



IMPORTANT

Transferring Unlicensed User –

1. **Form 102 Section III** – Must be completed and signed by the broker of the company you are **LEAVING**.
2. **Form 102 A** – Must be completed and signed by the broker of your **NEW** company.

No fee applies if transfer is within 30 days of cancellation date.

After 30 days a “New WMLS Unlicensed User – Form 102” Registration Form must be submitted and the \$75 application fee applies.

All forms must be completed and received by WAAR before your transfer can be processed.

Questions? Call WAAR at 757-253-0028 or email info@WAARealtor.com



**NEW WMLS Unlicensed Users
Registration Form (Section I & II)**

*\$75 application fee + pro-rated fees (\$5.00 per mo.) applies
AND Cancellation Form (Section III)*

SECTION I: Only NEW unlicensed users in the firm (having never had WMLS service or inactive for more than 30 days) who will utilize the WMLS must fully complete and submit this registration form and pay the appropriate fees (see chart on page 2) before access to WMLS will be granted. **FORM 113/License Agreement** must also accompany this form.

Firm/Branch Name: _____

Firm/Branch Address: _____

Unlicensed User's Name: _____ **Mobile#** _____

Business Email address: _____

Please select **ONE** of the following registration options for the above-named individual.

- 1) ___ Staff access to the Main Office (+ All Branches) 2) ___ Staff access to the Branch Office listed above
- 3) ___ Assistant to (**Licensed User Name**) _____

NOTE: Only the Principal/managing broker for the main office is authorized to register a user for option #1.

1. I understand that the firm will be assessed a monthly recurring fee for the above individual after the first pro-rated quarter is paid at application. Additionally, I realize that options 1-2 above enable the person to add and change all of the listings for any licensed User affiliated with the main office or the branch specified and view all MLS data as is available in the MLS system.
2. I am responsible for ensuring that this user complies with WAAR and WMLS policies and the WMLS Rules and Regulations. I certify that the above individual is employed by our firm or is employed by a licensed User affiliated with our firm, and is under my supervision and participation. I realize that I am responsible for limiting the use of the information by the above-named individual to help licensed Users affiliated with our firm to list, appraise, and/or assist customers and clients in selling and buying properties, and that I may not allow the person access to the information for their own personal use. I understand that only registered Users are allowed access to the MLS.
3. I agree to notify WMLS within 24 hours, by completing Section III, when the unlicensed user is no longer employed by our firm or a Licensed User.
4. The WMLS Board of Directors reserves the right to deny or revoke WMLS Services for any person.
5. All users of the WMLS are required to complete 3 & 1/2 hours of training within sixty (60) days after access has been provided to the WMLS database (select class in Section II). Classes may be streamed remotely upon request (if interested please contact us). Payment of registration fee is required for class admittance. Requests to reschedule must be done in writing prior to the selected class or additional fees may apply. If you do not attend your scheduled class you must submit an additional class registration form and additional fees will apply. If class is not completed within 60 days, your WMLS access will be suspended until the requirement is fulfilled.

Principal/Managing Broker's (Participant) Signature

Date

SECTION II. Mandatory Training for New Users

Must be completed within 60 days of application. Classes are held virtually through Zoom.
All class hours: 9:00 a.m. – 12:30 p.m.

Select one:

- | | | | | |
|--|--|---|---|--|
| <input type="checkbox"/> October 15, 2021 | <input type="checkbox"/> January 14, 2022 | <input type="checkbox"/> April 15, 2022 | <input type="checkbox"/> July 15, 2022 | <input type="checkbox"/> October 14, 2022 |
| <input type="checkbox"/> November 12, 2021 | <input type="checkbox"/> February 11, 2022 | <input type="checkbox"/> May 13, 2022 | <input type="checkbox"/> August 12, 2022 | <input type="checkbox"/> November 11, 2022 |
| <input type="checkbox"/> December 10, 2021 | <input type="checkbox"/> March 11, 2022 | <input type="checkbox"/> June 10, 2022 | <input type="checkbox"/> September 16, 2022 | <input type="checkbox"/> December 9, 2022 |

SECTION III: Complete this Section to Cancel Unlicensed User Access

I understand the following:

1. My firm is responsible for all currently invoiced quarterly recurring fees for this user.
2. The user's WMLS service will be terminated on the cancellation date (see below) or the date this form is received by Association staff, whichever is later.

Firm/Branch Name: _____

Unlicensed User Name (Please Print): _____

Cancellation Date: _____

Principal/Managing Broker (Participant) Signature: _____

<u>New Unlicensed User Application DATES</u>	<u>Amount Owed @ Application</u>
October 2021	\$95.00
November 2021	\$90.00
December 2021	\$85.00
January 2022	\$95.00
February 2022	\$90.00
March 2022	\$85.00
April 2022	\$95.00
May 2022	\$90.00
June 2022	\$85.00
July 2022	\$95.00
August 2022	\$90.00
September 2022	\$85.00
October 2022	\$95.00

WMLS pro-rated quarterly fees (\$5.00 per month) + application fee (\$75) must be paid at time of application. Please use the chart to determine the amount owed.

Williamsburg Area Association of REALTORS®
5000 New Point Rd. Ste. 1101
Williamsburg, VA 23188

Phone: 757-253-0028
Fax: 757-253-1559
Email: Info@WAAREaltor.com



FORM 102A
WMLS Unlicensed USER
Transfer/Reactivation

No fee applies if transfer is within 30 days of cancellation date

A WMLS user is considered transferring/reactivating if WMLS receives this form within 30 days of date WMLS receives notification of cancellation. After 30 days a "New WMLS Unlicensed User" Registration Form must be submitted and the \$75 application fee applies.

- Unlicensed Staff to Main Office + all Branches Unlicensed Staff to one Branch Office
- Unlicensed Assistant for _____

WMLS User Name: _____

Former Firm/Branch Name: _____ Address: _____

*New Firm/Branch Name: _____ Address: _____

Preferred Business Email Address _____ Mobile#: _____

I, _____, the Participant of the above-named *new firm/branch office, hereby
(please print)
register the above-named User as an authorized user of WMLS Services under my participation. I understand the following:

1. I am responsible for ensuring that this user complies with WAAR and WMLS policies and the WMLS Rules and Regulations. I certify that the above individual is employed by our firm or is employed by a licensed User affiliated with our firm and is under my supervision and participation. I realize that I am responsible for limiting the use of the information by the above-named individual to help licensed Users affiliated with our firm to list, appraise, and/or assist customers and clients in selling and buying properties, and that I may not allow the person access to the information for their own personal use.
2. My firm will be assessed a monthly recurring fee for the above individual. The user will continue to use services and incur fees until I cancel their registration or the WMLS Board of Directors revokes their services.
3. I agree to notify WMLS within 24 hours, by completing Form 102, when the unlicensed user is no longer employed by our firm or a Licensed User.
4. The WMLS Board of Directors reserves the right to deny or revoke WMLS Services for any person.
5. All users of the WMLS are required to complete 3 & 1/2 hours of training within sixty (60) days after access has been provided to the WMLS database (select class in Section II). Classes may be streamed remotely upon request (if interested please contact us). Payment of registration fee is required for class admittance. Requests to reschedule must be done in writing prior to the selected class or additional fees may apply. If you do not attend your scheduled class you must submit an additional class registration form and additional fees will apply. If class is not completed within 60 days, your WMLS access will be suspended until the requirement is fulfilled.

Effective Date _____ (effective date cannot be before the date WMLS receives this form)

Principal or Authorized Managing Broker's Signature

Date of Signature

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