

*****PLEASE READ THE ENTIRE DOCUMENT BEFORE COMPLETING; you will need to put a check mark in the box next to your broker name certifying the information when responding to the email notice, and select the submit button to complete the process***PLEASE NOTE SEPARATE CERTIFICATION FORMS WILL BE REQUIRED for LFRO AND MLO CERTIFICATIONS*****

Dear Broker of Record,

Thank you for your efforts toward achieving compliance with the Variable Dues formula. [Click Here](#) to review and update your member records.

If you have questions, please call the Citrus Valley Association of REALTORS® at 909-305-2827 or email memberservices@cvar.net.

The information below appears under the “Click Here” link, which will provide an opportunity to resolve any outstanding agents under the broker portal.

Compliance Issues - ACTION REQUIRED

According to records from the California Association of REALTORS®, you have licensed agent(s) under your license with the California Bureau of Real Estate (BRE) who are not members of an Association of REALTORS®.

Please see below for a list of those agents.

Per the National Association of REALTORS® by-laws (which ALL associations in the United States must follow), any licensee under your BRE license must be a member of a REALTOR® Association.

(View this [Q&A that should answer your specific questions](#) about the formula.)

To satisfy this requirement and ensure your compliance, you have 5 options to choose from:

- 1. Have the licensee(s) join the Citrus Valley Association of REALTORS®**
Our new member application is available online through our website, cvar.net.
- 2. Remove them from your license with the BRE**
IF the licensee is NOT practicing real estate.
You can do this by going directly to the BRE's eLicensing website:
<https://secure.dre.ca.gov/elicensing/>
- 3. Designate the licensees(s) as a LFRO (Limited Function Referral Only) Agent**
IF they only do referrals for your company.
Simply complete and submit the form below. There is no payment required for this option.
- 4. Designate the licensee(s) as an MLO (Mortgage Loan Originator) Agent** IF they have an MLO license or endorsement, are not engaged in real estate licensed activities except those for which an MLO is required, and are not participants or subscribers in any MLS.
Simply complete and submit the form below. There is no payment required for this option.
- 5. Pay the non-member variable dues assessment fee.**
This should be a last resort since payment of this non-member variable dues fee does NOT give that licensee REALTOR® membership or access to any benefits. To pay the non-member variable dues assessment fee, please call CVAR at 909-305-2827.

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If any of the agents listed below are currently active members with **another Association**, then please contact us so we may follow-up with the agent's current association for updated membership records.

Please Choose An Option Below						
Agent	CalBRE #	Will Join / Renew (check all)	Will Remove from License (check all)	Will Pay Assessment Fee (check all)	Certify as LFRO Agent (check all)	Certify as MLO Agent (check all)
Mary Smith	02225705	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please Note:

The dues exemption for any licensee designated an LFRO agent will be automatically revoked upon the individual being engaged in real estate licensed activities other than referrals (listing, selling, leasing, renting, managing, counseling, appraising, or arranging financing for real property). Additionally, the dues exemption for any licensee designated an MLO agent will be automatically revoked upon the individual being engaged in real estate licensed activities other than those activities for which an MLO license or endorsement is required or upon their joining an MLS.

* I, **Harold Jones, Broker**, do certify the following:

1. All of the LFRO Agent licensees checked above (if any) are solely engaged in referring clients and customers and are not engaged in listing, selling, leasing, renting, managing, counseling, appraising, or arranging financing for real property.
2. All of the MLO Agent licensees checked above (if any) have an MLO license or endorsement, are not engaged in real estate licensed activities except those for which an MLO is required, and are not participants or subscribers in any MLS.

Submit	Clear
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Active Agents - PLEASE REVIEW

To avoid receiving compliance notices for licensees who are no longer practicing real estate with you, please take a moment to review your list of [active agents](#) according to the BRE, and remove any agents who should no longer be associated with your license.