



CAAR Broker Change, Managing or Supervising Broker Form

D: 434-817-2398 | Email to: membership@caar.com

Section I is to notify CAAR that there is a new Designated REALTOR®.

Section II is to add an approved Managing Broker **or** new Supervising Broker for a firm or branch office.

SECTION I: Change of Principal Broker of Record

Firm Name: _____ Branch location, if applies: _____

Firm License Number: 0226 _____

Current Broker Name: _____

New Broker's Name: _____ (Must already be a member/participant or join)

Is former Broker remaining a CAAR member/MLS participant? ____ Yes ____ No (If no, please they will be deactivated from CAAR membership/MLS participation).

New Principle Broker's Name: _____ RE License: 0225 _____

New Principle Broker Signature _____ Date _____

SECTION II: Approved Supervising Broker or Addition of a Managing Broker

This section is for a Managing or Supervising Broker for the firm to assume responsibilities of the firm for the Principal Broker of record. Principle Broker will remain on firm/branch license.

Firm Name: _____ Branch location, if applies: _____

Firm License Number: 0226 _____

Choose One:

_____ **Managing Broker** will be added to assist the current broker who will remain with CAAR.

_____ **Supervising Broker** will take the place of current broker under firm, current Broker is requesting to deactivate their membership/participation in CAAR but remain as Principal broker of record on firm license with the State.

Supervising/Managing Broker Name: _____ RE License: 0225 _____

Supervising/Managing Broker is currently active with CAAR: ____ Y ____ N, if no, please request packet to join indicating membership type: Primary, Secondary or MLS Only (MLS only must be a primary REALTOR at an Association)

The undersigned broker, by executing this form, agrees to be bound by all of the terms and conditions of the Charlottesville Area Association of REALTORS® Bylaws and MLS rules and regulations and Key policies.

Principal Broker of record Signature: _____ Date: _____

Managing or Supervising Broker Signature: _____ Date: _____