



CAAR REALTOR® and/or MLS Membership Cancellation Form

550 Hillsdale Drive, Charlottesville, VA 22901 | O: 434.817.2227 | F: 434.817.2836

REALTOR® Name: _____

Firm: _____ Branch (if applicable) _____

SECTION I: Complete this section to cancel Primary or Secondary REALTOR membership in CAAR.

Please select a reason for returning license to DPOR and cancelling membership:

- Placing license in Referral Company Took Another Job Placing License in Inactive status
- Moving from area Undisclosed Reason
- License expired, not renewing with firm Transferring License to following firm: _____

ATTENTION: For the REALTOR® to take active listings when they transfer to a new firm, CAAR must receive a letter, fax (434.817.2836) or email (support@caar.com) from the broker of the former firm stating they are to be released to that REALTOR® upon transfer. **You may also check the statement below in lieu of sending separate permission.** Please indicate if only certain listings or all actives will transfer.

____ This agent has completed the necessary steps with my firm and, as broker, I give permission to release **all ACTIVE** listings to this agent under their new firm.

____ This agent has completed the necessary steps with my firm and, as broker, I give permission to release **the following ACTIVE** listings to this agent under their new firm. MLS# _____, if more please attach a separate form.

____ This agent **will not take any active listings**. Reassign to the * Broker. *The Broker may then reassign listing(s) to other agents in the firm.

If primary elsewhere, this agent will continue to hold primary membership in the _____ association of REALTORS®.

Effective Date: (Date cannot be before CAAR receives this form): _____

Date: _____

Principal or Authorized Managing Broker or Cert. Appraiser Signature

SECTION II: MLS Membership

Complete this section to remove the above named REALTOR® from CAAR as a registered MLS or MLS Only user.

1. Only registered licensees and support staff may use the CAAR MLS including listing properties in the MLS, using the MLS computer and printouts, and the open house and listing change forms.
2. If any non-registered person uses CAAR MLS in any way through my membership, my firm is responsible for fees applied retroactively from the date of first use by the person (or from the beginning of the year of first use if the exact date of the first use cannot be established). My firms is also subject to penalties including, but not limited to, a fine not to exceed \$1,000.00 as determined by the CAAR Board of Directors.
3. The above individual's CAAR MLS service will be terminated on the effective date or the date this form is received by CAAR staff, whichever is later.
4. Agent terminating service is responsible for payment of any unpaid fee on their account at the time of deactivation.

Effective Date: (Date cannot be before CAAR receives this form): _____

Date: _____

Principal or Authorized Managing Broker or Cert. Appraiser Signature