



RAR-CVRMLS-Accounting@RARealtors.com

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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 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.

FOR STAFF USE: Received by _____ Date: _____