



## FORM 101

### WMLS Licensed User Registration Form

New User -	\$50 + pro-rated quarterly fee
Transferring User -	\$50 + pro-rated quarterly fee
Reactivating User -	\$100 + pro-rated quarterly fee

*Only fully completed Registration Forms will be processed.*

- ☐ **NEW LICENSED USER:** Those who have never had WMLS service. New Users must fully complete this registration Form 101 and Form 113 (WMLS License Agreement) and submit along with payment (see chart-page 3) before access to the WMLS will be granted. **NOTE: SentiKey Service** - A completed SentiKey Service Agreement (Form 118) and a SentiLock Product Report (Form 121) must be submitted prior to SentiKey system activation. SentiKey fees - See SentiKey payment chart on page 3.
- ☐ **TRANSFERRING LICENSED USER:** Transferring User of the WMLS service. Form 104 (WAAR/WMLS Resignation/Cancellation Form) must also be received from former broker before transfer can be completed. If transferring agent is a key holder, a SentiKey Service Agreement (Form 118) must accompany this Form 101.
- ☐ **REACTIVATING LICENSED USER** - Previous WMLS user; currently in "inactive" status. Reactivating Users must fully complete this registration Form 101 and Form 113 (WMLS License Agreement) and submit along with payment before access to the WMLS will be granted. Must pay any unpaid fees from prior WMLS membership plus \$100 reactivation fee plus pro-rated quarterly WMLS fees. **NOTE: SentiKey Service** - A completed SentiKey Service Agreement (Form 118) and a SentiLock Product Report (Form 121) must be submitted prior to SentiKey system reactivation. SentiKey fees - Key reactivation and prorated fees apply. See SentiKey payment chart on page 3.

#### SECTION I: USER INFORMATION

##### User Type:

- ☐ Participant/Broker    ☐ Subscriber/Agent    ☐ Licensed Staff    ☐ Appraiser  
☐ Licensed Assistant for \_\_\_\_\_

User Name: \_\_\_\_\_ Nickname, if any: \_\_\_\_\_

User Mobile Number: \_\_\_\_\_ Business E-mail: \_\_\_\_\_

Firm/Branch Name: \_\_\_\_\_ Address: \_\_\_\_\_

Real Estate or Appraiser License Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Are you a member of a team? ☐ Yes ☐ No

If "Yes" Name of Team registered with DPOR: \_\_\_\_\_

Name of Team Leader: \_\_\_\_\_

Are you a member of a REALTOR® Association? ☐ Yes ☐ No

If yes, a letter of good standing from your Association (if other than WAAR) MUST accompany this registration form.

Are you a member of another Multiple Listing Service? ☐ Yes ☐ No

If yes, name of other MLS \_\_\_\_\_

#### **SECTION II. Mandatory Training for New Users** (Mandatory for Reactivating Users if inactive for at least one year.)

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"/> November 11, 2022 | <input type="checkbox"/> February 10, 2023 | <input type="checkbox"/> May 12, 2023  | <input type="checkbox"/> August 11, 2023    | <input type="checkbox"/> November 10, 2023 |
| <input type="checkbox"/> December 9, 2022  | <input type="checkbox"/> March 17, 2023    | <input type="checkbox"/> June 9, 2023  | <input type="checkbox"/> September 15, 2023 | <input type="checkbox"/> December 8, 2023  |
| <input type="checkbox"/> January 13, 2023  | <input type="checkbox"/> April 14, 2023    | <input type="checkbox"/> July 14, 2023 | <input type="checkbox"/> October 13, 2023   |  |

**SECTION III. PRINCIPAL OR AUTHORIZED MANAGING BROKER MUST COMPLETE: PLEASE PRINT**

I, \_\_\_\_\_, the principal or authorized managing broker of the above-named  
(Please Print Broker Name)

Firm/branch office; hereby register the agent listed above as an authorized user of WMLS directly under my supervision and participation. I understand the following:

1. I am responsible for ensuring that this user complies with WMLS Bylaws and Rules and Regulations.
2. The WMLS Board of Directors reserves the right to deny or revoke WMLS Services for any person.
3. The user will continue to be able to use the WMLS and incur fees until I cancel their registration or the WMLS Board of Directors revokes their user privileges. I am responsible for any unpaid, past due fees and fines for all inactivated licensees within the firm.
4. Non-registered licensees, support staff and assistants may not use WMLS services in any way unless properly registered with the WMLS.
5. If any non-registered person uses the WMLS 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). My firm is also subject to penalties and fines as determined by the WMLS Board of Directors.
6. I understand that all licensees assigned to the firm must also subscribe to the WMLS or complete and return an Application for Waiver of WMLS Subscription Fees (Addendum A) along with a Letter in Good Standing from their current MLS.
7. **All users of the WMLS are required to complete one (1) 3 & 1/2 hour Training Class within sixty (60) days after access has been provided to the WMLS database.**

\_\_\_\_\_  
Principal/Managing Broker's (Participant) Signature

\_\_\_\_\_  
Date

**SECTION IV. REQUIRES LICENSED USER SIGNATURE**

I agree as a condition of subscription in the WMLS to abide by all relevant bylaws, rules and other obligations of subscription. 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 WMLS and/or accept offers of cooperation and compensation made by 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 subscription on an ongoing basis may result in potential suspension or termination of WMLS subscription rights after review by the Board of Directors and the WMLS's established procedures.

I agree to pay all quarterly recurring fees, late fees and reinstatement fees as outlined in the WMLS Rules & Regulations and understand the invoices will be sent electronically to my preferred business email address. *(For the convenience of automatic credit card payments when recurring billings are due, please complete a "Payment Authorization Form".)*

**\*Matrix Training Class - All users of the WMLS are required to complete three and ½ hours (3.5 hrs) of training within sixty (60) days after access has been provided to the WMLS database (select class in Section II). Reactivating Users must complete the training if they have been inactive from the WMLS for one year or more. Payment of WMLS 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.****

By signing below, I consent that the REALTOR® Associations (local, state, national) and their subsidiaries, if any, may contact me at the specified address, telephone 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.

**Licensed User Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# WMLS & SentiKey Service Fees

WMLS & SentiKey are billed on a Fiscal Year: Nov – Oct

*All fees must be paid at time of application.*

<b>WMLS Service Fees</b>		\$59/month			
<u>Registration DATES</u>		<u>User</u> <u>Application/Reactivation</u> <u>Fee</u>	<u>Prorated</u> <u>Quarterly</u> <u>Fees</u>	<u>Total Due</u> <u>New User</u>	<u>Total Due</u> <u>Reactivating</u> <u>User</u>
November		\$50/\$100	\$177	\$227	\$277
December		\$50/\$100	\$118	\$168	\$218
January		\$50/\$100	\$236	\$286	\$336
February		\$50/\$100	\$177	\$227	\$277
March		\$50/\$100	\$118	\$168	\$218
April		\$50/\$100	\$236	\$286	\$336
May		\$50/\$100	\$177	\$227	\$277
June		\$50/\$100	\$118	\$168	\$218
July		\$50/\$100	\$236	\$286	\$336
August		\$50/\$100	\$177	\$227	\$277
September		\$50/\$100	\$118	\$168	\$218
October		\$50/\$100	\$236	\$286	\$336

<b>SentiKey Service Fees</b>				
<u>SentiKey Application DATES</u>		<u>User</u> <u>Issuance/Reactivation</u> <u>Fee</u>	<u>Prorated</u> <u>Quarterly</u> <u>Fees</u>	<u>Total Due</u>
November		\$50	\$54	\$104
December		\$50	\$36	\$86
January		\$50	\$72	\$122
February		\$50	\$54	\$104
March		\$50	\$36	\$86
April		\$50	\$72	\$122
May		\$50	\$54	\$104
June		\$50	\$36	\$86
July		\$50	\$72	\$122
August		\$50	\$54	\$104
September		\$50	\$36	\$86
October		\$50	\$72	\$122

**LICENSE AGREEMENT**

This Agreement is made \_\_\_\_\_ between  
 \_\_\_\_\_ Date

(Authorized "User") and

Printed Name

Williamsburg Multiple Listing Service, Inc. ("WMLS") for the limited use of information and data acquired and compiled by WMLS ("Data"). As used herein, the term "Data" includes any portion of the Data.

This is a license, not a sale. This Data is provided under the following License Agreement and all applicable addendums ("License") which define what Authorized User may do with the Data and contains limitations on warranties and remedies.

1. WMLS provides Authorized User with access to the Data in electronic and printed form. The term "Data" includes any images, photographs, templates, animations, video or audio. Copyright and all other rights to the Data shall remain with WMLS. Authorized User must reproduce any copyright or other notice marked on the Data on all copies Authorized User makes.

2. Authorized User may:

A. View the Data and allow Prospects to view the Data, provided that Authorized User maintains control over the medium in which the Data is viewed and does not distribute the Data except as provided in Paragraph 2B of this Agreement.

B. Display all or parts of the Data on the Internet strictly in accordance with the rules of the WMLS on Internet Data Exchange ("IDX").

C. Download parts of the Data, provided that no use is made of the downloaded Data other than as described in Subparagraphs A, and B above.

3. Authorized User may not:

A. Use the Data or make copies of it except as permitted in this License.

B. Translate, reverse engineer, decompile or disassemble the Data.

C. Rent, lease, assign or transfer the Data.

D. Transfer or assign rights under this License to any other person.

E. Resell, sublicense or otherwise make the Data available to Prospects for use or distribution separately or detached from the work product except as provided in Paragraph 2B of this Agreement.

F. Modify the Data or merge all or any part of the Data with another program except as provided in Paragraphs 2B, and 2C of this Agreement.

G. Reproduce or redistribute the Data except as described in Subparagraphs A, B, and C of Paragraph 2 of this Agreement. Posting of all or any part of the Data on the World Wide Web, Internet, or similar public network is prohibited, except as specifically authorized in Subparagraph 2B. Except as provided in Paragraph 2B, dissemination of the Data by any means to persons or organizations that are not Prospects or Appraisers is prohibited.

H. Create scandalous, obscene, defamatory or immoral works using the Data nor use the Data for any purpose that is prohibited by law.

I. Use or permit the use of the Data or any part thereof as a trademark or service mark, or claim any proprietary rights of any sort in the Data or any part thereof.

J. Use the Data in an electronic format, on-line or in multiple applications unless the Data is incorporated for viewing purposes and a notice is included with the Data or the product containing the Data specifying that the Data may not be saved or downloaded and is only to be used for viewing purposes except as expressly permitted in Paragraphs 2B and 2C of this Agreement.

4. This License shall remain in effect only for so long as Authorized User is a member in good standing of WMLS and is in compliance with the terms and conditions of this Agreement. This License will terminate automatically upon termination of Authorized User's membership in WMLS or if Authorized User fails to comply with any of its terms or conditions. Authorized User agrees, upon termination, to destroy all copies of the Data. The limitation of warranties set out below shall continue in force even after any termination.

5. Use of the Data is also subject to the governing documents of WMLS. In the event of any conflict between the provisions of this License Agreement and those governing documents, the provision imposing the greatest restriction on use of the Data will prevail.

6. Nothing contained herein shall be construed to preclude any Authorized User from utilizing, displaying, distributing or reproducing property listing sheets or other compilations of data pertaining exclusively to properties currently listed for sale with the Authorized User.

7. THE DATA IS PROVIDED ON AN "AS IS" BASIS WITHOUT ANY WARRANTIES OR CONDITIONS, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, WARRANTIES OF MARKETABLE QUALITY, SATISFACTORY QUALITY, ACCURACY OR FITNESS FOR A PARTICULAR PURPOSE, OR THOSE ARISING BY LAW, STATUTE, USE AS A TRADE, COURSE OF DOING OR OTHERWISE. THE ENTIRE RISK OF USE OF THE DATA IS ASSUMED BY AUTHORIZED USER. WMLS WILL NOT HAVE ANY LIABILITY TO AUTHORIZED USER OR ANY OTHER PERSON OR ENTITY FOR ANY INDIRECT, INCIDENTAL, SPECIAL OR CONSEQUENTIAL DAMAGES WHATSOEVER, INCLUDING, BUT NOT LIMITED TO LOSS OF REVENUE OR PROFIT, LOST OR DAMAGED DATA OR OTHER COMMERCIAL OR ECONOMIC LOSS, EVEN IF WMLS HAD BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, OR THEY ARE FORESEEABLE.

8. THIS LICENSE IS THE ENTIRE AGREEMENT BETWEEN AUTHORIZED USER AND WMLS, SUPERCEDING ANY OTHER AGREEMENT OR DISCUSSIONS, ORAL OR WRITTEN, AND MAY NOT BE CHANGED EXCEPT BY SIGNED AGREEMENT. THIS LICENSE SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE COMMONWEALTH OF VIRGINIA. IF ANY PROVISION OF THIS LICENSE IS DECLARED BY A COURT OF COMPETENT JURISDICTION TO BE INVALID, ILLEGAL OR UNENFORCEABLE, SUCH A PROVISION SHALL BE SEVERED FROM THE LICENSE AND THE OTHER PROVISIONS SHALL REMAIN IN FULL FORCE AND EFFECT.

AUTHORIZED USER SIGNATURE: \_\_\_\_\_

WMLS REPRESENTATIVE SIGNATURE: \_\_\_\_\_

***Williamsburg Multiple Listing Service, Inc.***  
**SENTRIKEY SERVICE AGREEMENT**

THIS SENTRIKEY SERVICE AGREEMENT (the "Agreement") is entered into as of the \_\_\_\_\_ day of

\_\_\_\_\_, 20\_\_\_\_, by and between the Williamsburg Multiple Listing Service, Inc. (WMLS) and

\_\_\_\_\_  
 (Printed Name) SENTRIKEY USER (Authorized Licensed User of the WMLS)

\_\_\_\_\_  
 (Printed Name) PARTICIPANT. (Principal or Managing Broker and a member of the WMLS)

SENTRIKEY USER, PARTICIPANT, and the WMLS agree as follows:

**SERVICE AGREEMENT:** SentiKey hereby provides to the WMLS, and SENTRIKEY USER hereby receives from the WMLS, access to the SentiKey Lockbox Service, via a mobile application (SentiKey), and online services. In addition, SentiKey hereby grants to SENTRIKEY USER a sub-license to use the software (the "Software") which is necessary for the operation of the system.

**TERM OF AGREEMENT:** The term of this Agreement begins on the date of the execution of this Agreement and ends on the date the SENTRIKEY USER terminates membership with the WMLS or upon WMLS receipt of a fully executed SentiKey Product Report (Form 121) requesting termination of the SentiKey Service.

**SENTRIKEY CREDENTIALS:** SENTRIKEY USER acknowledges that personal, private, credentials are required to access the SentiKey Lockbox Service and must be kept confidential. Access may be inactivated at any time if required by SentiKey or the WMLS.

**PAYMENTS:**

**a.** During the term of this agreement, SENTRIKEY USER, shall pay to the WMLS quarterly fees for use of the Service (the "Quarterly System Fee"). The first payment of the Quarterly System Fee shall be pro-rated in an amount as determined and shall be due upon SENTRIKEY USER'S execution of this Agreement. (Each subsequent payment of the Quarterly System Fee, as invoiced by the WMLS, shall be due and payable each consecutive quarter during the Term.) Failure of WMLS or its designee to invoice SENTRIKEY USER for the Quarterly System Fee shall not relieve SENTRIKEY USER of its obligation to pay the Quarterly System Fee when due and payable pursuant to this Agreement.

**b.** The amount of the Quarterly System Fee is subject to adjustment annually based upon administration and operational costs incurred by the WMLS. SENTRIKEY USER expressly authorizes WMLS to adjust the Quarterly System Fee in each year during the Term of this Agreement.

**c.** All sums payable by SENTRIKEY USER hereunder shall be paid to WMLS, Inc. in immediately available funds.

**d.** All quarterly system fees and any other sums payable by SENTRIKEY USER hereunder are non-refundable.

**SECURITY OF SENTRISMART:** SENTRIKEY USER, acknowledges that it is necessary to maintain security of the SentiSmart application to prevent its use by unauthorized persons. Consequently, SENTRIKEY USER agrees to the following: The SENTRIKEY USER

- a. shall not loan the SentiKey application to any person for any purpose whatsoever nor shall permit the SentiKey application to be used for any purpose by any other person
- b. understands that downloads of the SentiKey application to Smart Phones, tablets, and other devices, owned by SentiKey User are limited
- c. shall follow all additional security procedures as specified by the WMLS

**PARTICIPANT'S RESPONSIBILITIES:**

- a. Participant warrants that Participant is both a licensed real estate broker and Participant of the Williamsburg Multiple Listing Service, Inc.
- b. Participant warrants that SENTRIKEY USER possesses a real estate license and is in fact associated with Participant in an active effort to sell real estate or is a licensed or certified real estate appraiser affiliated with the WMLS Participant.
- c. Participant agrees to enforce the terms of the Agreement with respect to any SENTRIKEY USER associated with him/her and understands that he/she is not relieved of any responsibility or obligation by the mere fact of such disassociation with SENTRIKEY USER.

- d. Participant agrees to notify the WMLS immediately, in writing, should the Participant or SENTRIKEY USER terminate their relationship or should the SENTRIKEY USER's license be transferred or returned to the licensing Board and,
- e. Participant agrees that he/she is jointly and severally liable, together with the SENTRIKEY USER, for all duties, responsibilities and undertakings of the SENTRIKEY USER under this Agreement and understands that failure to follow the provisions of the SentriKey Service Agreement may result in the loss of WMLS SentriKey privileges and, further, could cause the WMLS to inactivate all SentriKeys issued to the Participant and the Participant's SENTRIKEY USERS.

**DISCLOSURE TO CLIENTS:** The SENTRIKEY USER shall obtain specific written authorization from the seller before placing a lockbox on the owner's property and before the listing is entered into the WMLS, reflecting that a lockbox has been authorized by seller.

**DISCIPLINARY ACTION:** Participant and/or SENTRIKEY USER agree to be subject to the disciplinary rules and procedures of the WMLS for violation of any provision of this Agreement and/or the Williamsburg Multiple Listing Service, Inc. Rules & Regulations. Discipline may include, but not limited to, inactivation of the Participant's and/or SENTRIKEY USER's SentriKey application.

**INDEMNIFICATION:** Participant and/or SENTRIKEY USER agree to indemnify, defend and hold the WMLS and all of its respective officers, directors and employees harmless from any and all loss, cost, expense, claims or demands whatsoever by or against the WMLS resulting from loss, use or misuse of the SentriKey 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 SentriKey Lockbox System.

**REIMBURSEMENT:** Participant and/or SENTRIKEY USER agree that, in the event that the WMLS shall prevail in any legal action brought by or against the Participant and/or SENTRIKEY USER to enforce the terms of this Agreement, the Participant and/or SENTRIKEY USER as appropriate may be assessed a reasonable amount of attorney's fees in addition to any other relief to which the Court rules the WMLS may be entitled.

**GOVERNING LAW:** The validity of this Agreement and any of its terms and provisions, as well as the rights and duties of the parties hereunder, shall be governed by the laws of Virginia, and venue for any litigation regarding this agreement shall be James City County.

**PARTIAL INVALIDITY:** If any provision of this contract is held by any court to be invalid, void or unenforceable, the remaining provisions shall nevertheless continue in full force.

**CONDITIONS SET FORTH HEREOF ARE PART OF THIS AGREEMENT:**

This written contract expresses the entire agreement between Participants, SENTRIKEY USERS and the WMLS with respect to the SentriKey Lockbox Service. 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 Participant or SENTRIKEY USER.

IN WITNESS WHEREOF, WMLS, PARTICIPANT and SENTRIKEY USER have caused this agreement to be duly executed as of the date set forth in the preamble of this agreement.

SENTRIKEY USER: \_\_\_\_\_  
(Signature)

SENTRIKEY USER: \_\_\_\_\_  
(Please PRINT)

PARTICIPANT : \_\_\_\_\_  
(Signature)

PARTICIPANT : \_\_\_\_\_  
(Please PRINT)

**Williamsburg Multiple Listing Service, Inc./ SentiLock Product Report**

As a subscriber to the Williamsburg Multiple Listing Service, Inc. (WMLS) I hereby state (select all that may apply):

**SECTION I - Issuance of SentiLock Products:**

☐ \*I hereby request access to the SentiKey Lockbox Service. I understand the cost of \$18.00 per month/\$54.00 per quarter will be billed quarterly in conjunction with WMLS Access Fees.

☐ I am purchasing the following Keybox(es):

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

**SECTION II - Change to Existing SentiLock Products:**

☐ I am transferring ownership of the following Keybox(es) to \_\_\_\_\_  
(Name of Active SentiKey Holder)

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

☐ I am in receipt of a warranty replacement for a previously purchased Lockbox:

Old Serial # \_\_\_\_\_

**Ticket #** \_\_\_\_\_

New Serial # \_\_\_\_\_

**SECTION III- Cancellation:**

☐ I am terminating my use of the SentiKey Lockbox Service as described in the SentiLock Service Agreement to which I am a party.

☐ 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)

**SECTION IV – Signature & Address**

<b>Print Name</b>	<b>Signature</b>	<b>Date</b>
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<b>Home Street Address</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>
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**\*NOTE:** Upon processing the request, a notification will be sent from SentiLock and/or WMLS Staff with instructions on how to activate the SentiKey Service.

**Office Use Only:**

☐ Payment Received      ☐ Form 118 Received      ☐ Processed/Updated in SL      ☐ Updated in RAP

Issued SentiKey/Mobile Application Serial #: \_\_\_\_\_ Date: \_\_\_\_\_





## Williamsburg Area Association of REALTORS® APPLICATION FOR REALTOR® MEMBERSHIP

I hereby apply for REALTOR® Membership in the **Williamsburg Area Association of REALTORS®**, enclosing payment for my REALTOR® dues\* and application fees. I understand that my dues will be returned to me in the event of non-election and that the application fee is nonrefundable.

I will attend an orientation program to include course topics as approved by the WAAR Board of Directors within **120** days of application for membership. Failure to meet this requirement may result in having my membership terminated.

In the event of my election, I agree to abide by the Code of Ethics of the NATIONAL ASSOCIATION OF REALTORS®, which includes the duty to arbitrate (or to mediate if required by the association). I also agree to abide by the Constitution, Bylaws and Rules and Regulations of the above-named Association, the State Association and the National Association, and if required, I further agree to satisfactorily complete a reasonable and non-discriminatory written examination on such Code, Constitutions, Bylaws and Rules and Regulations.

I understand membership brings certain privileges and obligations that require compliance. Membership is final only upon approval by the Board of Directors and may be revoked should completion of requirements, such as orientation, not be completed within the timeframe established in the association's bylaws. I understand that I will be required to complete periodic Code of Ethics training as specified in the association's bylaws as a continued condition of membership.

I also consent that the association may invite and receive information and comment about me from any member or other persons, and that any information and comment furnished to the association by any person in response to the invitation shall be conclusively deemed to be privileged and not form the basis of any action for slander, libel, or defamation of character.

**NOTE:** Applicant acknowledges that if accepted as a member and he/she subsequently resigns from the Association or otherwise causes membership to terminate with an ethics complaint pending, the Board of Directors may condition renewal of membership upon applicant's certification that he/she will submit to the pending ethics proceeding and will abide by the decision of the hearing panel. If applicant resigns or otherwise causes membership to terminate, the duty to submit to arbitration continues in effect even after membership lapses or is terminated, provided the dispute arose while applicant was a REALTOR® member.

\* Dues are prorated according to month joining unless membership was held the previous year.

**I am applying for:** ☐ **Primary REALTOR® Membership** ☐ **Secondary REALTOR® Membership**

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:					
Business 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 #	
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<b>COMPANY INFORMATION:</b>		
Office Name:		
Office Address:		
Your Position	<input type="checkbox"/> Principal <input type="checkbox"/> Partner <input type="checkbox"/> Corporate Officer : <input type="checkbox"/> Branch Manager <input type="checkbox"/> Licensed Salesperson <input type="checkbox"/> Associate Broker	

<b>PREFERRED MAILING/CONTACT INFORMATION:</b>		
Preferred Phone: <input type="checkbox"/> Cell		
Preferred E-mail: <input type="checkbox"/> Primary E-mail		
Preferred Mailing: <input type="checkbox"/> Home <input type="checkbox"/> Office		

<b>APPLICANT INFORMATION:</b>		
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:		
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:		
Is the Office Address, as stated, your principal place of business? <input type="checkbox"/> Yes <input type="checkbox"/> No		

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 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 been convicted of a felony or other crime? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, provide details:	
<p>* A. judgments against the applicant within the past three (3) years of violations of (1) civil rights laws, (2) real estate license laws, and (3) or other laws prohibiting unprofessional conduct against the applicant rendered by the courts or other lawful authorities.</p> <p>B. criminal convictions if (1) the crime was punishable by death or imprisonment in excess of one year under the law under which the applicant was convicted, and (2) no more than ten years have elapsed since the date of the conviction or the release of the applicant from the confinement imposed for that conviction, whichever is the later date.</p>	

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 Williamsburg Area Association of REALTORS® 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.

Dated: \_\_\_\_\_

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

5000 New Point Rd, Ste 1101  
Williamsburg, VA 23188  
(757) 253-0028  
(757) 253-1559 (Fax)



# New Member Orientation

## Course Dates

8:30 am - 4:30 pm

☐ November 3, 2022

☐ February 2, 2023

☐ May 4, 2023

☐ August 3, 2023

☐ November 2, 2023

Your real estate license number is required for credit submission.

## Agenda

Welcome and Intro to Sponsors

REALTOR® Code of Ethics

*This class meets the NAR requirement for Triennial Ethics*

Q & A with Virginia Leadership Academy Graduates

Introduction to WAAR, VAR & NAR

Specializations

The Williamsburg Area

*The New Member Orientation Program must be completed in its entirety within 120 days of application in order to earn the REALTOR® designation.*



REALTOR®

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

Company: \_\_\_\_\_

Company Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

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

**No-Show Fee: \$35 Only No-Shows to their registered date are required to pay.**

Pay by Credit Card: ☐ Visa ☐ MasterCard ☐ Discover ☐ AmEx

Name on Card: \_\_\_\_\_

Credit Card #: \_\_\_\_\_ Exp Date: \_\_\_\_\_

Authorized Signature for Card: \_\_\_\_\_

**Signature** indicates acceptance of rescheduling policy. Rescheduling may occur within your 120 day requirement but must be received in writing prior to your class date. After the 120 requirement period a \$35 registration fee will apply.

**No Shows** will be required to pay a \$35 registration fee to attend a future Orientation. No credit(s) will be extended for substitute class registrations.

**Consent to Use of Photographic Images:** Registration and attendance at, or participation in, WAAR meetings and other activities constitutes an agreement by the registrant to the use and distribution of the registrant or attendees' image or voice in photographs, videotapes, electronic reproductions and audiotapes of such events and activities by WAAR and other third parties, including but not limited to the venue and the speaker.

**Please return this registration form with your application for membership to the Williamsburg Area Association of REALTORS®.**

**NOTE:** Opinions and information delivered in all WAAR courses should be confirmed as compliant with the student's company policy before including in business practices.

Please notify us in advance if you have a disability that requires special services.



## Credit Card Payment Authorization Firm/Member Fees

I hereby authorize the Williamsburg Area Association of REALTORS® AND/OR the Williamsburg Multiple Listing Service to charge the credit card listed below for payment of:

### WMLS & SentiKey Fees

- |   |  |
|---|--|
| <input type="checkbox"/> New Licensed WMLS User Fees<br>(see chart on Form 101)   | <input type="checkbox"/> \$300 New WMLS Firm or Branch                                     |
| <input type="checkbox"/> New Unlicensed WMLS User Fees<br>(see chart on Form 102) | <input type="checkbox"/> \$300 WMLS Firm/Branch Reactivation                               |
| <input type="checkbox"/> \$100 Reactivation Fee                                   | <input type="checkbox"/> \$ 45 WMLS Firm/Branch Quarterly Ancillary Fee (prorated monthly) |
| <input type="checkbox"/> \$ 50 Transfer Fee                                       | <input type="checkbox"/> \$150 Change of Managing Broker for Firm                          |
| <input type="checkbox"/> SentiKey Fees (see chart on Form 101)                    | <input type="checkbox"/> \$ 50 Initial Firm Affiliate Service                              |
| <input type="checkbox"/> \$100 Team Application Fee                               | <input type="checkbox"/> \$ 50 Change of WMLS Affiliate Representative                     |
|   | <input type="checkbox"/> \$ 25 Affiliate Firm Re-Activate                                  |
|   | <input type="checkbox"/> \$ 90 Affiliate Quarterly User Fee (prorated monthly)             |

### WAAR Fees

- ☐ WAAR Dues for REALTOR® application (See chart on Form 108 for monthly breakdown)
- ☐ \$50 REALTOR® Transfer Fee (for WAAR REALTOR® members)
- ☐ \$50 REALTOR® Reactivation Fee (for WAAR REALTOR® members)
- ☐ \$300 New WAAR Firm/Branch
- ☐ \$150 Change of Firm Broker/ DR

**Recurring Payment Information:** *If choosing automatic payments, your credit card will automatically be charged for the items indicated below on the 10<sup>th</sup> day of the month fees are due (if the 10<sup>th</sup> falls on a weekend, your credit card will be processed on the next business day). Receipts will be emailed to the email address on file with our office. All charges will appear on your monthly credit card statement. This authorization will terminate upon your credit card's expiration date or you may cancel this automatic billing at any time by contacting the WAAR office, 757-253-0028.*

- ☐ **WMLS FEES ONLY** - I wish to keep this credit card number on file for automatic payment of my WMLS service fees.
- ☐ **WAAR & WMLS FEES** - I wish to keep this credit card number on file for automatic payment of ALL my WAAR & WMLS fees. Check one of the following boxes; If neither RPAC box is checked, your credit card payment for annual dues will include the requested voluntary RPAC contribution).
  - ☐ **With RPAC Voluntary Contribution**
  - ☐ **Without RPAC Voluntary Contribution**
- ☐ **Please do not keep the credit card number below on file for future use.**

Credit Cardholder Name: \_\_\_\_\_

Credit Card Billing Address: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Credit Card Type: ☐ Visa ☐ MasterCard ☐ Discover ☐ American Express

Credit Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_ / \_\_\_\_

**NOTE:** A new Payment Authorization Form will be needed on or before your credit card expiration date in order for automatic payments to continue.

**Total Charged to Card:** WMLS Fees \$ \_\_\_\_\_ SentiKey Fees \$ \_\_\_\_\_ WAAR Fees \$ \_\_\_\_\_

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