

Section I: Member information must be completed.

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

Section II: To cancel WMLS services for a registered user or entire Firm/Branch. (Signed by WMLS Participant)

*NOTE: Principal/managing broker must also submit a completed **Form 104A** for listing agents before services will be cancelled by the WMLS.*

SECTION I

REALTOR®/User Name: _____

Firm Name: _____ **Address:** _____

I certify that I have (Please select one):

_____ **Kept my license active with current firm/branch****

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

_____ **Placed my license with a referral company.**

_____ **Transferred my license to the following firm:** _____

SECTION II – Complete this section to resign Primary or Secondary WAAR REALTOR® membership. I certify that I have (Please select one):

_____ Transferred my Primary membership to the _____ Association of REALTORS®.

_____ Resigned my secondary membership with WAAR.

Resignation Date: (if different than date of signature below) ____/____/____

WAAR Member Signature

____/____/____
Date of Signature

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

1. ** If User cancelling WMLS services retains an active license with my firm, Addendum A “Application for Waiver of WMLS Subscription Fees”, including a Letter in Good Standing, must also be submitted.
2. If any individual on a Subscription Waiver 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 individual (or from the beginning of the year of first use if the exact date of first use cannot be established).
3. Form 104A must be submitted even if there are no current listings.
4. SentiKey services will also be inactivated upon receipt of this cancellation form.
5. The above User’s WMLS service will be discontinued on the resignation/cancellation date.
6. If cancelling WMLS services for my **entire firm/branch**, this form must be completed for myself and each WMLS registered User.

NOTE: If licensed user is transferring to a different firm or reactivating, Form 101 is also required.

Resignation/Cancellation Date (if different than date of signature below) : ____/____/____

Principal / Managing Broker’s (Participant) Signature

____/____/____
Date of Signature



FORM 104A
Active & Pended Listings
Change Request

NOTE: The WMLS Participant/Broker MUST, within two (2) business days from date of termination, re-assign, transfer or release any active or pended listings currently listed by the agent named below to another active WMLS agent or the WMLS will release the listing(s) at a cost of \$20 per listing.

This is to notify the Williamsburg Multiple Listing Service, Inc. (WMLS) that I am canceling WMLS services for agent _____ (inactive agent).

I certify the following: (Select all that may apply)

- The agent named above has no active listings in the WMLS
- The agent named above has no pended listings in the WMLS

OR

- The following Active or Pended Listings will be reassigned to other active WMLS agents within my firm as indicated below:

Listing #	Listing Street address	Active WMLS Listing Agent

- The following Listings will be released from the WMLS database:

Listing #	Listing Street address	Active WMLS Listing Agent

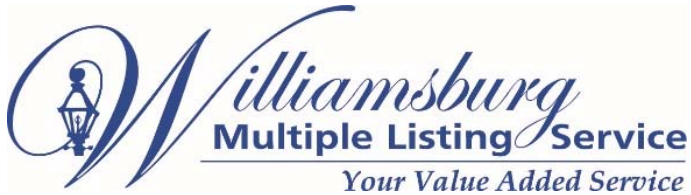
- I will release or transfer the following listings to the agent named above at their new firm:

Listing #	Listing Street Address

NOTE: No further notice prior to releasing 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

05.27.20



ADDENDUM A.1

APPLICATION FOR WAIVER OF WMLS SUBSCRIPTION FEES

The WMLS Participant (Managing Broker) is required to submit either a Form 101 (Licensed User Registration Form) OR an Application for Waiver of WMLS Subscription Fees (Addendum A) for all licensees within 10 business days of their license being issued to their firm/branch. NOTE: WMLS Participant (Managing Broker) must verify waiver Applicant subscription to a different MLS by submitting a letter of good standing to the WMLS for each waiver Applicant.

The individual named on Page 2 of this form qualifies for exemption from payment of WMLS Subscription Fees, provided such Waiver Applicant continuously satisfies the following eligibility requirements.

1. Waiver Applicant already subscribes to a different MLS or CIE (Commercial Information Exchange) where their principal broker is an MLS Participant
2. Waiver Applicant does not, and will not, use the WMLS services and content, including, but not limited to:
 - a. Accessing current listing data, comp and statistical information/reports, and WMLS data feeds
 - b. Using WMLS products and services available only to authorized WMLS Subscribers affiliated with the WMLS Participant
3. Waiver Applicant is NOT a listing agent for any active listing filed with the WMLS
4. Waiver Applicant does NOT actively control WMLS's lockboxes
5. Waiver Applicant is NOT part of a designated real estate "Team" where one or more of the other Team members are subscribers to the WMLS

WAIVER OF INDIVIDUAL AFFILIATED WITH WMLS PARTICIPANT

The Participant hereby acknowledges the Waiver Applicant on Page 2 has been informed that any change to their waiver eligibility as defined herein must be communicated immediately to the Participant. Waiver Applicant further acknowledges that non-compliance with the terms of the Application Form and its notification provisions will result in the Participant incurring Subscriber Fee and a non-compliance fee. Participant certifies that the following Waiver Applicant meets all the requirements for receiving an WMLS Subscription Fee waiver as described herein.

NOTE: This form must be fully completed and signed by the WMLS Participant (Managing Broker) and Applicant. In addition, a letter of good standing must be received for waiver requests to be accepted and the WMLS will then respond to the Participant with "Approved" or "Denied" confirmation.

CERTIFICATION BY WAIVER APPLICANT'S WMLS PARTICIPANT (MANAGING BROKER)

I certify that the Waiver Applicant named below is affiliated with me and meets the above requirements, and therefore is eligible for a waiver of WMLS Subscription Fee(s).

Further, I agree to notify the WMLS within three (3) business days if any waiver recipient becomes ineligible for a waiver. Simultaneously with such notice to the WMLS, I will either (i) return the agent's license to DPOR, or (ii) require that the agent subscribe to the WMLS within three (3) business days of the notification. Such affirmative notice, and the subsequent completion of (i) or (ii) above, shall not constitute a breach of this agreement and shall not incur the penalties described below.

Penalties: I understand that any violation of the conditions herein will result in automatic revocation of the waiver from the individual recipient. I agree to pay WMLS Subscription Fees, retroactive to the beginning of the current billing cycle or the date of this Application Form (whichever is less), plus a \$500 non-compliance fee for each waiver recipient that has his or her waiver revoked, within three (3) business days after the waiver recipient becomes ineligible for this waiver. I acknowledge that non-payment of the amounts owed, and/or if a waiver or a WMLS Licensed User Registration Form is not received by the date due, WMLS access for myself and all subscribers associated under my participation will be suspended until full compliance is met.

I understand that I will need to supply additional signed Application Forms for any future Waiver Applicants.

Signature of WMLS Participant (Managing Broker) Date

Printed Name of WMLS Participant (Managing Broker)

Printed Company Name

Printed Applicant Name	RE License #	Applicant Signature