

The Broker Roster Update form must be completed for all participating individuals, including the Designated Broker/ Manager listed below.

Office Name: \_\_\_\_\_ CBA Office ID \_\_\_\_\_  
 Office Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Office Phone # \_\_\_\_\_ Office Fax # \_\_\_\_\_

**Section 1 (check one)**

Add New (User Id & Password assigned by CBA) *Complete section 2, 3 & 4* **Remove User listed in section 3**  
 Reactivate or Transfer User ID# \_\_\_\_\_ *Complete section 2, 3 & 4*  
 Office Transfer - Previous Office Name \_\_\_\_\_ Office ID# \_\_\_\_\_

**Section 2 (check one)**

Designated/Managing Broker with system access | Designated/Managing Broker NO Access (not charged dues)  
 Licensed Broker | Assistant | Assistant + access to full office inventory | Other \_\_\_\_\_

**Section 3**

Update my CBA Profile Info. User ID# \_\_\_\_\_ *Update Section 3, Sign and Date*  
 Last \_\_\_\_\_ First \_\_\_\_\_ MI \_\_\_\_\_  
 RE License # \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
 Direct Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Please note that if you wish to cancel your CBA membership within six months of the date you complete this application, you will not be eligible to receive a prorated or full refund of your membership fee or dues.

User's Mailing Address (if different from office address) \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Section 4**

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:

1. Applicant warrants that he/she is a licensed Real Estate Broker and has read and agreed to be bound by the Articles of Incorporation, Bylaws, Rules and Regulations of CBA, as now in affect, 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 whomever (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.
3. Penalties. In the event of any disclosure and/or use of the password by anyone other than User, an automatic fine of \$360 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.

**All monthly user fees are billed to the Member firm, not individual users. Refer to Dues/Fee schedule for billing explanation.**

User Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Designated Broker Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Print Designated Broker's Name \_\_\_\_\_ Phone \_\_\_\_\_