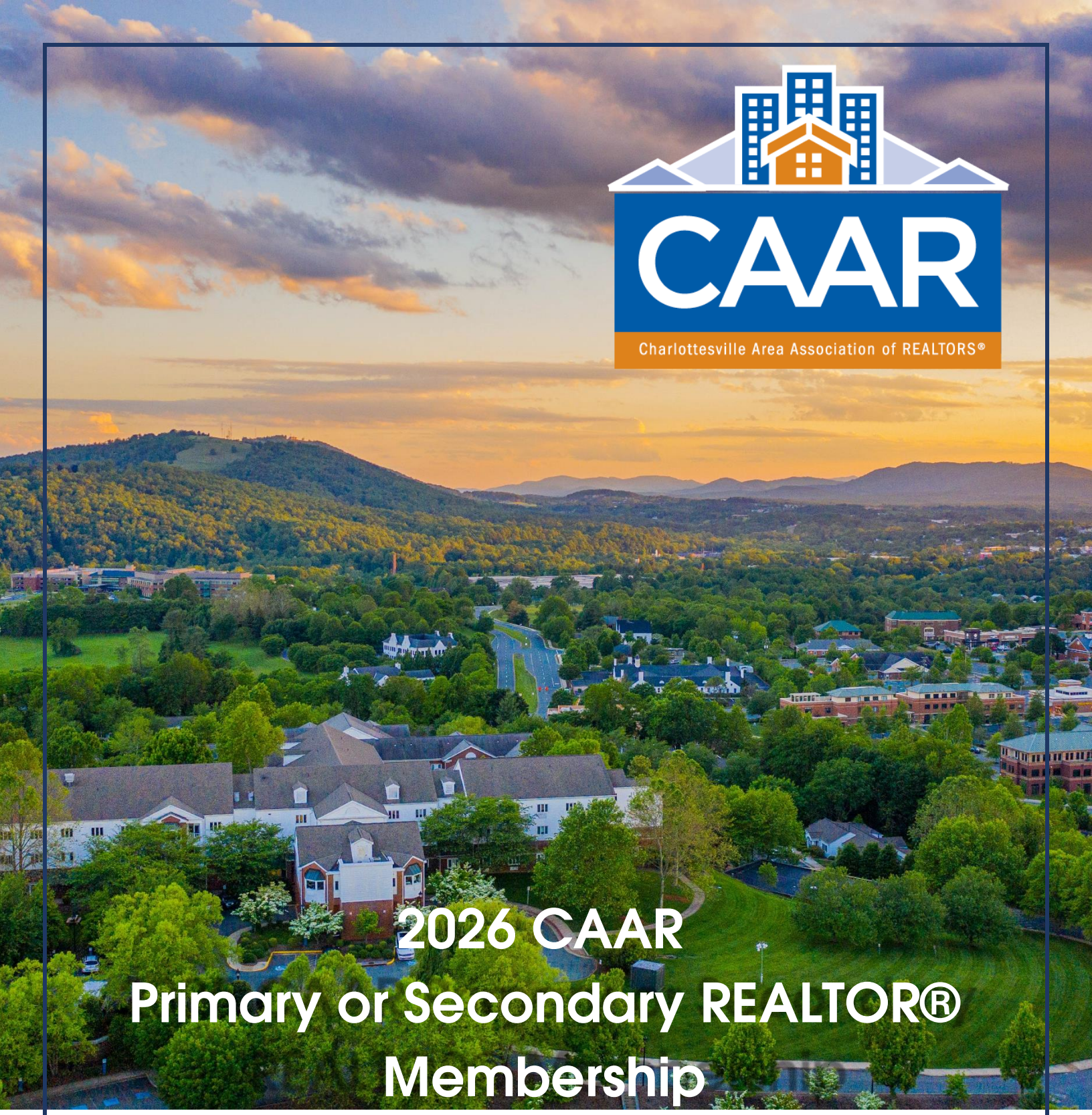

2026 CAAR Primary or Secondary REALTOR® Membership

Association Information

REALTOR®, MLS & Key Service Rates

REALTOR® Membership Forms

WELCOME TO CAAR

HOW TO SUBMIT YOUR APPLICATION:

Please submit your paperwork by email to CAAR via email or mail and allow at least 24 to 48 hours to process your application.

Open, type, save to desktop then attach and return packet via email to:

Tiffany Vann
Membership & MLS Manager
membership@caar.com

Tiffany is happy to answer any questions you may have through email, in-person(when possible), zoom or by phone.

Main Office Contact Information:

CAAR - 550 Hillsdale Dr., Charlottesville, VA 22901
Office - 434.817.2227

www.CAAR.com | www.MyCAAR.com

Rely on a REALTOR®

550 Hillsdale Drive Charlottesville VA 22901 ~ 434-817-2227

Member Types / Duties of Membership

PRIMARY MEMBER: An individual is a primary member of CAAR if they pay local, state and national dues through CAAR. New member dues and application fees apply. You may be primary where your broker is primary or a secondary member. New Member Orientation is required.

SECONDARY MEMBER: An individual is a secondary member if they pay current state or national dues through another association/ board. If the current year's Virginia REALTORS® and NAR dues have been paid through your primary associa-tion/board then only the Application fee and CAAR local dues apply at time of joining. Annually local dues apply to this membership type plus any service fees such as MLS or lockbox key. State dues would be applied for anyone who is secondary out of state.

A letter in good standing from your primary board is required for this membership type and new member orientation is required as this is membership to our Board.

APPRAISER: An individual who is a Licensed residential Appraisal, Certified Residential Appraiser, Certified General Real Estate Appraiser. If an appraiser also has a current/active real estate license, then the real estate license takes precedence over the appraiser license. **Membership is the same as above, whichever applies**.

REINSTATING MEMBER: An individual is a reinstating member if they were a prior member of CAAR and has not been inactive with the Association for more than six months. Membership dues shall not be prorated if an individual held REAL-TOR membership during the preceding calendar year. A state renewal fee of $155 plus current costs of ser-vices shall be applied to renew. New Member Orientation is not required.

NEW MEMBER ORIENTATION: MANDATORY: New Member Orientation (NMO) is required for all applicants. Orientation is given monthly via Zoom. You will have 6 months from your join date to complete Ethics, Fair Housing and new member orientation. If you do not complete NMO within the 180 day time frame, your application for membership may be canceled and you forfeit the Application Fee. Once forfeited, you must repay the application fee to reinstate your application. If you arrive at NMO late or leave early, you will be required to complete the entire Orientation again. Secondary members are not required to take this course provided they have completed it with their primary association.

When completing your membership application you will be required to select a NMO date. CAAR staff will register you and you will receive an email confirmation and reminder of the session date/time.

NAR CODE OF ETHICS & FAIR HOUSING (2025) TRAINING: You will receive your first Code of Ethics and Fair Housing training for Free as a new member. As a member of the National Association of REALTORS® you will be required to complete the NAR Code of Ethics once every three years as determined by NAR. Please schedule an NAR approved COE session with CAAR or where it is denoted as approved online or with any other board. NAR has elected to include Fair Housing as part of this cycle. This course must be renewed every (3) three years to coincide with COE requirement.

REAL ESTATE LICENSE & CHANGES MADE WITH DEPARTMENT OF PROFESSIONAL AND OCCUPATIONAL REGULATION(DPOR): CAAR has nothing to do with issuance of your real estate license. All Virginia licensing is handled through DPOR. It is your responsibility to keep up with your continuing education (SPLE or CE) and to know when your license expires. CAAR will maintain a record of the continuing education classes you complete at CAAR. CAAR will also assist you with any questions have concerning your CE, however DPOR is the entity that regu-lates and controls your licensing. If your real estate or appraiser license becomes expired or inactive, you will be inactivated from CAAR and CAARMLS until it has been re-activated. If you update your contact info with CAAR it will NOT be updated with DPOR, please contact them directly to update your address and phone in-formation.

CHANGING OFFICES: All licensees changing firms must notify CAAR by sending in a Member Record Change Form along with a copy of the Transfer form sent to DPOR. CAAR will make the transfer in accordance with the DPOR Regulations.

550 Hillsdale Drive Charlottesville VA 22901 ~ 434-817-2227 / Fax: 434.817.2836

Rely on a REALTOR®

CAAR Staff Contacts

Click Here to Meet CAAR Staff

Support contact information for all CAAR platforms will be provided once membership is complete.

NOTIFICATIONS:
CAAR uses email as its primary notification tool. Information regarding your membership and any schedules mandatory classes will be sent to you via email once your membership application has been processed. You will receive notice regarding CAAR SSO Portal login information (from CAAR).

IMPORTANT - PLEASE READ:

CAAR DOES NOT MAIL PAPER STAEMENTS FOR DUES OR QUARTERLY FEES!

- You will receive email notice for all quarterly and annual billing.
- Quarterly fees ONLY may be setup for auto deduct and credit card info maintained by you.
- Dues and Service Fee information may be obtained on the Pay a Bill page on the Portal.
- Receipts for all paid balances may be obtained on the Pay a Bill page under PAID ORDER HISTORY.
- You may update your Profile information on the Portal, however, updates in the MLS will require support from CAAR staff.
- DPOR education information may be obtained at www.dpor.virginia.gov / License Lookup

It is the member's responsibility to notify CAAR in writing of ANY change to contact information or change of status within 48 hours of occurrence of changes.

INSTRUCTIONS:

- All forms must be filled out in their entirety.
- All **NON-REFUNDABLE** Fees and Dues must be paid before Membership will be granted.
- All applications must have correct Real Estate or Appraiser license entered.
- Applications must include a letter of good standing from your Primary Board.

To avoid possible violations and fines you must read the MLS rules and regulations within 60 days of participation. The MLS R&R and how to avoid a fine information will be located on the Paragon home page / upper right corner / MLS Documents link.

WHAT TO EXPECT FOR REALTOR DUES AND SERVICE FEES WHEN JOINING CAAR

One of the MOST important things to remember is CAAR does NOT mail paper statements, the notices of billing are always emailed, so it is VERY important you have an accurate email address listed with CAAR to receive these and other critical communications from CAAR.

QUARTERLY BILLING FOR SERVICES:

CAAR bills one month ahead of each quarter for MLS and lockbox Key services. All fees are due within **30 days** of billing to avoid a late fee being applied. Services are optional as part of your membership platforms. You may setup auto deduction as an option for quarterly paying.

Billing takes place on or about:

Dec. 1
March 1
June 1
Sept. 1 - *CAAR annual renewal dues AND 4th quarter MLS & Key service fees*.

See rate sheet included in packet for all costs associated with membership, MLS and Key services.

ANNUAL DUES BILLING TO RENEW REALTOR MEMBERSHIP:

Annually your REALTOR membership is renewed for the next year to State (VAR), National (NAR) and local (CAAR) for primary members and CAAR local dues for secondary members. These dues pay for various benefits and services offered by these three associations for REALTOR members. You may access your benefits with VAR and NAR using your NRDS ID provided when you join CAAR. **Annual dues cannot be paid by auto payment, it must be paid manually.**

Annual renewal dues are billed on or about the first business day of September and due by **October 31**. This is required by our bylaws. If payment is not received by Oct. 31 a late fee is applied on the next business day.

Additional Dues Invoice Line Items: Contributions to RPAC and donations to the CAAR Foundation are editable line items on your annual dues bill.

Tax deduction information is noted on the CAAR portal Pay a Bill tab.

All members showing as still owed are notified with reminders to pay quarterly fees & annual dues. If your firm has notified you that they pay your quarterly fees please do not login and pay them, once their check is received it will be processed even though you may have seen prior email reminders to pay. Check with your broker to find out if your fees will be paid by the firm.

2026 CAAR Membership Rate Sheet

Rates for Primary, Secondary Membership, MLS and SentriKey services.
Optional Services are Residential, Commercial and SentriLock Key Services.
The totals below calculate REALTOR membership and, if desired, Residential MLS and Key Service.

** Denotes Secondary Membership Dues/Fees if primary elsewhere but joining as a Secondary Out of State. ** Joining Secondary with VA state dues paid elsewhere.*

For costs, follow column down in month you are joining. The month you join pays through December 31st for REALTOR membership. Dues renewal billed annually on or about Sept. 1st and due Oct. 31st each year.

2026 REALTOR Membership Dues & Fees	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
CAAR Local Dues**	$425.00	$425.00	$425.00	$318.75	$318.75	$318.75	$212.50	$212.50	$212.50	$106.25	$106.25	$106.25
CAAR New Member Fee** (one-time fee)	$325.00	$325.00	$325.00	$325.00	$325.00	$325.00	$325.00	$325.00	$325.00	$325.00	$325.00	$325.00
VAR (Virginia) State Dues*	$203.00	$203.00	$203.00	$203.00	$203.00	$203.00	$203.00	$203.00	$203.00	$203.00	$203.00	$203.00
VAR New Member Fee* (one-time fee)	$203.00	$203.00	$203.00	$152.25	$152.25	$152.25	$101.50	$101.50	$101.50	$50.75	$50.75	$50.75
NAR (National) Dues	$156.00	$143.00	$130.00	$117.00	$104.00	$91.00	$78.00	$65.00	$52.00	$39.00	$26.00	$13.00
NAR Operating & Ad. Assement Fee	$45.00	$45.00	$45.00	$45.00	$45.00	$45.00	$45.00	$45.00	$45.00	$45.00	$45.00	$45.00
Total REALTOR Dues/Fees	**$1,357.00**	**$1,344.00**	**$1,331.00**	**$1,161.00**	**$1,148.00**	**$1,135.00**	**$965.00**	**$952.00**	**$939.00**	**$769.00**	**$756.00**	**$743.00**
Residential MLS Service Fee	$138.00	$92.00	$46.00	$138.00	$92.00	$46.00	$138.00	$92.00	$46.00	$138.00	$92.00	$46.00
MLS App Fee (one-time fee)	$400.00	$400.00	$400.00	$400.00	$400.00	$400.00	$400.00	$400.00	$400.00	$400.00	$400.00	$400.00
REALTOR Including Res. MLS Service	**$1,895.00**	**$1,836.00**	**$1,777.00**	**$1,699.00**	**$1,640.00**	**$1,581.00**	**$1,503.00**	**$1,444.00**	**$1,385.00**	**$1,307.00**	**$1,248.00**	**$1,189.00**
SentriKey Service Fee	$111.00	$111.00	$111.00	$111.00	$111.00	$111.00	$111.00	$111.00	$111.00	$111.00	$111.00	$111.00
Key Activation Fee (one-time fee)	$65.00	$65.00	$65.00	$65.00	$65.00	$65.00	$65.00	$65.00	$65.00	$65.00	$65.00	$65.00
REALTOR Including Res. MLS & Key	**$2,071.00**	**$2,012.00**	**$1,953.00**	**$1,875.00**	**$1,816.00**	**$1,757.00**	**$1,679.00**	**$1,620.00**	**$1,561.00**	**$1,483.00**	**$1,424.00**	**$1,365.00**
MLS Subscription and Lockbox Key are Optional Services												
CAAR Commercial MLS Option - Moody's Catalyst Commercial Platform is an add on. MLS application fee only applies once to MLS services. Quarterly rates as follows.												
Commercial MLS Service Fee	$180.00	$120.00	$60.00	$180.00	$120.00	$60.00	$180.00	$120.00	$60.00	$180.00	$120.00	$60.00

Non-Deductible Tax Information: Compliance with the Tax Reform Act of 1993, as amended by the Tax Cuts and Jobs Act of 2017, requires that the portion of dues attributable to lobbying and political activities at the Local, State and Federal levels of government be considered nondeductible for income tax purposes. Note: $45 of your NAR dues is a consumer ad assessment fee and is fully tax deductible. It is not part of the total non-deductible portion of your dues. 2026 REALTOR non-deductible dues portion is as follows:
NAR $55, VAR $24.36 and CAAR $9 = Total non-deductible portion of dues = $88.36

New Firm Fee

Applies only to new brokerage or branch office joining CAAR and is paid by Broker.
New firms/branches to CAAR will complete the firm application located in the CAAR Primary / Secondary Packet for Brokers or upon request to membership@caar.com.

New Primary/Secondary Firm Joining CAAR & MLS	$700
Firm Joining MLS Only (Must be primary elsewhere)	$350

Recurring Quarterly Fees

MLS and Key service fees are billed on or about the 1st business day, one month ahead, of each quarter [Dec., March, June, & Sept.] Subscribers are notified by **EMAIL** only. There is an option to complete auto payment for quarterly fees located on payment form inside packet. Auto deduction only applies to quarterly fees and NOT annual REALTOR renewal dues.
If you wish to cancel a service, please notify membership@caar.com prior to the next billing cycle.

Questions? Email membership@caar.com or call Tiffany Vann at O: 434.8173.2398 or C: 434.989.2623

CAAR Application for Primary or Secondary REALTOR®Membership

Salesperson or Appraiser

Email completed forms to: membership@caar.com

ALL APPLICABLE INFORMATION ON FORMS MUST BE FILLED IN PRIOR TO APPLYING

Your name must be entered exactly as it appears on your license for education credit purposes, please review your license if you are unsure.
You may obtain your license information from www.dpor.virginia.gov/licenselookup ****Denotes required sections to be completed***

***Contact Information:**

First: _____ Middle: _____ Last: _____ Suffix: _____

Nickname, if any: _____ DBA (Doing Business As), if any: _____

Firm Name: _____ Branch Location of Firm, if applies:_____

Primary Email: _____ MLS Email, if different: _____

VA Salesperson License # 0225_____ **or** Appraiser License #4001 _____
Required field *Required Field*

Preferred Phone: _____ Mobile _____ Office _____ Home **Text:** _____ Yes _____ No

Text Messaging & Phone Number Privacy: If you provide your phone number to CAAR to receive text message communications, we may use that number to respond to your inquiries, provide requested information or services, and send important announcements, updates, and reminders related to CAAR membership, events, programs, and services. Frequency of messages may vary. Message and data rates may apply. You may opt out of text communications at anytime by replying STOP or request assistance by replying HELP

Mobile Phone: _____ Home: _____
(You must have a mobile number for lockbox key service)

Preferred Address in MLS: _____ Show preferred address as *Home* _____ Show preferred address as *Office*

***Home Mailing Address**:

Street / PO Box: _____ Apt/Suite: _____

City: _____ State: _____ Zip: _____ County:_____

Preferred mailing address: _____Home _____ Office

***Select a Type of Membership:** *REALTOR® is a Brand that identifies a real estate professional and not a status of licensure. Salespersons and Appraisers become REALTOR's® when joining a local association, which includes the State and National Boards.*

_____ Primary REALTOR® Membership *with* MLS
_____ Primary REALTOR® Membership *without* MLS
_____ Secondary Membership *(Primary held elsewhere, must provide letter in good standing with application)*
_____ Appraiser REALTOR® Membership *with* MLS *(Appraisers must join with a current firm or apply as a sole proprietor)*

*Have you ever been a REALTOR® through another association? _____ Yes _____ No

*If YES, list your current or previous primary association, if other than CAAR: _____

*NAR NRDS ID issued by previous or current association: _____

***Demographic information:**

Gender: _____ Male _____ Female Pronoun: _____ They / Them Date of Birth: _____

Languages, other than English, that you speak fluently: _____ Active Military: ____ Yes ____ No

*Salesperson Type: _____ Residential _____ Commercial _____ Commercial & Residential

***License Information:** You may obtain your license information from www.dpor.virginia.gov/licenselookup

License Type: _____ Salesperson _____ Broker _____ Appraiser

VA Real Estate License # 0225 _____ *or* Appraiser License #: 4001 _____
Required field *Required Field*

License Issue Date: _____ License Expiration Date: _____
Required field *Required Field*

*If currently a REALTOR®, do you currently have any pending Code of Ethics violations? _____ Yes _____ No

*If YES, have you been in violation of the REALTOR® Code of Ethics in the last three years? _____ Yes _____ No

*Have you ever been convicted of a felony? ____ Yes ____ No

As a licensee applicant, have you had a judgement against you within the past three year for:

____ Civil Rights Laws ____ Real Estate Laws ____ Other laws prohibiting conduct rendered by courts or other authorities

If you checked any above, please include a narrative of the issue and attach to this application.

Applying for CAAR Board Membership, Please Read and Sign Below.

I hereby apply for membership in the Charlottesville Area Association of REALTORS® (CAAR). In the event my application is approved, I agree as a condition of membership to complete the **New Member Orientation course within 6 months of the date of this application** and, if subscribing to CAAR's MLS, **read the MLS Rules & Regulations within 30 days of joining.** I further agree that I will pay dues when due and will abide by the National Association of REALTORS® Code of Ethics, Local, State & National Bylaws, Association Policies, and duty to arbitrate, all as from time to time amended. Finally, I consent and authorize CAAR to invite and receive information and comment about me from any Member or other person, and I agree that any information and comment furnished to CAAR by any Member or other person in response to any such invitation shall be conclusively deemed to be privileged and not form the basis of any action by me for slander, libel, or defamation of character. If elected to membership I agree to pay (when due) the established fees, dues, assessments, and fines in effect as long as I am a member of this Association.

I understand and agree that all billings and communications from CAAR are delivered electronically to the email address I have provided the association. I understand that if I no longer wish to maintain my membership, the Association must be notified in writing with the proper request and form provided by my broker. I further understand there will be no refund of dues paid should I terminate my membership in the Association.

I acknowledge that as a member of the Association, I will be licensed to use the REALTOR® trademarks to indicate such membership, and I agree to abide by the rules governing use of those trademarks. I understand that REALTOR® is a federally registered trademark of the National Association and use of this designation is subject to rules promulgated by the National Association. I understand I must complete NAR's approved Code of Ethics and supply my certificate of completion upon request by this Board. Upon termination of my membership in the Association for any reason, my license to use the term REALTOR® is automatically revoked and I will immediately discontinue use of the term REALTOR® and all REALTOR® trademarks.

"By signing below, the applicant agrees not to use any CAAR logos or marks (including but not limited to CAAR, CAAR.com, and CAAR Work Force Housing Fund logos or marks) without the express written consent of CAAR. Notwithstanding the foregoing, the applicant's website may create and maintain a hypertext link using the CAAR.com logo, provided that the applicant shall comply in all respects with CAAR's Website Linking Policy, as such policies and regulations are amended from time to time."

_____ _____
*Applicant Signature *Date

CAAR MLS Registration Agreement

Please complete with signatures to register for MLS participation

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Each REALTOR in the firm who will utilize the MLS must submit this registration form signed by the principal or authorized managing broker and pay the appropriate fees before using any CAAR Information Services.

Your Name: _____ **Nickname,** if any: _____

Firm Name: _____ **Branch,** if applies: _____

***I wish to subscribe to: (Please check one of the following) Quarterly fees for each MLS platform are noted on rate sheet.**

_____ Residential MLS (Paragon) _____ Commercial MLS (Catalyst) _____ Both Paragon & Catalyst MLS Platforms

__ Add this agent under my registered Office Support Staff to assume identity, if applicable. Add support staff name(s) below.

Staff Name: _____ **Staff Name:** _____

Principal or Authorized Managing Broker / Licensed Appraiser Complete Information Below:

I, _____, the principal or authorized managing broker/appraiser of the above-named firm/branch office, hereby register the REALTOR listed above as an authorized user of CAAR MLS Services under my membership. I understand the following:

1. My firm is responsible for CAAR MLS fees and fines incurred by this user.
2. I am responsible for ensuring that this user complies with CAAR MLS policies and the CAAR MLS Rules and Regulations.
3. The CAAR Board of Directors reserves the right to deny or revoke CAAR MLS Services for any person.
4. The user will continue to be able to use CAAR MLS and incur fees until and unless I cancel their registration or the CAAR Board of Directors revokes their CAAR MLS usage privileges.
5. Non-registered licensees and support staff may not use CAAR MLS in any way unless properly registered with CAAR as support staff, and they must use if solely to assist their employer.
6. If any non-registered person uses CAAR in any way through this membership, a penalty of up to $1,000.00 will be assessed to the Participant, in addition to all applicable MLS dues and fees from the date of violation (or from the beginning of the year of first use if the exact date of first use cannot be established) if the Multiple Listing Service Committee determines that a non-registered person has in any format used or accessed the CAAR MLS via a Participant's subscription.
7. **All participants of CAAR MLS are required to read MLS Rules and Regulations within the 30 days of membership.**

_____ _____

***Principal or Authorized Managing Broker's Signature** **Date**

CAAR MLS Subscribers Agreement

I agree as a condition of participation in the MLS to abide by all relevant bylaws, rules and regulations and other obligations of participation, including payment of fees when they are due. I agree as a condition of participation to thoroughly familiarize myself with the MLS Rules and Regulations within 30 days of access to the MLS. I agree to be bound by the Code of Ethics on the same terms and conditions as board/association members as established in the Code of Ethics and Arbitration Manual, including the obligation to submit to ethics hearings and the duty to arbitrate contractual disputes with other REALTORS® in accordance with the established procedures of the board/association. I understand that a violation of the Code of Ethics may result in suspension or termination of MLS rights and privileges and that I may be assessed an administrative processing fee not to exceed $500 which may be in addition to any discipline, including fines that may be imposed. I agree to prohibit access to the MLS by those not authorized to use the MLS and agree to keep any security features, including but not limited to passwords, confidential, to maintain listing information in a complete, accurate and timely manner and take full responsibility for the information entered into the MLS.

_____ _____

***Applicant/Subscriber Signature** **Date**

CAAR SentriLock Subscription Form

Email to: membership@caar.com

Please complete the following to register for SentriKey service through CAAR. Payment must be made at time of application.

First Name: _____ Last Name: _____

Firm Name: _____ Branch, if applies: _____

Phone: _____ Email: _____

Once processed you will receive an activation email notice from SentriLock. This will bring you to your user agreement which you will review and click "accept" at the bottom of the page for your activation to be complete.

Download the app on your smartphone device:

1. Apple users, navigate to the App Store on your mobile device. *(Version: Apple iOS 13)*
2. Android users should navigate to the Google Play store. *(Version: Android 10)*

The SentriKey Real Estate App is not compatible with Windows Mobile or Blackberry operating systems.

3. Search for "**SentriKey™ Real Estate**". Choose to download & install the app onto your device.

Activation & Quarterly Fee:

- Quarterly Service fee: $111 (not pro-ratable)
- One-time $65 Key service activation fee
- We accept: Check / Visa or Mastercard
- Payment may be included on credit card remittance form included in this packet.

Subscriber Signature: _____ Date: _____

By signing this form you agree to abide by the rules of Lockbox Policy 10. This policy is found under the SentriLock folder in Paragon under MLS Document section (upper right of screen).

CAAR currently reciprocates to open GAAR, HRAR and GPAAR SentriGuard lockboxes only.

Need SentriLock Support? Call: 513.618.5800 or log into your SentriKey website at www.sentrilock.com

2027 CAAR New Member Orientation Registration

Tiffany Vann: 434.817.2398 | 434.989.2623
Email:Membership@caar.com

New Member Orientation, NAR Ethics & Fair Housing are a requirement of membership as a REALTOR® and must be completed **within 6 months of your join date.** You will receive a class registration confirmation email with your selected date and the zoom link information. Please read the rules for attending the zoom session below. We are certain you will find this session to be engaging and important to understanding your role as a member.

Orientation Requirement Acknowledgment

☐ I understand the requirement to complete orientation within 6 months of my join date.

NMO Session Details – Virtual Class Only (Zoom format)

9 am - Welcome and Introduction to Leadership & CAAR staff
9:30 – 11:00 - Overview of NAR and VAR info and benefits, and CAAR Assoc. Information: Basic MLS help and how to's, MLS R&R, Dues & Fees and SentriLock key service, RPAC, CAAR committees, Volunteerism, Events and Meetings.
A brief break will be offered during this time.

Select Your Preferred New Member Orientation Date- "Zoom" Only

2026 | ☐ Oct. 28 ☐ Nov. 18 ☐ Dec. 16

2027 | ☐ Jan 28 ☐ March 22 ☐ May 24 ☐ July 26 ☐ Sept. 27 ☐ Nov. 29

Select Your Preferred Ethics/Fair Housing Course Date – "In-Person" Only

You will receive an email confirmation for your class registration. A lunch break is included. Choose a date within 6 months of joining CAAR as required for REALTOR membership.

☐ Jan. 14 ☐ April 13 ☐ July 13 ☐ Oct. 5

Zoom Session Rules & Expectations

- ✓ I will arrive on time
- ✓ I will remain on camera
- ✓ I will be in a quiet, non-public setting
- ✓ I will return on time after any given break
- ✓ I understand I cannot drive during this session
- ✓ I will dress appropriately, sitting upright and not laying down
- ✓ I will remain engaged and not multitask or take phone calls
- ✓ I will stay muted unless I am engaging in class discussions
- ✓ I understand rescheduling must be within 6 months of my join date
- ✓ If I do not complete the Ethics/Fair Housing in-person session(s) within my timeframe I will complete the course(s) online and send my certificate of completion to education@caar.com.

Acknowledgment & Signature

Applicant Signature: _____Date: _____

By signing above, you agree to attend CAAR New Member Orientation per CAAR Bylaw requirements.
If you need to extend the registration date of your NMO class, please email membership@caar.com or call 434.817.2398. Any request outside of your 6 month join date will require a letter written for Board or Executive Committee review and approval.
CAAR Bylaws Article V. Qualification and Election.

CAAR Policy #10: Lockbox System Policy

Policy

Statements of Lockbox System Policy and Procedures

Lockbox system policy, rules, and regulations are described in the following three documents:

1. CAAR Lockbox Security Requirements: Describes the minimum-security measures that our lockbox system must follow in order to have the protection of the NAR Errors and Omissions Insurance Program.
2. Lockbox Key Lease Agreement: The agreement that is digitally signed by all key holders upon activation of users SentriLock account; It describes the keyholder's and broker's responsibilities.
3. This document, CAAR Policy #10: Describes CAAR lockbox system policies.
4. Signature of this policy is required by all cooperating eKey users who wish to participate in our key system to open CAAR lockboxes.

Lockbox Key Policy

1. The lockbox key system is the sole property of CAAR.
2. Lockbox electronic Key service can be leased to any REALTOR® in the state of Virginia, with proof of active membership from the Association with which the REALTOR® is affiliated, in the form of a letter of good standing. A CAAR Lockbox SentriLock Key subscriber form must be signed by the key holder.
3. In signing the CAAR Lockbox SentriLock Key subscriber form, the principal broker accepts ultimate responsibility for ensuring that the key holder abides by the CAAR Lockbox Security Requirements, the Lockbox Key Lease terms of service, and the CAAR Policy 10: Lockbox System Policy rules and regulations.
4. The terms of the CAAR Lockbox subscriber agreement are statements of CAAR Lockbox System Policy. Additional rules, regulations, and statements of policy are found in this document and in the CAAR Lockbox Security Requirements.
5. A REALTOR® may not be in possession of another REALTOR'S® electronic Key device.
6. A REALTOR® may not allow a person who is not a REALTOR® or key holder to be present in or have access to properties, unless accompanied by a REALTOR® or the seller, without the written permission of the listing agent or seller. House keys may not be issued to a person who is not a REALTOR® or key holder without the written permission of the listing agent or seller.
7. A REALTOR® must secure the property and the property key unless otherwise directed by the listing agent or seller.
8. The Listing Broker or Agent may issue one-time code to non-member REALTORS®. Temporary access codes for non-member REALTORS® can be issued for a time selected by the listing agent.

Lockbox Location Policy

9. A lockbox may not be placed on a property without written permission from the owner of the property.
10. Recommendation: For added security, it is recommended that lockboxes be affixed securely to the listed property (but not to a US Mailbox).

Lockbox Ownership Policy

1. Ownership: Any REALTOR® licensed in the state of Virginia is eligible to purchase a lockbox.
2. Access to that box is dependent on Board reciprocity or subscription to CAAR SentriLock Key service.

Summary of Possible Lockbox System Policy Violations:

1. Lending a device that provides access to a personal eKey.

2. Possessing another person's device that gives access to a personal eKey.
3. Divulging a key's Personal Identification Number (PIN), thereby giving access to a personal SKey.
4. Failing to keep key device secure from theft, thereby affording possible access to the use of the SKey.
5. Allowing a person who is not a REALTOR® or a key holder to be present in a property, unaccompanied by the seller or key holder, without the written permission of the listing agent or seller.
6. Issuing a house key to a person who is not a REALTOR® or key holder without the written permission of the listing agent or seller.
7. Failing to secure the property upon leaving the property, unless otherwise instructed by the listing agent or seller.
8. Failing to secure the property key.
9. Intentional damage, theft, loss of key boxes from assigned properties.
10. Placing a lockbox on a property without written authorization from the owner.

Processing Alleged Lockbox System Policy Violations

Steps for Reporting Suspected Lockbox System Policy Violations

Anyone who suspects a lockbox violation may report it via the following steps:

1. Suspected violations should be reported to CAAR staff as soon as possible using the complaint form.
2. All reported suspected violations will be considered a violation review and handled in accordance with appropriate penalties.

Penalties for Violations:

Penalties for the violations above or for violations of the Lockbox Key Policy or CAAR Lockbox Security Requirements may be assessed to the key holder and/or his/her principal broker, and may include, but are not limited to, the following:

3. A letter of reprimand, with a copy of correct procedures attached, sent to the REALTOR® and principal broker and placed in the REALTOR'S® CAAR membership file.
4. A requirement to attend the next available CAAR New Member Orientation class following assessment of the penalty.
5. A fine of not less than $100.00 unless there is a violation of paragraph one (1) of the Lockbox Key agreement in which case the fine will be not less than $500.00.
6. The suspension of lockbox privileges, including deactivation of Skey service by CAAR staff.

Lockbox System Policy Violation Review Process

A "Violation Review" is the process through which CAAR MLS Staff does an initial investigation of a reported violation to determine whether the alleged violation actually occurred. If Staff finds sufficient evidence that a violation has occurred, the matter is sent to the MLS Committee for review and the possible imposition of a fine or sanction(s) or both. Any penalty imposed must be within the limitations stated within this policy or subject to the Regional Rules and Regulations for Lockbox Systems existing as part of the Citation Policy of CAAR's Professional Standards Policy.

If a violation is found, the REALTOR® and Principal Broker will be notified.

Information reviewed as part of a Violation Review is strictly confidential and is discussed only as needed with other pertinent CAAR staff, MLS Rules & Regulations Group Members, or Board members in the context of the Violation Review.

Participating and Reciprocal Agents Accessing CAAR SentriLock Keyboxes

Agents participating in SentriLock services through CAAR and/or accessing CAAR SentriGuard Lockboxes are bound to the CAAR Policy #10: Lockbox System Policy and CAAR Lockbox & Key Security Requirements. Agents participating in CAAR's key service are required to sign this form.

Agent Signature _____ Date _____

CREDIT CARD REMITTANCE FORM

550 Hillsdale Dr., Charlottesville, VA 22901
O: 434-817-2227 | F: 434-817-2836
Email: membership@caar.com

PAYMENT FOR ALL CAAR SERVICES MUST BE MADE AT TIME OF JOINING.

Type in your information below and submit by fax or email, or mail to CAAR (options at top of page).

DATE: _____

CHOOSE CREDIT CARD TYPE FROM LIST:

_____ VISA

_____ M/C

_____ Please save to my payment profile (*this does not confirm quarterly auto pay authorization*)

_____ I authorize CAAR to use this payment method to setup my account with automatic payment of my quarterly fees.

We do not accept AMEX or Discover.

NAME ON CARD: _____

CARD NUMBER: _____

EXPIRATION DATE: _____ C V V CODE (3 digits on back) _____ Amount: $_____

Cardholder acknowledges receipt of good and/or services in the amount of the total shown heron and agrees to perform the obligations set forth in the Cardholder's agreement with the issuer. The typed signature of Cardholder is acceptable for the processing of this form *I understand that auto deduction **does not** include annual dues renewal, only MLS/Key services*.

CARD HOLDER SIGNATURE: _____ DATE: _____

If you do not authorize staff setup for auto pay and wish to complete this manually at a later time, follow these steps:
To setup auto pay for quarterly fees you must answer authorization questions under your member Profile:
Login to your SSO Dashboard / Update Your Profile / Auto Pay Authorization / Payment Information.
Please complete payment profile information unless you selected the box above to have it added to your payment profile