

**San Francisco Association of REALTORS®**

**2024 Limited Function Referral Office (LFRO) Certification Form**

**To Designated REALTORS®:** Please complete the following and return to the association office no later than March 13, 2024 . A new form must be completed each year.

In accordance with Article VIII, Section 2, of the association's bylaws, this will certify that the undersigned Designated REALTOR® (or his firm) has a direct or indirect ownership interest in an entity engaged exclusively in soliciting and/or referring clients and customers to the REALTOR® for consideration on a substantially exclusive basis and are not participants or subscribers in any Multiple Listing Service (“MLS”).

**This will also certify that all of the licensees affiliated with that entity (list provided below) 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 and are not participants or subscribers in any MLS.**

(Please include agent's name and license#)

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The exemption for any licensee included on the certification form shall automatically be revoked upon the individual being engaged in real estate licensed activities (listing, selling, leasing, renting, managing, counseling, appraising, or arranging financing for real property) other than referrals or upon their joining an MLS, **and dues for the current fiscal year shall be payable.**

**Must fill out all fields below – Incomplete form will be rejected**

Certified by \_\_\_\_\_ Date \_\_\_\_\_

(Name of Designated REALTOR®) (print or type name)

Signature of Designated REALTOR® \_\_\_\_\_

Name of Brokerage \_\_\_\_\_

Name of LFRO Entity \_\_\_\_\_

**(Must be the name of a separate DBA or Corporation being used exclusively for referral agents.**

**Cannot be the name of the real estate firm that contains Realtors)**

Phone \_\_\_\_\_ Email \_\_\_\_\_

**Return to [membership@sfbrealtors.com](mailto:membership@sfbrealtors.com)**