



RESIGNATION FORM



SECTION I

I hereby resign from (please check applicable)

- Charlotte Regional Realtor® Association, Inc. (*Complete Section II*)
- Carolina Multiple Listing Services, Inc. (*Complete Sections III & IV*)

Reason for Resignation (*Please check all that apply*)

- Moving out of the area
- Health reasons
- Financial reasons
- Lack of professional support
- Lack of family support
- Lack of managerial support
- Other (please detail) _____

Were you in the business full time or part time? _____

SECTION II

With this form, I am requesting to discontinue my membership with the **Charlotte Regional Realtor® Association**. I acknowledge and understand that in the event I re-apply for membership **within two (2) years** of the resignation date listed below, my membership will be *reinstated* with a \$50 reinstatement fee plus the current year annual dues and I will NOT be required to attend the New Member Orientation. Should I re-apply for membership **after two (2) years** from my effective resignation date, I will be required to attend the necessary New Member Orientation and will be required to pay all *new applicant* fees.

Further, I acknowledge and understand that, if I am completely discontinuing *any* association membership to the National Association of REALTORS®, I relinquish the use of the NAR trademark designation "REALTOR®".

Name (Print) _____
Member/MLS #

Signature _____
License #

Company/Firm _____
Date of Resignation

Fees subject to change based on current Board of Director's approved association fees.

SECTION III With this form, I am requesting to discontinue with the **Carolina Multiple Listing Services, Inc.**
(Please indicate applicable CarolinaMLS status type):

- Member Participant (head-of-firm, discontinuing Firm _____)
 Subscriber (Previous Firm, no longer affiliated with: _____)

I acknowledge and understand that in the event I re-apply to the CarolinaMLS **within two (2) years** of the resignation date listed below, my MLS access will be re-instated, I will have a re-instatement fee of \$50 plus the current quarterly fees and I will NOT be required to attend the CarolinaMLS New Member Orientation. If re-instating a Firm with the CarolinaMLS, there will also be a \$250 Firm Reactivation Fee.

Should I re-apply **after two (2) years** from my resignation date, I will be required to attend the necessary CarolinaMLS New Member Orientation and be required to pay all new applicant fees. To re-establish a firm, the \$600 firm initiation fee will also be applicable. Further, with my resignation from the CarolinaMLS, I relinquish any and all access to the MLS system.

I ALSO UNDERSTAND THAT ANY ACTIVE AND AVAILABLE (RENTAL) LISTINGS REMAINING IN THE MLS AT THE TIME OF MY RESIGNATION WILL BE WITHDRAWN BY THE MLS.

Name (Print) _____
Member/MLS #

Signature _____
Date of Resignation

Fees subject to change based on current Board of Director's approved CarolinaMLS fees.

SECTION IV – EXIT CHECKLIST All those resigning from the CarolinaMLS must complete this Exit Checklist.

1. I currently have listings in the CarolinaMLS: ___ Yes ___ No
If yes, please indicate if those listings have been transferred to another agent or withdrawn:

2. I have removed the lockboxes that I or my company owns from individual properties: ___ Yes ___ No ___ N/A
If yes, company-owned lockboxes must be returned to the firm; for individually-owned lockboxes, you have the option to:
 - a. Sell back to the Association/CarolinaMLS. If you choose this option, please bring to the association/CarolinaMLS offices.
 - b. Sell to another agent. If you choose this option, you must complete a *Lockbox Transfer form* and submit to Member Services and Accounting.
3. Supra Keyholders
 - DisplayKEY: I have returned my leased Supra key to the Association/CarolinaMLS. ___ Yes ___ No
If no, I understand that I must return my leased Supra key (key, cradle and cradle cords) to the Association/CarolinaMLS **within two (2) weeks** in order to receive my \$25 security deposit. Failure to return the product within two (2) weeks will result in forfeiture of my security deposit.
 - eKEY (smartphone application): I understand that if I have not previously cancelled my eKEY service with the Association/CarolinaMLS, staff will automatically discontinue this service per my membership resignation and will cancel my monthly service plan with Supra (Basic \$16/month or Professional \$21.35).
4. In the event you are due a CarolinaMLS and/or Supra Key refund, please indicate your current mailing address for refund check to be sent (please allow 2-3 weeks):

Street/PO Box

City

State

ZIP

Signature

Email: membership@carolinahome.com