



**Central  
Virginia  
Regional**  
Multiple Listing Service  
**MLS User Application**

Your completed CVR MLS User Application may be faxed to 804-422-5051. If you wish to pay by personal check, payable to CVRMLS, you may mail this application and check to CVR MLS, 8975 Three Chopt Road, Richmond, VA 23229.

Effective Date \_\_\_\_\_

Agent's Name \_\_\_\_\_ Social Security # \_\_\_\_\_

NRDS # (required) \_\_\_\_\_ Telephone # \_\_\_\_\_

Home Address \_\_\_\_\_

Email Address (required) \_\_\_\_\_

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 RAR or SVAR.*

Agent agrees to abide by CVRMLS Rules and Regulations as may be from time to time amended. Changes or amendments will be noticed to the members of CVR MLS 30 days prior to their effective date. A copy of the rules and regulations can be found on the Richmond Association of REALTORS® website [www.rarealtors.com](http://www.rarealtors.com) and on the sidebar menu in the TEMPO® MLS system.

Agent *and broker* must attend MLS training at a CVRMLS office in order to receive login codes to access the system to perform searches and to add listings. Prior to the agent receiving codes, CVRMLS can add a listing for a member agent for a \$10 fee.

Agent acknowledges and agrees that the MLS's primary form of communication with its members will be electronic (i.e. email); Agent further understands that it is their responsibility to notify CVRMLS immediately of any change to his/her email address. CVRMLS service fees are posted quarterly to the agents online account. No paper bills will be sent. MLS services may be terminated for nonpayment of dues and fees.

Agent's Signature \_\_\_\_\_ Date \_\_\_\_\_

Broker's Name [print] \_\_\_\_\_

Broker's Signature \_\_\_\_\_

Firm Name \_\_\_\_\_

Firm Address \_\_\_\_\_

*Check type of MLS service requested:*

<input type="checkbox"/> Residential	\$150.00 per quarter--\$150 application fee
<input type="checkbox"/> Commercial	\$90.00 per quarter--\$50 application fee
<input type="checkbox"/> Both Residential and Commercial	\$150.00 per quarter--\$150 application fee

SUPRA Lockbox Key Service: Supra key fees are separate from MLS fees. Please speak with a member services representative for Key and Lockbox service and fee information. 804-422-5000

**APPLICATION FOR MLS USER ACCESS**

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I, \_\_\_\_\_ (Print name as it appears on card) authorize payment of a fee amount totaling \$ \_\_\_\_\_. (See fee schedule below to determine the amount due.)

Card Type: VISA \_\_\_\_ MC \_\_\_\_ AMEX \_\_\_\_

Card # \_\_\_\_\_ EXP \_\_\_\_\_

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

**AUTO DEBIT PAYMENT SERVICE**

In addition to on line bill payment, CVR MLS also offers an automatic bill payment service. You may have your quarterly fees charged to your debit or credit card. To set up this free service complete the section below.

I authorize the Richmond Association of REALTORS® and/or CVR MLS to charge my quarterly TEMPO MLS Access fee to the credit/debit card indicated above.

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

We recommend that you log into [www.rarealtors.com](http://www.rarealtors.com) to view your account, verify your payment has been processed and print a receipt for your records. It is the sole responsibility of the individual to notify the association if their card number or expiration date has changed.

Access Type	Joining 1 <sup>st</sup> month of Quarter	Joining 2 <sup>nd</sup> month of Quarter	Joining 3 <sup>rd</sup> month of Quarter
Residential Only	\$300	\$250	\$350 *(current month + next quarter)
Residential & Commercial			
Commercial Only	\$140	\$95	\$145* ( current month + next quarter)

Applications received prior to 3:00 PM will be processed the same business day.  
Applications received after 3:00 PM will be processed the following business day.

Once we have received and processed your application, you will be scheduled for TEMPO® MLS training. To obtain your TEMPO® password, you **must** attend a TEMPO® MLS training class.

**Please indicate your preferred TEMPO® MLS class date** \_\_\_\_\_. (See list of dates and locations below). You'll receive an email confirming your date selection or if that date is not available, one of our staff will call you to determine an alternate date.

Richmond Association of REALTORS® 8975 Three Chopt Rd Richmond VA				Richmond Association of REALTORS® 9325 Midlothian Tpke, Ste #B Richmond VA				
Class time 8:30am-Noon				Class time 8:30am-Noon				
February 9 <sup>th</sup>	March 9 <sup>th</sup>	April 5 <sup>th</sup>	May 6 <sup>th</sup>	January 25 <sup>th</sup>	February 25 <sup>th</sup>	March 25 <sup>th</sup>	April 23 <sup>rd</sup>	May 21 <sup>st</sup>

If you have any questions concerning this application or CVR MLS services, please call us on 804-422-5000.