

Use for all additions, changes, or deletions to your office's roster

Designated Brokers or Managing Brokers who are not actively listing & selling commercial real estate are not required to join as *participating brokers* and will not be charged monthly dues. They are, however, still required to complete this form.



INFORMATION

Member Office Name: CBA Office Number:
Office Address: City: State: Zip:
Office Phone #: Office Firm/Branch DOL License Number:

Section 1 - User Type (check one)

- Designated/Managing Broker WITH system access Licensed Broker
 Designated/Managing Broker NO system access (no charge)
 Billing Contact NO system access (no charge) Assistant* (with access to full office inventory)
* # of assistants may not exceed # of paid users

Section 2 - New, Reactivate, Transfer, Update Profile, or Remove User (check one)

Add New Remove User (reason):
 Transfer* -- User ID#:
 Reactivate -- User ID #:

*If you have active listings, previous Designated Broker MUST complete a Listing Transfer Authorization form before activation.

First Name: Last Name: M.I.
Real Estate License #: Expiration Date:
Direct Phone #: Email:

Section 3 - User Agreement

The user identified above by name ("User"), and the member office with whom User is associated ("Member") and Commercial Brokers Association ("CBA") hereby agree as follows (You must check each box to acknowledge agreement):

1. Applicant warrants that he/she is a licensed Real Estate Broker in the above Member Firm/Branch and has read and agreed to be bound by the Articles of Incorporation, Bylaws, Rules, and Regulations of CBA, as now in effect, and as hereafter amended or changed.
2. Agreement Not To Disclose. Member and User acknowledge registration of password, in association with their User ID number for use by User in connection with accessing the CBA System, owned and operated by CBA. User agrees not to disclose password to any third party (including but not limited to another member, a person associated with another member, or any other person associated with the Member's office) and acknowledges that any disclosure will jeopardize the security of the entire system and cause irreparable injury to CBA, its members, and all other users. (Continued on page 2)



USER AGREEMENT CONTINUED

3. Penalties. In the event of any disclosure and/or use of the password by anyone other than User, an automatic fine of \$1,000 may be assessed by CBA against Member. In addition, disciplinary action may be taken against Member which may result in an additional fine and in User's being deprived of use of a password for the CBA System for a specified period of time. Member agrees to pay any such fines and User agrees to deprivation of use of a password for a specified period of time due to breach of this Agreement by User. User agrees to reimburse Member for any fines assessed against Member for breach of this Agreement by User. Any automatic fine which may be assessed against Member may be waived only by action of the Board of Directors of CBA. The prevailing party in any suit arising out of this Agreement shall be entitled to reasonable attorney's fees.



AUTHORIZATION

By signing below, I acknowledge and agree to the above terms of membership in CBA. User signature is not required for removals.

All monthly user fees are billed to the Member firm, not individual users. Refer to Dues/Fee schedule for billing explanation. Consult with your Designated Broker/Office Manager for questions regarding your office's user fees.

Please note: New Users are agreeing to a 6-month membership commitment. If you choose to cancel, you are still responsible for outstanding fees.

User Signature:

Date: Phone:

Print Designated/Managing Brokers Name:

I warrant that the User named above is a licensed broker or otherwise employed by my firm.

Date: Designated/Managing Broker's Phone:

Designated/Managing Broker's Signature:

Return completed form to: memberservices@commercialmls.com

Allow up to 24 hours for processing, business days only.
New member information will be emailed to users.

Visit CBA website: www.commercialmls.com for membership resources and tools.

FOR CBA USE ONLY

Date Processed: Initials:

Notes: