

HOW TO COMPLETE OFFBOARDING DOCUMENTS

This is a very thorough explanation on how to complete DPOR and REIN documents for offboarding agents/brokers.

**** If you are offboarding a new broker/agent outside of the state of Virginia, please be sure to inform the broker/coo so they are aware! ****

Offboarding Documents for Virginia Salesperson/Broker:

*Download the CR Letterhead and fill out the agent/broker's name and license number. You will then need to print this out and stamp it with John McLaren's signature. See sample letter below:



2/18/2022

Hello,

Please terminate [AGENT'S NAME], license number [ENTER HERE], from Canzell Realty. [He/she] is no longer with our firm. Thank you!

Sincerely,

John McLaren
Canzell Realty
4598 Broad Street
Virginia Beach VA 23462

Canzell Realty | 4598 Broad Street, Virginia Beach, VA 23462
Office: 757-717-1003 Fax: 757-353-2597

*Next, you will need to grab the agent/broker's DPOR license. Write 'TERMINATED [DATE]' and stamp John McLaren's signature on the front.

*Once you have completed filling out the DPOR information, log into REIN MLS. Scroll down to Contracts and Forms, search for the ACC-2 document and print this out.



Contracts and Forms

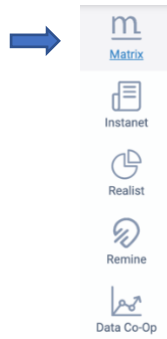
Review contracts, forms, and documents

[ACC-2](#)

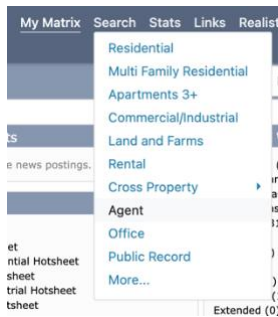
Change Form

5/1/2020

*Fill out the agent/broker's information at the top of the page as well as the REIN ID. To find the agent's REIN ID, log into REIN MLS again and click on matrix in the right corner.



*On the top blue handlebar, hover your mouse over search and click on agent; fill out the agent's first and last name.



*Because we are terminating the agent, check the 2nd box and write the date the license will be terminated. See below to know how to fill out the other information on the document!

REIN CHANGE FORM
(Note: This form is to be used to notify REIN of any change in REIN Status, License Status, or Contact Information. A signed form of this will be required for access into the REIN system.)

Last Name: _____ First Name: _____ MI _____
 REIN User ID #: _____

Change in REIN Status: Principal Broker Managing Broker Agent/Assoc. Broker/Property Manager
 Effective Date: _____ Licensed Appraiser Unlicensed Firm/Office Administrative Personnel
 Unlicensed Agent Assistant - Requires Unlicensed Assistant Application

Change in Real Estate/Appraiser License Status:
 Please select one: State of License: Virginia North Carolina
 Firm/Office Transfer* Effective Date: _____
 Firm/Office Name Transferring to: _____ ID# _____
 License Returned to Real Estate Board* Effective Date: _____
*Copy of Letter Used to Return License to Real Estate Board required
 License Changing from Inactive to Active Status* Effective Date: _____
 Requesting Exemption Status* Effective Date: _____
*Exemption of License Fee Form and, if applicable, Letter of Good Standing required

Change in Contact Information:
 Doing Business As Name: _____
 Home Address: _____
 City/State/Zip: _____
 Primary # to Appear on Listings (): _____
 Other # to Appear on Listings (): _____
 Primary E-MAIL Address: _____

> Unlicensed Admin/Assistant Termination of Services, Effective Date: _____

Required Signatures:
 Applicant Signature: _____ Date: _____
 Managing / Principal Broker's / Primary Officer's Signature: JOHN M. CLARK Date: _____
 Managing / Principal Broker's / Primary Officer's Printed Name: _____ REIN ID: 29183
 Firm/Office Name: CANTZELL REALTY Firm ID #: 11700
ACC-2 (05/20) Reprint requested & signed form only. See 757-433-7633 or email to customerservice@rein.com

ALL DOCUMENTS NEED TO BE SCANNED TO reboard@dpor.virginia.gov AND customerservice@reininc.com!