



## APPOINTMENT OF MANAGER

Complete this form when appointing a new office manger  
[www.CDAROnline.org](http://www.CDAROnline.org) | 760-346-5637

**This form is to be used when a Designated REALTOR® is appointing a new Office Manager for an office.**

Office Manager Name: \_\_\_\_\_ Member ID #: \_\_\_\_\_

Manager E-mail: \_\_\_\_\_

Office Name: \_\_\_\_\_

Office ID #: \_\_\_\_\_

Note: The Office ID number should reflect the Office Manager's assigned office

The following are the qualifications for REALTOR® membership and designation of Office Managers, as found in the CDAR Bylaws:

### ***Bylaws, Article V. Section 2. Qualifications of REALTOR®, Members***

**2.1.** *REALTOR® members, whether primary or secondary, who are principals, partners or corporate officers or branch office managers of real estate firms shall:*

- a) Maintain a current, valid California real estate broker or salesperson license or California real estate appraisal certification or license; and*
- b) Act as a sole proprietor, partner, corporate officer of a real estate firm or office manager of a real estate firm acting on behalf of the firm's principal(s); and*
- c) Remain actively engaged in the real estate profession; and*
- d) Maintain or be associated with a real estate office located within the state of California or a state contiguous thereto*

**2.2.** *REALTOR® members, whether primary or secondary, other than principals, partners, corporate officers or branch office managers of real estate firms shall:*

- a) Maintain a current, valid California real estate broker or salesperson license or California real estate appraisal certification or license; and*
- b) Remain actively engaged in the real estate profession; and*
- c) Remain employed by or affiliated as an independent contractor with a REALTOR® member who meets the requirements in Section 2.1 of this Article V for any A.O.R in California or a state contiguous thereto.*

**2.3.** *REALTOR® members may be franchise corporate officers as described below in Article V, Section 2.8.*



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**2.4. Designated REALTORS®.** Each firm shall designate in writing one REALTOR® member who shall be responsible for the conduct of individuals affiliated with the firm, and accountable to the A.O.R. for all duties and obligations of A.O.R membership including but not limited to certification as set forth in Article VI, Section 11. The "designated REALTOR®" must be the sole proprietor, partner, corporate officer or an office manager acting on behalf of the firm's principals and must have the authority to bind the firm in arbitrations and must meet all the other qualifications for REALTOR® membership set forth in Article-V, Section 2.1 of the Bylaws.

**I have read the above and agree to adhere to the CDAR Bylaws and all information pertaining to these rules.**

**BROKER INITIALS:** \_\_\_\_\_

Per the bylaws of the California Desert Association of REALTORS®, as the principal of the firm, I hereby designate the above CDAR REALTOR® member to act as the Office Manager of the above designated office. In addition, the appointed Office Manager has the authority to bind my firm in arbitration.

If at any time, as the firm’s principal, I choose to terminate the above Office Manager’s authority, I will immediately notify CDAR.

I agree to designate this office manager to have signing rights on new member applications, membership transfer forms, and all other signatures that would normally require my signature.

Yes, I agree

No, I do not agree

Broker’s Name: \_\_\_\_\_

Broker’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**The Broker’s signature is required for this form to be considered valid for processing by CDAR staff.**

**FOR CDAR ADMIN ONLY:** Manager ID#: \_\_\_\_\_ Office ID#: \_\_\_\_\_ Date Processed: \_\_\_\_\_