



CAAR Office Contact / Manager Designee Form

Email form to: membership@caar.com or Fax to: 434.817.2836

To grant more flexibility for Brokers who wish to assign "Pay Agent Dues" access to others in their firm, you now have the ability to appoint managing brokers or firm/office administrator's access to view and pay dues items, as they apply, through the CAAR online portal that originally only the broker could access.

SECTION I:

MANAGER DESIGNEE RIGHTS FOR FIRM ON CAAR PORTAL

I grant permission to: (Managing Broker Name) _____

Firm Name: _____ Branch, if applies: _____

Managing Broker Real Estate License, No: 0225_____

As Broker of record for this firm I certify that this individual, as my firm's Managing Designee, may view and, as it applies, pay dues items for agents in my firm. I further understand that this managing broker designee **may** sign CAAR cancellation, transfer and MLS registration forms for agents in my firm in my stead.

Principle Broker Signature: _____ Date: _____

SECTION II:

FIRM/OFFICE ADMINISTRATIVE ASSISTANTS RIGHTS FOR FIRM ON CAAR PORTAL

I grant permission to: (Firm/Office Admin Name) _____

Firm Name: _____ Branch, if applies: _____

As Broker of record for this firm I certify that this individual, as the Office Contact, may view and, as applies, pay dues items through the CAAR portal for agents in my firm. I understand this individual **MAY NOT** sign CAAR forms to transfer, cancel or register for MLS any agent in my firm. I will immediately notify CAAR if this admin no longer requires this access or is no longer employed by my firm.

Principle Broker Signature: _____ Date: _____