

Section I: To resign REALTOR® membership in WAAR. (Signed by WAAR Member)

Section II: To cancel WMLS services for a registered user. (Signed by WMLS Participant)

NOTE: Keyholders and listing agents must also submit a completed Form 121 and 104A before services will be cancelled by the WMLS.

REALTOR®/User Name: _____

Firm Name: _____ Address: _____

SECTION I – Complete this section to resign WAAR REALTOR® membership for the above named individual. I certify that the above named REALTOR (Please select one):

____ Placed my license on inactive status with DPOR or let my license expire.

____ Transferred my license to the following firm: _____ and/or my

Primary membership to the _____ Association of REALTORS®.

Resignation Date: (Date cannot be before the date WAAR receives this form) ____/____/____.

WAAR Member Signature
_____/_____/_____
Date of Signature

SECTION II – Complete this section to cancel WMLS services of the above named REALTOR®/User or Firm. I understand the following:

1. If any non-registered person uses WMLS services in any way through my Participation, 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).
2. The above user's **WMLS service and recurring fee** will be discontinued on the date this form, Form 121 and/or Form 104A, AND all leased Sentrilock products are returned to the WAAR office.
3. **Sentrilock** services will be inactivated upon receipt of this cancellation form. **Keyholders must also return the RAD, Sentricard, and completed Form 121 within 5 business days or a RAD replacement fee will apply.**
4. I am cancelling WMLS services for my **entire Firm**: No Yes
 If "Yes", in order to discontinue billing this form must also be completed for each WMLS registered user.

NOTE: If WMLS services are not transferred to a new WMLS firm within 30 days (\$50 fee applies), user will be considered a "NEW" user and a \$185 fee applies. If transferring to another firm within 30 days, the \$50 Sentricard reactivation fee will be waived.

Effective Date: (Date cannot be before the date WMLS receives this form) ____/____/____.

Principal / Managing Broker's (Participant) Signature
_____/_____/_____
Date of Signature

FORM 104A

**Williamsburg Multiple Listing Service, Inc.
Active & Pended Listings Change Request**

This is to notify the Williamsburg Multiple Listing Service, Inc. (WMLS) that I am canceling WMLS services for agent _____ (inactive agent). I also notify the WMLS: **(Select all that may apply)**

- The agent named above has no active listings in the WMLS/ Commonwealth MLS Co-Op.
- The agent named above has no pended listings in the WMLS/ Commonwealth MLS Co-Op.

Note: The WMLS Participant/Broker MUST within five (5) business days from date of termination, re-assign, transfer or release any active or pended listings currently listed by the agent named above or the WMLS will reassign the listing to the Broker/Participant at a cost of \$20 per listing.

- The following Active Listings will be reassigned to other agents with my firm as indicated below:

Listing #	Listing Street address	Active WMLS Listing Agent

- The following Pended Listings will be reassigned to other agents with my firm as indicated below:

Listing #	Listing Street address	Active WMLS Listing Agent

- We will release or transfer the following listings to the agent named above at their new firm:

Listing #	Listing Street Address

NOTE: No further notice prior to reassignment of listing(s) by the WMLS shall be given. If assistance is needed with any of the items above please contact the WMLS staff, 757-253-0028.

Printed Broker Name

Broker Signature

Date

***Williamsburg Multiple Listing Service, Inc.
SentryLock Product Change Report***

**This is to notify the Williamsburg Multiple Listing Service, Inc. (WMLS) that I hereby:
(Select all that may apply)**

- Terminate my use of the service as described in the SentryLock SmartCard and RAD Lease Agreements to which I am a party. I am returning the following:

RAD Serial # _____ SentryCard Serial # _____

- I have no Keybox(es).

- I am keeping the following Keyboxes:

Serial Number(s)	Serial Number(s)	Serial Number(s)

- I am transferring the following Keybox(es) to _____
(Name of Active SentryCard Holder)

Serial Number(s)	Serial Number(s)	Serial Number(s)

- I am returning the following Keybox(es), with the understanding a refund of \$25 for each returned Keybox will be sent to my home address below:

Serial Number(s)	Serial Number(s)	Serial Number(s)

Print Name

Signature

Date

Home Address