



CAAR SUPPORT STAFF APPLICATION

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

Support Staff Person [NAME] _____ CAAR User ID [CAAR use] _____

Firm Name: _____ Branch, if applies _____

This support staff is: [Check one] New to Firm Taking the place of [NAME] _____
Cancel access of active staff listed on this line

Support Staff Email: _____

This support staff person is: [Check one]

Licensed, but inactive or referral in DPOR Actively Licensed as a REALTOR w/ CAAR Un-Licensed

As support in **Paragon Platform**, please choose one of the following: *I understand that first 3 options authorize the user to add/change all listings for any REALTOR® associated with my firm(s).*

Firm Administrator-Alias to Main Firm/Branches - CAAR provides user with unique login. *Firm Admin can assume identity of the broker to manage all listings for main firm and branches of main firm. Firm admin may assume identity of all agents associated with main firm and branches. *If the firm does not have branch office(s) do NOT use this option.*

Full Access Firm Admin – Quarterly MLS service fee \$126 billed to support staff user. Security access level 6, no assume identity required unless creating a listing for an agent. User is billed upon registration and pro-rated accordingly, if necessary. MLS subscription required for this status. **This is to be paid by the Broker**

Office Admin (No branches)-Alias to Office - CAAR provides user with unique login. *Office administrator may assume identity of broker to manage all listings for office. Office Admin may assume identity of all agents in this office.

Assistant- Alias to Agent (Agent name) CAAR provides user with unique login. Assistant is alias to agent and has “assume identity” abilities to maintain listings for a single agent. Assistant to: **AGENT NAME:** _____

- As principle or managing broker, I hereby request CAAR to register the above named individual. I authorize permission for myself and agents in my firm to allow registered user “assume identity” permission.
- If support staff is transferring with an agent from another firm, I understand I am responsible and that NO new app fee applies.
- I agree to abide by the rules regarding support staff in **Section 11.2 Limitations on Use of MLS Information for Non-Licensed Employees of Participants** of the MLS Rules and Regs.
- **Initial application fee is \$125, and due upon application for NEW support staff to firm.** This fee is only waived when replacing a currently "active" support staff user. **See payment options at bottom of page.**
- I understand as broker, I will make payment in the amount of \$175 annually, billed in September, for all ACTIVE support staff employed by my firm or my agents. *If they are currently also active REALTORS with CAAR they are exempt from an annual support staff fee.*
- I will notify CAAR of any user who is actively licensed before submission of this form.
- I agree to notify CAAR at such time the user is no longer affiliate with our firm within four (4) business days. Support staff cancellation form may be found online at CAAR.com /Member Resources / Member and Office forms.

Authorized Principal or Managing Broker or Appraiser Signature

Date

Will mail check for \$125 for my new support staff **or** Please charge my VISA/M/C in amount of \$125

CC #: _____ Exp. Date: _____ CVV: _____

Signature: _____ Date: _____