



## 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@WAARRealtor.com](mailto:info@WAARRealtor.com)



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

\$75 application fee + pro-rated fees (\$8.33 per mo.) apply 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 are held virtually through Zoom. 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"/> November 17, 2023 | <input type="checkbox"/> February 9, 2024 | <input type="checkbox"/> May 17, 2024  | <input type="checkbox"/> August 16, 2024   | <input type="checkbox"/> November 8, 2024  |
| <input type="checkbox"/> December 8, 2023  | <input type="checkbox"/> March 15, 2024   | <input type="checkbox"/> June 14, 2024 | <input type="checkbox"/> September 6, 2024 | <input type="checkbox"/> December 13, 2024 |
| <input type="checkbox"/> January 12, 2024  | <input type="checkbox"/> April 19, 2024   | <input type="checkbox"/> July 12, 2024 | <input type="checkbox"/> October 11, 2024  |  |

**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 Name): \_\_\_\_\_

Cancellation Date: \_\_\_\_\_

Principal/Managing Broker (Participant) Signature: \_\_\_\_\_

<u>New Unlicensed User Application DATES</u>	<u>Amount Owed @ Application</u>
October 2023	\$108.33
November 2023	\$100.00
December 2023	\$91.66
January 2024	\$108.33
February 2024	\$100.00
March 2024	\$91.66
April 2024	\$108.33
May 2024	\$100.00
June 2024	\$91.66
July 2024	\$108.33
August 2024	\$100.00
September 2024	\$91.66
October 2024	\$108.33

WMLS pro-rated quarterly fees (\$8.33 per month) + application fee (\$75) must be paid at time of application. Please use the chart to determine the amount owed.

Williamsburg REALTORS®  
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Williamsburg, VA 23188

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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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