 \$40, 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 bills will be sent, I am responsible for timely payment of all posted fees, and understand that my CVR MLS access will be terminated for nonpayment of fees. I also understand that I must complete a required CVR MLS training class in order to obtain my MLS password.

By signing below I consent that the Central Virginia Regional MLS (CVR MLS) may contact me at the specified address, telephone numbers, email address or other means of communication available. 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 \_\_\_\_\_  
*Appraiser Administrative Applicant*

**FOR STAFF USE: Received by** \_\_\_\_\_ **Date:** \_\_\_\_\_



[RAR-CVRMLS-Accounting@RARealtors.com](mailto:RAR-CVRMLS-Accounting@RARealtors.com)

(P) 804.422.5000 (F) 804.422.5086

**CVR MLS Admin Credit Card Authorization Form**

Credit Card Type: Visa \_\_\_ MasterCard \_\_\_ AMEX \_\_\_ Discover \_\_\_ Total Amount of Charge: \$\_\_\_\_\_

Card # \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For Admin Name: \_\_\_\_\_ Admin MLS Number: \_\_\_\_\_

Subscriber Name: \_\_\_\_\_ Subscriber MLS Number: \_\_\_\_\_

*I authorize the use of this card for this payment only & opt out CVR MLS free auto-pay service for quarterly fees.*

Signature: \_\_\_\_\_

**Auto Debit/Credit Authorization Option**

In addition to on line bill payment, CVR MLS offers an auto-pay service where quarterly fees can be routinely charged to a debit or credit card. **To set up this free service, please complete the section below.**

*I authorize the Central Virginia Regional MLS to automatically charge my Debit/Credit Card account listed above for future fees indicated below.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please check:

**Quarterly MLS Fees:** CVR MLS Rules & Regulations Article 8 Service Fees

Quarterly service fees are assessed, in advance, for each Participant, Subscriber and Administrative User access subscription. 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.

**I understand the following items concerning participation in this program.**

- An email confirming receipt and processing of this auto debit request will be sent to the email address on file with CVR MLS.
- **It is the responsibility of the card holder named above to notify the Association when a credit card number or card expiration date has changed. Failure for the card to process may result in loss of MLS and key services.**
- **My Account** at [www.RARealtors.com](http://www.RARealtors.com) is available to view or update your email address, account information, verify payments and print receipts.
- If you choose to discontinue your auto-pay service, you must submit this request in writing to CVR MLS at [RAR-CVRMLS-Accounting@rarealtors.com](mailto:RAR-CVRMLS-Accounting@rarealtors.com).

**FOR STAFF USE:** Received by \_\_\_\_\_ Date: \_\_\_\_\_