



## CVR MLS New Subscriber Application

[membership@rarealtors.com](mailto:membership@rarealtors.com)  
 (P) 804.422.5000 (F) 804.422.5051

To subscribe to CVR MLS, the Subscriber Applicant and Participating Broker/Designated REALTOR® must sign this application. If the applicant's office is not a current Participant in CVR MLS, the office and Participating Broker application must be submitted before the agent may make application. Visit [www.rarealtors.com](http://www.rarealtors.com) for applications. Payment must be submitted when making application to CVR MLS. See the attached CVR MLS Auto Debit form.

### CVR MLS Training Requirement

New MLS Participants and Subscribers 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. **\*Note: Failure to complete MLS Training within 30 days of applications for CVR MLS services may result in termination of MLS service access and forfeiture of application fees.**

### Supra® Lockbox Key Service

Active CVR MLS Participants and Subscribers are eligible for Supra® key and lockbox service. Once your application has been processed you may obtain a key by visiting the RAR office Monday through Friday between 8:30am and 3:00pm with photo ID. [Click here](#) for information about Supra Key service and fees, or visit RAREaltors.com under CVRMLS tab> Lockbox & Key info. **Supra® fees are not included in application costs.**

Applicant Name \_\_\_\_\_ DBA \_\_\_\_\_

Real Estate License # \_\_\_\_\_ Exp. Date \_\_\_\_\_ NRDS# \_\_\_\_\_

Home Address \_\_\_\_\_ City, State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Phone # \_\_\_\_\_ Email \_\_\_\_\_ Fax \_\_\_\_\_

Current Supra® Key serial # \_\_\_\_\_ Supra® Key PIN \_\_\_\_\_

Primary REALTOR® Association \_\_\_\_\_ *(If Applicant is not a member of the Richmond Association of REALTORS® or the Southside Virginia Association of REALTORS®, a letter of good standing from the REALTOR® association where Applicant holds primary membership must accompany this application.)*

Firm Name \_\_\_\_\_ Firm CVR MLS ID \_\_\_\_\_

Firm Address \_\_\_\_\_ City, State \_\_\_\_\_ Zip \_\_\_\_\_

### Fee Schedule

Quarterly fees of \$165 are prorated based on the month of application.

Joining 1 <sup>st</sup> month of Quarter	Joining 2 <sup>nd</sup> month of Quarter	Joining 3 <sup>rd</sup> month of Quarter
January April July October	February May August November	March June September December
\$340*	\$285*	\$395*

\*Includes application fee of \$175.



**CENTRAL VIRGINIA REGIONAL MULTIPLE LISTING SERVICE SUBSCRIPTION AGREEMENT**

I hereby make application for Subscriber access to CVR MLS and agree as a condition of participation in the MLS to abide by all CVR MLS bylaws, rules and regulations and other obligations of participation, including payment of fees when they are due. I have thoroughly familiarized myself with CVR MLS Rules and Regulations and agree to complete the MLS training requirement within 30 days of the date of this application. I agree to be bound by the National Association of REALTORS® Code of Ethics and their enforcement in accordance with the terms and conditions as established in the NAR Code of Ethics and Arbitration Manual, including the obligation to submit to ethics hearings and the duty to arbitrate contractual disputes with other REALTORS®. I agree to prohibit access to the CVR MLS by those not authorized to use the MLS data and agree to keep any security features, including but not limited to passwords, confidential, to maintain listing information in a complete, accurate and timely manner and take full responsibility for the information entered into the MLS.

CVR MLS service fees are posted quarterly to Participant and Subscriber online accounts. No paper statements will be sent. CVR MLS services may be terminated for nonpayment of dues and fees. I understand that if I no longer wish to maintain my Participation, CVR MLS must be notified in writing with the proper forms provided. I understand dues, fees and assessments are non-refundable and that failure to pay all dues, fees, fines and assessments when due may result in the loss of my CVR MLS services.

By signing below, I consent that the Central Virginia Regional MLS (CVR MLS) may contact me at the specified address, telephone numbers, fax 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 of Subscriber Applicant* *Date*

As Designated REALTOR® for the above referenced firm, partnership or corporation I understand and accept responsibility for this licensee's responsibilities as well as his/her compliance with the CVR MLS Bylaws and Rules and Regulations.

Name (print) \_\_\_\_\_  
*Participating Broker/ Designated REALTOR®*

Signature \_\_\_\_\_  
*Participating Broker/ Designated REALTOR®* *Date*

**(Staff Use) Accepted By: \_\_\_\_\_ Date: \_\_\_\_\_ Member # Issued \_\_\_\_\_**



Richmond Association of REALTORS®  
 Central Virginia Regional MLS  
 RAR-CVRMLS-Accounting@RAREaltors.com  
 (P) 804.422.5000 (F) 804.422.5086



**Credit Card Authorization Form**

Credit Card Type: V \_\_\_\_ MC \_\_\_\_ AMEX \_\_\_\_ Discover \_\_\_\_ Total Amount Due: \$ \_\_\_\_\_

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

Name on Card: \_\_\_\_\_ Member/User ID Number \_\_\_\_\_

RAR Member/CVR MLS User Name: \_\_\_\_\_

I authorize RAR/CVR MLS to charge this debit/credit card for the amount indicated.

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

**Auto Debit/Credit Card Authorization**

RAR/CVR MLS offers an auto-payment service where fees and dues can be routinely charged to a debit or credit card. To set up this free service, complete the section below.

**Please check all that apply:**

For REALTOR® Members

**Annual Local, State and National Dues, Fees and Assessments (RAR, VR, NAR)\***

Dues, fees and assessments are posted and charged on the first business day of October as indicated in the most recent iteration of the Richmond Association of REALTORS® Bylaws.

**RPAC/REAP Contributions**

I understand that, unless otherwise indicated below, voluntary contributions for REALTORS® Political Action Committee a PAC dedicated to promoting home ownership and protecting interests of REALTORS®(RPAC) and the Real Estate Assistance Program which provides funds for area non-profit housing organizations (REAP) will be charged annually to my debit/credit.

**I DO NOT wish to contribute to: 1) RPAC \_\_\_\_\_ 2) REAP \_\_\_\_\_**

For CVR MLS Participants and Subscribers

**Quarterly MLS Fees**

MLS service fees are assessed on the first business day of the month prior to each calendar quarter. 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.

For Principal Brokers Only

**Store Charges and Events**

**It is the responsibility of the card holder named above to notify RAR/CVR MLS when a credit card number or card expiration date has changed. If the credit card on file is not accepted for payment, this may result in the loss of MLS and key services and/or Association membership.** If you choose to discontinue your auto-pay service, you must submit a written request to RAR/CVR MLS at [RAR-CVRMLS-Accounting@rarealtors.com](mailto:RAR-CVRMLS-Accounting@rarealtors.com)

I authorize the Richmond Association of REALTORS®/Central Virginia Regional MLS to automatically charge the debit/credit card account listed above for the fees and dues indicated.

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

An email confirming receipt and processing of this auto debit request will be sent to the email address on file with RAR/CVR MLS. Log into **My Account** on [www.RAREaltors.com](http://www.RAREaltors.com) to view all invoices and receipts.

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

*\*Note: The Federal Omnibus Budget Reconciliation Act of 1993 eliminated state and federal tax deductions for any portion of dues used for lobbying activities. The estimated portions allocated by RAR, VAR and NAR for lobbying on behalf of real estate interests are listed below. These amounts should be communicated to your tax consultant. 2017 estimated **Non-deductible** portions of dues: RAR: 8.3% VAR: 9.6% NAR: 42%. Note that the NAR Consumer Advertising Campaign special assessment of \$35 is considered a deductible expense.*