



## **New Primary Association Member with MLS Membership**

**Primary Association Membership with MLS includes:**

**-Can attend CBRAR association events such as General Membership Meetings, Awards/Honor Society Banquet, Installation of Officers Events, Education Events, Social Events.**

**-Can serve on the CBRAR Board of Directors (Association)**

**-Can serve on the CBRAR Property Services Board (MLS)**

**-Can serve on Committees**

**Primary Association Members with MLS Service pay annual dues to the National Association of REALTORS® (NAR), Virginia Association of REALTOR® (VR) and Chesapeake Bay & Rivers Association of REALTORS®. They also pay quarterly MLS fees.**

**Please complete the following forms (attached) and email application to [cbrarmls@cbrar.com](mailto:cbrarmls@cbrar.com) or fax to 804-776-0270.**

**-Primary Association Membership Application**

**-MLS Agent Add form**

**-SentiLock Agreement**

**CBRAR uses the SentiLock/**SentriKey** system with no charge to CBRAR MLS members. The SentiLock Real Estate App is available on your Google Play or Apple Store. CBRAR and CVR have a reciprocity agreement so your CBRAR ekey will work on CVR lockboxes. Agents who have their SentiLock through Williamsburg will need to set up an account with CBRAR, then add their CBRAR account to their current SentiLock app by clicking on their profile and select Add An Account. You will be able to toggle between CBRAR and Williamsburg lockboxes.**

**Please call 804-776-0568 or email [cbrarmls@cbrar.com](mailto:cbrarmls@cbrar.com) for Association Dues and MLS Fees amounts.**

**New Member Invoices will be available for payment after the agent's application has been processed. You will receive an email stating the availability of the invoices and instructions on how to pay.**

**NOTE:** Your broker under the office your license hangs must be a Primary or Secondary Association member of CBRAR in order for you to be able to join as a Primary Member.

## **New Member Orientation**

**This is a mandatory class for all new members. Use of the term REALTOR® is contingent upon completion of this class. The first portion of New Member Orientation will be online. You will be sent information and links after your application has been processed and membership dues have been paid. You will also be automatically registered for the next available NMO in person class and will receive a confirmation email with class information. The in-person class will be approximately four hours long.**



# Chesapeake Bay & Rivers Association of REALTORS®

## APPLICATION FOR REALTOR® MEMBERSHIP

I hereby apply for Primary REALTOR® Membership in the Chesapeake Bay & Rivers Association of REALTORS®

**Qualifications for Membership.** I understand that membership brings certain privileges and obligations that require compliance, including the following:

- ♣ I will attend orientation within 180 days of the Association confirming my membership. Failure to meet this requirement may result in having my membership terminated.
- ♣ Membership in the Association necessarily means that I am also a member of the State Association and National Association of REALTORS® and I agree to abide by the Code of Ethics of the National Association, which includes the duty to arbitrate (or to mediate if required by the association), as well as the Constitution, Bylaws and Rules and Regulations of the Association, the State Association, and the National Association. Further, if required, I agree to satisfactorily complete the periodic Code of Ethics training and a reasonable and non-discriminatory written examination on such Code, Constitutions, Bylaws and Rules and Regulations.
- ♣ I acknowledge that as a member of the Association, I will be licensed to use the REALTOR® trademarks to indicate such membership, and I agree to abide by the rules governing use of those trademarks. I understand that REALTOR® is a federally registered trademark of the National Association and use of this designation is subject to rules promulgated by the National Association. Upon termination of my membership in the Association for any reason, my license to use the term REALTOR® is automatically revoked and I will immediately discontinue use of the term REALTOR® and all REALTOR® trademarks.
- ♣ Membership is final only upon approval by the Board of Directors and may be revoked should completion of any membership requirement, such as orientation, not be completed within the timeframe established in the Association’s bylaws.

**NOTE:** *The duty to submit to an ethics complaint continues in effect even after membership lapses or is terminated. Any ensuing discipline will be held in abeyance until such time as the respondent rejoins an association of REALTORS® (see Code of Ethics and Arbitration Manual, Section 20(e)). The duty to submit to arbitration continues in effect even after membership lapses or is terminated, provided the dispute arose while the former member was a REALTOR®.*

\* Dues are prorated according to month joining unless membership was held the previous year. I hereby submit the following information for your consideration:

PERSONAL INFORMATION:				
First Name		Middle Name		
Last Name		Suffix <input type="checkbox"/> Jr, <input type="checkbox"/> III, <input type="checkbox"/> Sr, <input type="checkbox"/> Etc.		
Nickname (DBA):				
Home Address:				
City:		State:		Zip:

Home Phone:		Cell Phone:	
Personal Fax:			
E-mail Address:		Date of Birth:	
Real Estate License # and Exp. Date			
Licensed/Certified Appraiser: <input type="checkbox"/> Yes <input type="checkbox"/> No	Appraisal License #		

**COMPANY INFORMATION:**

Office Name:			
Office Address:			
Office Phone:		Fax:	

**PREFERRED MAILING/CONTACT INFORMATION:**

Initial Password for Association Site (if applicable):			
Preferred Phone: <input type="checkbox"/> Home <input type="checkbox"/> Office <input type="checkbox"/> Cell			
Preferred E-mail: <input type="checkbox"/> Primary E-mail <input type="checkbox"/> Secondary E-mail			
Preferred Mailing: <input type="checkbox"/> Home <input type="checkbox"/> Office <input type="checkbox"/> Office Mail Alternate <input type="checkbox"/> Member Mail Alternate			
Mail Publications to: <input type="checkbox"/> Home <input type="checkbox"/> Office <input type="checkbox"/> Office Mail Alternate <input type="checkbox"/> Member Mail Alternate			

**APPLICANT INFORMATION:**

Are you presently a member of any other Association of REALTORS®? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, name of Association			
Type of membership held:			
Have you previously held membership in any other Association of REALTORS®? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, name of Association			
Type of membership held:			
Have you been found in violation of the Code of Ethics or other membership duties in any Association of REALTORS® in the past three (3) years or are there any such complaints pending? <input type="checkbox"/> Yes <input type="checkbox"/> No			
(If yes, provide details.)			

If you are now or have ever been a REALTOR®, indicate your NAR membership (NRDS) #			
Last date (year) of completion of NAR's Code of Ethics training requirement:			

Have you ever been refused membership in any other Association of REALTORS®? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, state the basis for each such refusal and detail the circumstances related thereto:			

Do you hold, or have you ever held, a real estate license in any other state? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If so, where:	
Have you or your firm been found in violation of state real estate licensing regulations or other laws prohibiting unprofessional conduct rendered by the courts or other lawful authorities within the last three years? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, provide details:	
Have you or your firm been convicted of a felony or other crime? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, provide details:	
<b>Education and Experience:</b>	
High School:	
College/University:	Degree/Diploma Earned:
Military <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, which branch:	
Do you speak a foreign language? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, what Language?	
<b>Employment History:</b>	
Are you currently employed? If so, where?	
In what other business have you been engaged?	

I hereby certify that the foregoing information furnished by me is true and correct, and I agree that failure to provide complete and accurate information as requested, or any misstatement of fact, shall be grounds for revocation of my membership if granted. I further agree that, if accepted for membership in the Board, I shall pay the fees and dues as from time to time established. **NOTE:** Payments to the **Chesapeake Bay & Rivers Association of REALTORS®** (CBRAR) are not deductible as charitable contributions. A portion of such payments may, however, be deductible as an ordinary and necessary business expense. No refunds shall be given for any reason.

By signing below, I consent that the REALTOR® Associations (local, state, national) and their subsidiaries, if any (e.g., MLS, Foundation) may contact me at the specified address, telephone numbers, fax numbers, email address or other means of communication available. This consent applies to changes in contact information that may be provided by me to the Association(s) in the future. This consent recognizes that certain state and federal laws may place limits on communications that I am waiving to receive all communications as part of my membership.

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

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

# CBRAR Multiple Listing Service New User Add Form

**\*\*Agent will not be added until DPOR License shows agent registered with office\*\***

FIRM # \_\_\_\_\_

DATE \_\_\_\_\_

FIRM NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

Agent Name \_\_\_\_\_ Lic.# \_\_\_\_\_

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

Agent email \_\_\_\_\_

## Section I. Please check one of the options below:

\_\_\_\_ 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 CBRAR.

\_\_\_\_ Agent is joining the Chesapeake Bay & Rivers Association of REALTORS®. CBRAR Membership Application, dues and application fee must accompany this application.

## Section II. Requires Applicant Signature.

I agree as a condition of participation in the MLS to abide by all relevant bylaws, rules and other obligations of participation including payment of fees. I confirm that I currently and will on a continual and ongoing basis in the operation of my real estate business activities, actively endeavor to list real property of the type filed with the MLS and/or accept offers of cooperation and compensation made by other Participants through the MLS. I agree that I must continue to engage in such activities during my participation in the MLS. I acknowledge that failure to abide by these conditions of participation on an ongoing basis may result in potential suspension or termination of MLS participatory rights after a hearing in accordance with the MLS's established procedures.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Section III. Please Have Your Broker Complete:

I, \_\_\_\_\_, the broker of the above-named office, hereby register the REALTOR® listed above as an authorized user of CBRAR Property Services, Inc. MLS under my membership. I understand the following:

1. My firm is responsible for CBRAR MLS fees and fines incurred by this user.
2. I am responsible for ensuring that this user complies with CBRAR MLS policies and the CBRAR MLS Rules and Regulations.
3. CBRAR Property Services, Inc. Board of Directors reserves the right to deny or revoke CBRAR MLS for any person.
4. The user will continue to be able to use CBRAR MLS and incur fees until and unless I cancel their registration or the CBRAR Property Services Board of Directors revokes their MLS privileges.
5. Non-registered licenses and support staff may not use CBRAR MLS in any way unless properly registered with CBRAR as support staff, and they must use it solely to assist their employer.
6. If any non-registered person uses the 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 first use cannot be established). My firm is also subject to penalties including, but not limited to, a fine not to exceed \$2,500.00 as determined by the CBRAR MLS Board of Directors.

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

\_\_\_\_\_  
Date

**CBRAR Property Services, Inc. (CBRAR MLS)  
SENTRILOCK/SENTRIKEY® AUTHORIZED USER AGREEMENT (“Agreement”)**

Upon acceptance of this AUTHORIZED USER AGREEMENT (the “Agreement”) this Agreement will govern my right, as the Authorized Participant/User, to use the Lockbox System as hereinafter defined.

CBRAR Property Services, Inc. (CBRAR MLS) and SentiLock, LLC (“SentiLock”) have contracted under separate agreement for lockbox services, namely SentiGuard™ Lockbox Series System (“Lockbox System”). The Lockbox System includes the SentiGuard™ Lockbox (“Lockbox”) and access to SentiKey® and SentiConnect® apps for management of the Lockbox access and administration. CBRAR MLS will offer the Lockbox Services to active Participants (Brokers) and Subscribers (Agents) of the CBRAR MLS. The parties agree as follows:

1. **USE:** The Authorized User may use the Lockbox System and any Lockbox CBRAR MLS provides to and registers to Authorized Participant in connection with the Authorized User’s normal and customary activities, while acting as a real estate agent, appraiser or other CBRAR MLS approved Authorized User within the terms and conditions set forth in this Agreement.
2. **OWNERSHIP:** The Lockboxes are, and shall at all times be and remain, the sole and exclusive property of CBRAR MLS. The Authorized User will have no right, title or interest in any Lockbox except as expressly set forth in this Agreement.
3. **TERM:** The term of this Agreement begins on the date the Authorized User accepts this Agreement and terminates on the earlier of: (1) termination of CBRAR MLS’s master agreement with SentiLock; (2) the Authorized User or Participant terminates participation with CBRAR MLS; (3) CBRAR MLS terminates this Agreement as provided in Section 9; or (4) the Authorized Participant/User terminates this Agreement with written notice to CBRAR MLS. Upon termination of this Agreement for any reason, Authorized Participant/User shall surrender his/her usage of the Lockbox System immediately and return all Lockboxes to Participant or CBRAR MLS in good condition. Authorized Participant shall reimburse CBRAR MLS for the cost of any damaged or lost Lockboxes, including any applicable shipping charges.
4. **PAYMENT:** CBRAR MLS shall invoice the Authorized User for Lockbox/ Key Services in accordance with CBRAR MLS’s billing policy. A User Fee for use of the Lockbox System as determined by the CBRAR MLS Board of Directors, will be included in your Quarterly MLS Access Fee. If Authorized User fails to pay the MLS Quarterly Access Fee by the due date, CBRAR MLS or SentiLock may assess a late penalty and/or reactivation fee, and de-activate Authorized User’s service until the fees and late penalty are paid in full.
5. **LICENSE:** Authorized User acknowledges that the Lockbox System and the Lockbox are the sole property of SentiLock and CBRAR MLS. Authorized User acknowledges that the System is a work in which SentiLock has patent, copyright and trademark rights and that the license to CBRAR MLS is for the purpose of facilitating its members’ ability to show real estate they have listed for sale or conduct ancillary real estate services related to the sale of real estate. Authorized User is prohibited from selling, assigning, distributing, providing access to, reverse engineering, decompiling, modifying, disclosing or otherwise transferring the System or any portion or element thereof. Authorized User shall use the Lockbox System in a careful and proper manner and shall comply with and conform to all national, state, municipal, police and other laws, ordinances and regulations in any way relating to the possession, use or maintenance of the Lockboxes. Any Lockbox registered to Authorized Participant by CBRAR MLS under this Agreement shall be returned as required by SentiLock or CBRAR MLS. CBRAR MLS may, at its discretion, require Authorized Participants to replace the SentiLock Lockboxes with replacement SentiLock lockboxes compatible with the system.
6. **LOSS AND DAMAGE:** Authorized Participant assumes and shall bear the entire risk of loss and damage to the Lockboxes from any and every cause whatsoever. No loss or damage to the Lockboxes or any part thereof shall impair any obligation of Authorized Participant under this Agreement which shall continue in full force and effect.  
In the event any Lockbox is damaged, Authorized Participant shall return the damaged Lockbox to CBRAR MLS who shall submit it to SentiLock for repair or replacement. To the extent the repair or replacement is not covered by the SentiLock warranty, Authorized Participant shall reimburse CBRAR MLS for any costs incurred in connection with the repair or replacement of the Lockbox.  
If a Lockbox is lost or stolen, or if in the reasonable judgment of CBRAR MLS, a Lockbox is destroyed or damaged beyond repair, Authorized Participant will pay CBRAR MLS the total current replacement cost including applicable shipping costs.
7. **AUDIT/INSPECTION:** From time to time, CBRAR MLS may conduct a full audit requiring Authorized Participant to verify the then-current location of all Lockboxes. Authorized Participant agrees to fully cooperate with such audits. CBRAR MLS shall, at any and all times, have the right to go to any property where a Lockbox is located for the purpose of inspecting the same or observing its use. Authorized Participant shall give CBRAR MLS immediate notice of any attachment or other judicial process affecting any Lockbox and shall, whenever CBRAR MLS requests, advise CBRAR MLS of the exact location of each Lockbox. In the event a Lockbox cannot be accounted for, CBRAR MLS reserves the right to assess a replacement cost of the box, including any applicable shipping cost, to the Authorized Participant.  
Lockboxes owned or leased by CBRAR MLS can be recalled at any time, whatsoever with notice to Authorized Participant. If Authorized Participant fails to return Lockboxes as indicated in the notice, CBRAR MLS reserves the right to assess the replacement cost of the Lockbox/es, including any applicable shipping costs, to the Authorized Participant.
8. **DISCLAIMER OF WARRANTIES:** CBRAR MLS is not the manufacturer, supplier or dealer of or in the Lockbox System. Accordingly, CBRAR MLS makes no warranties, expressed or implied, regarding the fitness, merchantability, design, condition, capacity, performance, or any other aspect of the Lockbox System, or any components thereof, or their materials or workmanship. CBRAR MLS further disclaims any liability for loss, damage, or injury to Authorized User or third parties as a result of any defects, latent or otherwise, in the Lockbox System, whether arising from CBRAR MLS’s negligence or application of the laws of strict liability. Authorized User takes possession of any and all Lockboxes issued to it “AS IS”.
9. **FAILURE TO COMPLY:** Authorized User agrees to be subject to the disciplinary rules and procedures of CBRAR MLS for violation of any provision of this Agreement. Discipline may include forfeiture of the Authorized User’s access to the Lockbox System and the Authorized User’s right to retain any Lockbox issued to the Authorized User under this Agreement. CBRAR MLS or SentiLock may, at any time, fine an Authorized User, suspend or terminate access to the SentiLock System and revoke Lockbox Service for cause, including but not limited to:
  - a. Violation of CBRAR MLS’s Rules and Regulations, applicable Bylaws, or other applicable rules or policies including regulations of the State Department of Licensing and Regulatory Affairs and the National Association of REALTORS®;
  - b. Non-payment of fees due, regardless of conduct or other rules;
  - c. Sharing or loaning any Lockbox System credentials to another person, whether or not they are a member of CBRAR MLS;

- d. Allowing access to the Lockbox without Seller's written authorization;
  - e. Criminal activity including property damage and theft from a property secured by a SentiLock lockbox; or
  - f. Dissemination of any information that would jeopardize the security or integrity of the System, property secured by such, or the safety of the Authorized User, property owner(s), occupant(s), clients, customers, or other real estate professionals.
10. SURRENDER: Authorized User agrees to return the SentiLock Lockbox within five (5) business days to Participant or CBRAR MLS after occurrence of any of the following events:
- a. Termination as an active Participant or Subscriber of CBRAR MLS;
  - b. Termination of Subscriber's association with an active Broker Participant;
  - c. Termination of this Agreement under Section 9; or
  - d. In the event of the death of the Authorized User, heirs or personal representatives will return the SentiLock Lockbox to CBRAR MLS.
11. RECIPROCITY: If accessing a Lockbox in an MLS or Association offering reciprocity, Authorized User agrees to abide by the applicable lockbox rules and policies of such MLS or Association and be subject to any discipline therein.
12. INDEMNIFICATION: Authorized User agrees to indemnify and hold CBRAR MLS and all of its respective officers, directors and employees harmless from any and all loss, cost, expense, claims or demands whatsoever by or against CBRAR MLS resulting from loss, use or misuse of the Lockbox System, including, but not limited to, any and all liabilities, including attorney's fees, incurred by them as a result of damage or injuries to property or persons arising out of entry by any person into any premises by use of the SentiLock System. The Authorized User shall promptly notify CBRAR MLS of any claim, and cooperate fully with them in defending or settling any claim.
13. NOTICES: All notices, demands, or consents required or permitted under this Agreement shall be either in writing and shall be delivered personally or sent by registered mail, certified mail, return receipt requested, or by a reputable overnight carrier service, or delivered by email, to the appropriate party at the following addresses:

CBRAR MLS:

Authorized User/Participant:

CBRAR Property Services, Inc. 6814 Teagle Lane, Gloucester, VA 23061

To the contact information on file at CBRAR MLS.

14. ASSIGNMENT: Authorized User shall not assign or transfer this Agreement or any rights or obligations under this Agreement. Any unauthorized assignment or transfer of this Agreement or any rights or obligations thereunder, shall be void and constitute ground for immediate termination of this Agreement by CBRAR MLS.

All rights of CBRAR MLS hereunder may be assigned, pledged, mortgaged, transferred, or

otherwise disposed of, either in whole or in part, without notice to Authorized User. If CBRAR MLS assigns this Agreement or the rentals due or to become due hereunder or any other interest herein, whether as security for any of its indebtedness or otherwise, no breach or default by CBRAR MLS hereunder or pursuant to any other agreement between Board/ Association or Authorized User, should there be one, shall excuse performance by Authorized User of any provision hereof. No such assignee shall be obligated to perform any duty, covenant or condition required to be performed by CBRAR MLS under the terms of this Agreement. Anything herein contained to the contrary, CBRAR MLS shall not have the right to, and agrees that it will not, include in any such assignment any of CBRAR MLS's rights against vendors, manufacturers or suppliers of any of the Lockboxes.

15. GOVERNING LAW: This Agreement shall be governed by and construed in accordance with the laws of Virginia. Authorized User acknowledges that by entering into this Agreement, he or she has transacted business in the State of Virginia. Authorized User hereby voluntarily submits and consents to and waives any defense to the jurisdiction of courts located in Virginia, as to all matters relating to or arising from this Agreement. The prevailing party shall be awarded its reasonable attorneys' fees and costs in any proceeding arising out of or related to this Agreement.

16. PARTIAL INVALIDITY: Any provision of this Agreement which is determined by a court of competent jurisdiction to be invalid or otherwise unenforceable shall not invalidate or make unenforceable any other provision of this Agreement.

17. ENTIRE AGREEMENT: This written contract expresses the entire agreement between the Authorized Participant/User and CBRAR MLS with respect to the Lockbox System. This Agreement supersedes any and all other agreements, either oral or in writing. No other agreement, statement or promise relating to the subject matter of the Agreement which is not contained herein shall be valid or binding. This Agreement is binding upon the heirs and personal representatives of the Authorized Participant/User.

18. AGREEMENT AND ACKNOWLEDGEMENT: I acknowledge that I have read and agree to comply with CBRAR MLS Rules and Regulations and Lockbox System Policies as may be from time to time amended. A copy of the CBRAR MLS Rules and Regulations and Lockbox System Policies can be found online by logging into [www.cbrar.com](http://www.cbrar.com) or at the Board/ Association office.

I understand that violations of CBRAR MLS Rules and Regulations and Lockbox System Policies may result in fines and/or suspension or termination of Lockbox Service.

Name: \_\_\_\_\_

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