



# CAAR REALTOR® and/or MLS or Key Service Cancellation Form

Return to: [membership@caar.com](mailto:membership@caar.com) or Fax to: 434-817-2836 This form is online fillable/save/attach and return.

REALTOR® Name: \_\_\_\_\_

Firm: \_\_\_\_\_ Branch (if applicable) \_\_\_\_\_

**SECTION I: Complete this section to cancel Primary or Secondary REALTOR membership in CAAR.**

Please select a reason for returning license to DPOR and cancelling membership:

- Placing license in Referral Company       Took Another Job       Placing License in Inactive status
- Moving from area       Undisclosed Reason       Retiring
- License expired, not renewing with firm       Transferring License to following firm: \_\_\_\_\_

**ATTENTION:** For the REALTOR® to take active listings when they transfer to a new firm, CAAR must receive a letter, fax (434.817.2836) or email ([support@caar.com](mailto:support@caar.com)) from the broker of the former firm stating they are to be released to that REALTOR® upon transfer. **You may also check the statement below in lieu of sending separate permission.** Please indicate if only certain listings or all actives will transfer.

This agent has completed the necessary steps with my firm and, as broker, I give permission to release **all ACTIVE** listings to this agent under their new firm.

This agent has completed the necessary steps with my firm and, as broker, I give permission to release **the following ACTIVE** listings to this agent under their new firm. MLS# \_\_\_\_\_, if more please attach a separate form.

This agent **will not take any active listings**. Reassign to the \* Broker. \*The Broker may then reassign listing(s) to other agents in the firm.

If primary elsewhere, this agent will continue to hold primary membership in the \_\_\_\_\_ association of REALTORS®.

**Effective Date:** (Date cannot be before CAAR receives this form): \_\_\_\_\_

\_\_\_\_\_  
\*Principal or Authorized Managing Broker or Cert. Appraiser Signature      Date

**SECTION II: MLS/Key Only Cancellation - Removes above named REALTOR® from CAAR as an MLS / MLS Only or Key Service participant.**

1. The above individual's CAAR MLS service will be terminated on the effective date or the date this form is received by CAAR staff, whichever is later. It is understood that no paid fees for these services will be refunded upon deactivation. **Broker to assume any Active or Pending listings.**
2. Agent terminating service is responsible for payment of any unpaid fee on their account at the time of deactivation.
3. I understand that if I wish to renew more than 1 year after deactivating, I will pay the application fee(s) to begin service(s). If returning within 1 year I will only pay for the cost of service at that time.

I wish to cancel my: \_\_\_\_\_ Paragon MLS (Residential) \_\_\_\_\_ CVCMLS (Commercial) Effective Date: \_\_\_\_\_

I wish to cancel my: \_\_\_\_\_ SentiLock Key Service Effective Date: \_\_\_\_\_

\_\_\_\_\_ I wish to cancel all services for MLS participation and Key: Effective Date: \_\_\_\_\_

**NOTE:** Effective date cannot be before CAAR receives this form.

Principal or Authorized Managing Broker or Cert. Appraiser Signature: \_\_\_\_\_ Date: \_\_\_\_\_