



CBRAR Property Services, Inc.

Multiple Listing Service

6814 Teagle Lane

Gloucester, Virginia 23061

Support Staff Add/Delete Form

Email to: cbrarmls@cbrar.com or Fax to: 804-776-0270

Section I: Complete this Section to Register Support Staff

FIRM # _____ DATE _____

FIRM NAME _____

ADDRESS _____

Staff/Assistant's Name _____ Contact phone# _____

Choose a password _____ (at least 3 characters) Staff/Assistant's Email Address _____

Staff/Assistant's email address: _____

____ User is to be added as Office Staff

____ User is to be added as Personal Assistant to: _____

I agree as a condition of participation in the CBRAR MLS to abide by all relevant bylaws, rules and other obligations of participation.

Staff Person's Signature Date

I hereby request CBRAR Property Services, Inc. to register the above named individual. I certify that the above individual is employed by our firm or is employed by a licensee affiliated with our firm. I realize that I am responsible for limiting the use of the information by the above-named individual to help a CBRAR MLS subscriber who is affiliated with our firm and that I may not allow the person access to the information for their own personal use. I understand that access to the CBRAR MLS is limited to those users who are registered with CBRAR Property Services, Inc. Furthermore, I agree to notify CBRAR Property Services, Inc. at such time the individual is no longer affiliated with our firm. I understand the following:

1. I am responsible for ensuring that this user complies with CBRAR MLS polices and the CBRAR MLS Rules and Regulations.
2. CBRAR Property Services, Inc. Board of Directors reserves the right to deny or revoke CBRAR MLS Services for any person
3. 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.
4. 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 the 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 \$1,000.00 as determined by the CBRAR MLS Board of Directors.

Broker's Signature Date

Section II: Complete this Section to Cancel Support Staff Access:

FIRM # _____ DATE _____

Office Name: _____

User Name: _____

Broker's Signature Date