



CHANGE APPLICATION

OFFICE CHANGE INSTRUCTIONS

- Fill out and sign the Change Application and Online Agreement.
- If you are a Sales Agent, your Broker **MUST** also sign all forms.
- If you have listing(s) to transfer to the new office, your previous responsible Broker **MUST** release them using a Listing Transfer Form stating the address and MLS number for each listing being released. The new responsible Broker must also sign the form accepting responsibility for the listing(s) as well as the property owner.
- Applications received prior to 12pm will be processed the same day. Applications received after 12pm will be processed the next business day.
- Office changes will be reflected in the CCAR database and on MAX within 48 hours of being processed.
- Failure to provide us with a current email address may result in an incorrect email displaying on your listings.

WHAT TO SUBMIT

- Completed Change Application.
- Completed Online Agreement.
- Copy of the RE 214 CalBRE Salesperson Change Application or Letter of Resignation to your previous Broker showing termination of employment with that company.
- Completed Listing Transfer Form if you have listings to be moved to a new office.
- If you are a Sales Agent, your Broker **MUST** also sign all forms.
- The agent office transfer fee is \$20. You may pay by Visa, MasterCard, Discover, American Express, Check, or Cash.
- You may submit completed forms by email at support@ccartoday.com, fax at 925.938.1294, or in person at 1870 Olympic Boulevard, Suite 200, Walnut Creek, CA 94565.



CCAR
CONTRA COSTA
ASSOCIATION OF REALTORS®

CHANGE APPLICATION

TYPE OF CHANGE

- Agent Office Change
 Office Address Change
 Residence Address/Phone Change
 Email or Website Change
 Personal Name Change
 Office Name Change

FEE

- \$20
 No Charge
 No Charge
 No Charge
 No Charge
 No Charge

COMPLETE SECTION(S)

- 1-12, and RE 214 CalBRE Change Application
 1,2, and 9-12
 1-5
 1, 2, 6, 7 and/or 8
 1-7, 10, and RE 214 CalBRE Change Application
 1, 2, 6-12, and Copy of DBA

MEMBER INFORMATION

1. Name: _____ 2. Member Number: _____
 3. New Name: _____ 4. Phone Number: _____
 (As it will appear on listings)
 5. Home Address: _____
 (street) (city) (state) (zip code)
 6. Previous Office Name: _____
 7. Email: _____ 8. Website _____

NEW OFFICE INFORMATION

9. Office Name: _____
 10. Office Address: _____
 (street) (city) (state) (zip code)
 11. Phone Number: _____ 12. Fax Number: _____

TERMINATION OF MEMBERSHIP

Effective _____, I am terminating my membership with the above office and CCAR. I have included a copy of the RE 214 CalBRE Salesperson Change Application. Refund of dues and application fees are not applicable.

Each firm shall designate in writing one REALTOR® member who shall be responsible for the conduct of individuals affiliated with the firm and accountable to the Association for all duties and obligations of Association membership. The "Designated REALTOR®" must be the sole proprietor, partner, corporate officer or an office manager acting on behalf of the firm's principal(s) and must have the authority to bind the firm in arbitration and must meet all the other qualifications for REALTOR® membership set forth in Section 3 of CCAR's Bylaws.

Agent Signature: _____ Date: _____

New Responsible Broker: _____ New Responsible Broker Signature: _____



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ONLINE SYSTEM AGREEMENT FOR SUBSCRIBER OWNED TERMINAL

Company Name: _____ Office Number: _____

Address: _____
(street) (city) (state) (zip code)

Broker Code: _____ Phone Number: _____

IN WITNESS WHEREOF, OF THE PARTIES HERETO HAVE EXECUTED THIS AGREEMENT:

THIS AGREEMENT is for access to the Online Computer System and it is made and entered into by and between The Contra Costa Association of REALTORS® Multiple Listing Service (referred to in the Agreement as "CCAR MLS") and the undersigned, a current MLS Designated Broker Participant (referred to in this agreement as "Subscriber").

Subscriber may extend this Agreement to a current MLS licensed real estate salesperson (referred to in this agreement as "Salesperson"), affiliated with Subscriber, through his/her current MLS participation. This extension will be evidenced by Subscriber's and Salesperson's signatures on this Agreement.

1. TERM:

- A. All Online System Agreements with the appropriate signatures and information will be processed within two (2) working days from receipt by CCAR MLS.
- B. Subscriber and CCAR MLS shall each have the option to cancel this agreement upon 15 days prior written notice to the other party.
- C. Subscriber must be a member in good standing with the CCAR MLS. In the event that Subscriber and/or Salesperson has not paid dues, fees, and charges associated with Participation Fees, MLS books, CMLS books, or any fees payable pursuant to this Agreement prior to delinquency, the CCAR MLS shall have the right to immediately terminate this Agreement in which event Subscriber's computer terminal shall be prohibited access to the information system. Upon regaining good standing status with the CCAR MLS, including payment of any delinquent sums, including reinstatement fees, this Agreement shall be reinstated.
- D. In the case of a transfer by Subscriber and/or Salesperson to another office, the transfer fee must be paid and a new Online System Agreement must be signed by the new Designated Broker Participant.

2. **ASSIGNMENT:** Subscriber shall not assign, except as noted above in paragraph 2, its rights to access and use of the Online Computer Information System or any MLS copyrighted materials produced by said computer system without the prior written consent of CCAR MLS Board of Directors.

3. **CONFIDENTIALITY:** Subscriber and/or Salesperson agree that all data and information relating to the Information System shall be for the sole use of Subscriber and/or Salesperson and shall not be provided to any other person or entity.

The only exception to the above stated confidentiality rule is for the printout for client, referred to as "CLI" done by Subscriber of Salesperson, for client information purposes.

The Subscriber and/or Salesperson shall not divulge, give out assign, or otherwise transfer their MLS password or log on codes to any other parties, including, but not limited to licensed or non-licensed individuals or other MLS Participants. **This Agreement is subject to all MLS Rules & Regulations.** Divulging the log on codes and/or password to any other party may also be a criminal offense under California Penal Code Sections 502 (c), (3) and (7).

4. **MAINTENANCE:** Subscriber understands and agrees that maintenance and repairs of terminal(s) or personal computer(s) is the responsibility of the Subscriber.

5. **LIABILITY:** CCAR MLS shall not be liable for any failure to perform under this agreement or for any default, loss, or damage suffered by Subscriber or Salesperson due to any occurrence, including, without limitation, fire, flood, material or labor shortages, breakdown or malfunction of the Information System, or inaccuracy of data of information contained in the Information System. Subscriber and Salesperson agree to hold harmless and indemnify CCAR MLS from any liability to third parties for inaccuracy of data or information contained in the Information System unless such inaccuracy was caused by the intentional or willful misconduct on the part of CCAR MLS.

6. **CHANGE IN DESIGNATED BROKER, CANCELLATION:** If there is a change in the Designated Broker who is a party to this agreement, such a change shall constitute a cancellation of this agreement and MLS shall have the right to discontinue MLS privileges at their option. The new Designated Broker shall become responsible for immediately signing a new Online System Agreement before continuation of MLS Services. New Designated Broker shall either sign said new Online System Agreement, or have the option of notifying CCAR MLS in writing of their willingness to assume and accept entire responsibility of the Online System Agreement(s) signed by the previous Designated Broker.

Agent Name

Agent Signature

Date

Broker/Office Manager Name

Broker/Office Manager Signature

Date



LISTING TRANSFER FORM

To transfer your listing(s) to the new office, your previous responsible Broker **MUST** release them with this signed form stating the address and MLS number for the listing(s). Your new Broker **MUST** also sign this form accepting responsibility for the listing(s).

You may submit this form by email at *support@ccartoday.com*, fax at 925.938.1294, or in person at 1870 Olympic Boulevard, Suite 200, Walnut Creek, CA 94565.

I, _____ the designated Broker of listing office _____,
release the following listings for agent _____.

MLS Number: _____

Address: _____
(street) (city) (state) (zip code)

MLS Number: _____

Address: _____
(street) (city) (state) (zip code)

MLS Number: _____

Address: _____
(street) (city) (state) (zip code)

I, _____ the designated Broker of listing office _____,
accept the aforementioned listings for agent _____.

Releasing Broker Signature: _____ Date: _____

Accepting Broker Signature: _____ Date: _____

Agent Signature: _____ Date: _____



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NONUSE OF MLS CERTIFICATION FORM

TO DESIGNATED REALTORS® AND/OR MLS BROKER PARTICIPANTS: To Designated REALTORS® and/or MLS Broker Participants: Please complete the following and email (*support@ccartoday.com*) to the association office no later than _____.

MLS RULES AND REGULATIONS:

5.1.6 Certification of Nonuse. Participants may be relieved from payment under section 5.1.2 and 5.1.5 hereunder by certifying in writing to the MLS that a licensed or certified person in the office is engaged solely in activities that do not require a real estate license or certification (clerical, etc.), or that the real estate licensee or licensed or certified appraiser will not use the MLS or MLS compilation in any way. In the event a real estate licensee or appraiser is found in violation of the nonuse certification, the participant shall be subject to all MLS fees dating back to the date of the certification. The participant and subscriber may also be subject to any other sanction imposed for violation of MLS rules including, but not limited to, a citation and suspension or termination of participation rights and access to the service.

In accordance with section 5.1.6 Certification of Nonuse, of the MLS Rules and Regulations, this will certify that the undersigned Designated REALTOR® and/or MLS Broker Participant (or his firm) hereby acknowledges and confirms that the licensed or certified persons listed below will not be accessing the MLS or be provided access to the MLS Data in any manner.

Agent Name:	NRDS #:	License #:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Certified by: _____
(Designated REALTOR®/MLS Broker Participant)

Signature: _____ Date _____

Name of firm: _____

Phone: _____

E-mail address: _____



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CREDIT CARD AUTHORIZATION FORM

CREDIT CARD TYPE


 
 
 

CREDIT CARD NUMBER (no spaces or dashes)

EXPIRATION DATE

SECURITY CODE

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Amount: \$ _____ Name: _____ Member Number: _____

Billing Address: _____
(street) (city) (state) (zip code)

Phone Number: _____

Signature: _____ Date: _____

Payment Description: _____

Email address for receipt: _____

MAIL, FAX, OR EMAIL COMPLETED FORM TO

- **Contra Costa Association of REALTORS®**
1870 Olympic Boulevard, Suite 200
Walnut Creek, CA 94596
- **Fax:** 925.938.1294
- **Email:** support@ccartoday.com