

**Central Virginia Regional Multiple Listing Service**  
**COMMERCIAL INFORMATION EXCHANGE (CIE)**  
**APPLICATION**

(\$50.00 one-time Application Fee for non-CVR MLS members only)

*Applicant must be a principal, partner, corporate officer or branch manager acting on behalf of a principal or a licensed or certified appraiser (Participant), or an agent of a member principal (Subscriber); qualifications are as stipulated in the Bylaws and the Rules and Regulations of CIE.*

I affirm that: a) I hold a valid real estate Brokers license, b) I am capable of offering and accepting compensation to and from other participants, c) I am actively engaged in the business of real estate brokerage, or d) I am licensed or certified by an appropriate state regulatory agency to engage in the appraisal of real property. Furthermore, I certify that I have no record of recent or pending bankruptcy; no record of official sanctions involving unprofessional conduct; no pending ethics complaints, pending arbitration requests, unsatisfied discipline or unpaid arbitration awards; no unpaid financial obligations to any REALTOR® Association or CIE.

I agree that: a) Participation and Subscription are subject to the CIE Bylaws and Rules and Regulations as may be amended from time to time, b) I will pay all fees incidental to my Participation or Subscription, c) I will waive all claims against this CIE, and/or its Officers, Directors, Staff, Participants and Subscribers for any acts in connection with the business of the CIE including fines or discipline imposed for noncompliance with the Rules and Regulations, d) I agree to be bound by the National Association of REALTORS® Code of Ethics on the same terms and conditions as the Richmond Association of REALTORS® members including the obligation to submit to the ethics hearings and the duty to arbitrate contractual disputes with other REALTORS® in accordance with the established procedures of the Richmond Association of REALTORS®. I understand that a violation of the REALTOR® Code of Ethics may result in termination of my CIE privileges, e) I understand that the Participant in CIE will ultimately be responsible for all fees accumulated by his/her Subscribers, f) membership is not subject to transfer or assignment under a new ownership.

Should I wish to terminate membership a) I will notify the CIE in writing at least 15 days prior to the last day of service, b) I will relinquish all rights and privileges of membership, c) I will pay all fees for services received, d) no fees are refundable..

Signing below signifies that I have read and understand the terms of this agreement; the Bylaws and the Rules & Regulations of the CIE. This application is subject to review by the CIE Directors at their next regular meeting.

PLEASE CHECK THE APPROPRIATE CATEGORY:  REALTOR® Principal/Partner/Corp Officer/Branch Mgr.  
 REALTOR® Agent of a Member Principal  
 Non-REALTOR® Licensed Real Estate Practitioner  
 State Licensed or Certified Appraiser

**TYPE OF MEMBERSHIP REQUESTED:**

Add CIE to my existing CVR MLS Residential (Tempo®) Access: *No Additional Cost.*  
 Non-member Access: *\$90 per quarter*  
 Tax Information Only for Non-member: *\$45 per quarter*  
 Read-Only CIE Access for Appraisers (Does not include Tax): *\$45 per quarter*

APPLICANT NAME: \_\_\_\_\_  
(Print) (Signature)

DATE: \_\_\_\_\_ APPLICANT EMAIL: \_\_\_\_\_

OFFICE NAME: \_\_\_\_\_ OFFICE MANAGING BROKER: \_\_\_\_\_

OFFICE ADDRESS: \_\_\_\_\_  
(Street) (City) (State) (Zip Code)

TELEPHONE NUMBER: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

OFFICE WEBSITE: \_\_\_\_\_ OFFICE EMAIL: \_\_\_\_\_

BILLING ADDRESS (If different from above): \_\_\_\_\_  
(Street) (City) (State) (Zip Code)

Return by Fax to: (804) 422-5080

## **CIE: What You Should Know**

In our ongoing effort to meet the needs of real estate professionals in Central Virginia, CVR MLS now operates an Internet based Commercial Information Exchange that supports the Commercial REALTOR® in his/her business.

### **Some of the features available through the CIE are:**

- Access is available 24 hours a day, 7 days a week to enter and search commercial lease or sale properties
- Customizable reporting
- Multiple types of searching capabilities
- Access to tax data, research and prospecting tools
- The capability to e-mail reports to clients with attachments
- The ability to add your company logo to your client gateway

### **Requirements for CIE participation**

#### **Brokers:**

Any Managing Broker or Broker Owner holding an active Virginia real estate license may obtain CIE access.

#### **Agents:**

Sales Agents holding an active Virginia real estate salesperson license may participate in the Commercial Information Exchange **IF** the managing broker of the agent's firm is a member of the CIE.

#### **Appraisers:**

Licensed or Certified Appraisers are eligible for read-only membership, with or without Tax search access.

#### **CIE Membership Fees:**

- CVR MLS current TEMPO (residential) Member Fee: No Additional Fee.
- Read-Only CIE access (without Tax): \$15 per month, billed quarterly (\$45 per qtr, \$180 annually)
- Tax Information Only Fee: \$15 per month, billed quarterly (\$45 per quarter, \$180 annually)
- New Member Application Fee (joining CVR MLS for the first time): \$50 – one time.
- Non-member Fee: \$360 per year, billed quarterly

### **CIE Quick Facts**

**There is no offer of compensation or cooperation extended through the CIE. Agents must inquire of the submitting member as to what level and amount of cooperation and/or compensation, if any, is available.**

Members are not required to submit all commercial listings to the CIE but are encouraged to do so. The exposure provided by the CIE benefits the property owner, the consumer, and the listing agent.

To access CIE: users log into Tempo® and then look for the Commercial property type. In Quick Search, use the Commercial tab. In Custom Search and in Add/Edit Listings, pick it off of the Property Type dropdown list.

In CIE: Pending must be reported within 3 business days, solds within 7 business days.

CIE member benefits include the ability to participate in the Dominion Sales Award program, quarterly educational events and various networking opportunities. The REALTOR® Commercial Alliance (RCA) is one of NAR's best Commercial Real Estate resources and is available to all NAR members. ([www.REALTOR.org/RCA](http://www.REALTOR.org/RCA) or 1800 874-6500)

### **Broker Considerations Checklist**

When considering participation in the CVR MLS Commercial Information Exchange, it is recommended that residential managing brokers consider the following:

- The need to update office policy manuals to specifically address commercial transactions
- At this time, there are no standard forms available through CVR MLS for commercial transactions. Offices will need to provide the appropriate listing and contract documents for their agents use.
- Contact your E&O provider and verify that your policy covers commercial activities.
- Brokers and Office Managers are responsible for the commercial activities of their agents. It is a violation of the NAR Code of Ethics to "... provide specialized professional services concerning a type of property... that is outside a REALTOR'S® field of competence unless they engage the assistance of one who is competent on such types of property..." Brokers must ensure that agents engaged in commercial transactions have access to commercially experienced broker supervision.

For more information, Contact John Hicks – Director Commercial Division: (804) 422-5035 or [jhicks@rarealtors.com](mailto:jhicks@rarealtors.com)