

ADD/DELETE

Chesapeake Bay & Rivers Association of REALTORS®, Inc.

Multiple Listing Service

10880 General Puller Hwy Suite E

Hartfield, VA 23071

Phone (804)776-0568, Fax (804)776-0270

FIRM # _____

DATE _____

FIRM NAME _____

ADDRESS _____

**** ADD **** Complete this area of the form if you wish to **ADD** names to your roster and **INCREASE** the number of agents using the MLS:

Agent Name _____ Lic.# _____

Choose a password _____ (at least 3 characters) Contact phone# _____

Agent email _____

I UNDERSTAND THIS INCREASE SHALL REMAIN IN EFFECT FOR THE TERM IN WHICH THE LICENSEE IS ON ACTIVE STATUS WITH THE ABOVE FIRM UNLESS DELETED FOR REASONS AS STATED BELOW. THE BROKER AGREES THAT THE FIRM SHALL BE RESPONSIBLE FOR FULL AND TOTAL PAYMENT OF THE MLS USER FEES FOR THE ABOVE AGENTS.

BROKER'S SIGNATURE _____

**** DELETE **** Complete this area of the form if you wish to **DELETE** names from your roster and **DECREASE** the number of agents using the MLS:

PLEASE DELETE THIS AGENT USING THE MLS FROM OUR ROSTER. (NOTE: "REASON FOR DELETION" MUST BE COMPLETED. REASONS ARE AS FOLLOWS: License returned to VREB, or Temporary Absence, or Transferred, or Waiver. If reason is "Waiver", then a Waiver form must be submitted.). **WHEN AN AGENT TRANSFERS FROM ONE FIRM TO ANOTHER, A NEW KEY LEASE AGREEMENT MUST BE SIGNED BY THE AGENT'S NEW BROKER. THEREFORE, LOCK BOX KEYS MUST BE BROUGHT TO THE ASSOCIATION OFFICE TO BE RE-ISSUED. ADD/DELETE FORMS WILL NOT BE PROCESSED UNTIL A NEW KEY AGREEMENT IS SIGNED BY THE AGENT AND THE NEW BROKER. ALL AGENTS NOT TRANSFERING TO ANOTHER FIRM MUST SURRENDER THEIR KEY TO THE ASSOCIATION OFFICE WITHIN 48 HOURS OF TERMINATION WITH THEIR BROKER.**

Name & I.D.#

Reason for Deletion

1. _____

BROKER'S SIGNATURE _____

*****PLEASE ARRANGE TO TRANSFER ALL LISTINGS BEFORE DELETING AN AGENT!*****