



**CBRAR MONTHLY NEWSLETTER**

**February 2024**

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**Happy Spring!**  
**Daylight savings time begins March 10th.**

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## **March Events**

**Awards/Honor Society Event  
&  
General Membership Meeting  
at Mobjack Tavern in Gloucester  
March 21st, 11:30am - 1:30 pm**

**Click on event to register and for more  
information. Members must be logged in to their  
Member/Info Hub to receive member pricing.**

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**CBRAR Breakfast Club Meeting**

**Topic: Alert! Don't Do This!**  
**March 28th, 9 am - 11:00 am**  
**Speaker: Jenni Comer**

Please log into your Member Hub to register and for more information. The event name is a clickable link. No charge for CBRAR Association Members.

[Click here for the 2024 Events Calendar](#)

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## **Welcome New Members!**

**February 1 - February 29th**

### **New Association Members:**

- ~Margaret Curtis, Primary
- ~Robert Wheeler, Jr., Primary
- ~Sarah Marks, Affiliate
- ~Tammy Fuller, Affiliate
- ~Thomas Hall, Primary

[Affiliate Directory](#)

[REALTOR® Directory](#)

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***A Word from Kandy Fisk***  
**CBRAR 2024 President**



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**MANDATORY NAR CODE OF ETHICS  
CYCLE 7 DUE BY  
DECEMBER 31, 2024**

All members of the National Association of REALTORS® are required to take a 2.5-hour Code of Ethics class every three years.

Not sure if you have satisfied the Ethics requirement? [Click here to check your Code of Ethics status.](#) You will need to log in to NAR to check. Don't know your M1/NRDS number? You can find it on your Member/Info Hub under My Info.

If you took the Ethics class from CBRAR between January 1, 2022, and today, you have already fulfilled the requirement and the Ethics information has been reported to NAR.

If you have taken a qualifying Ethics course at another school, please send your course completion certificate by email to [cat@cbrar.com](mailto:cat@cbrar.com) or fax to 804-776-0270 so we can report it to NAR.

NAR offers free online Ethics training at [Code of Ethics Training \(nar.realtor\)](http://nar.realtor)

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## **Virginia REALTORS® Legal Video Listing Photos - Manage Your Risk**



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## **REALTORS® Property Resource (RPR)** [www.narrpr.com](http://www.narrpr.com)

RPR is free for CBRAR members and is a way to share property and market data with your clients. RPR also has a mobile app!

RPR provides free webinars, walkthroughs, and tutorials on a wide range of topics critical to your real estate business.

To get started you will need your NAR Member ID and your MLS ID. Your NAR Id will be on your Member/Info Hub under My Info. Your MLS Id is the same ID you use to log into your Clarity dashboard and will start with "cb" such as cb00000.

**Great tech support!**

## SEARCH OUR LEARNING RESOURCES

Enter what you need help with (e.g., Reset Password)



Need more help? Call us **(877) 977-7576** · 24 hours a day, seven days a week

Live chat with Member Support

[Live Chat](#)

View more ways to learn by going to our training area

[Training Area](#)

Send us an email at [support@narrpr.com](mailto:support@narrpr.com)

## RPR Dashboard

The screenshot shows the RPR Dashboard interface. At the top left is the RPR logo. The navigation menu includes Home, Research, Marketing, Reports, Learn, Help, and My Work. Below the navigation is a search bar with filters for Residential/Commercial, Location, Type/Status (Sales, Leases), Property Type (3 Selected), and Price (Any). The main content area is divided into two sections: "Guided Tours" and "My Markets".

**Guided Tours**

- Property Search
- Prospecting
- Market Trends
- Map Search
- Create CMA
- Create Reports
- RPR Mobile™

**My Markets**

The "My Markets" section features a map with a blue location marker and a sidebar with an "ADD" button and an "EDIT" button. A "Map Search" button is also visible. At the bottom, there is an "Information" banner with a "Dismiss" button.

Matrix MLS - Reverse Prospecting Tutorial  
Don't worry, its short...only 5.5 minutes long!

In this video, you'll learn the answer to, "What is Reverse Prospecting?".

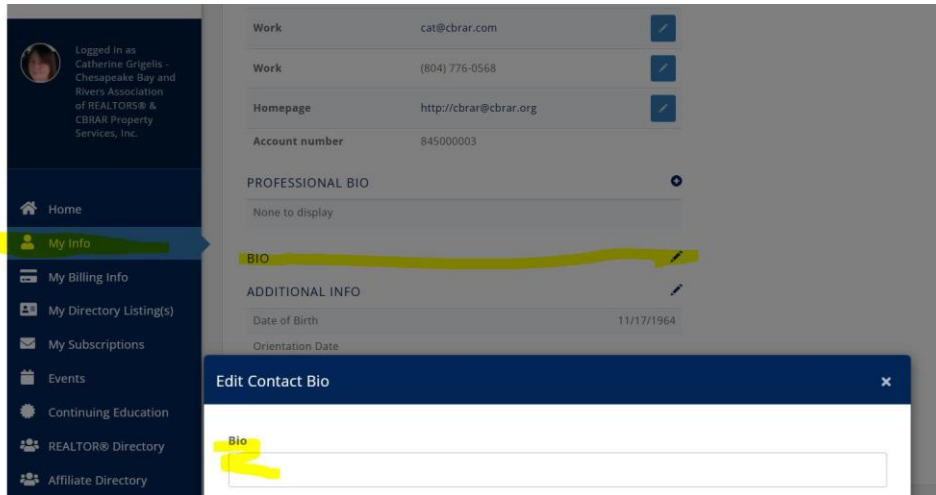
You'll also learn how to view Reverse Prospecting results from a Listing Agent's perspective and then how to contact a prospective buyer's agent with information about your property.

Next, you're going to see, from a Buying Agent's perspective, exactly what they see when they're contacted by a Listing Agent.



## Member/Info Hub-How to Add Your Bio.

**Log in to your Hub, select My Info, then click on the pencil next to Bio.**



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**Reminder: MJS Invoices will be available for payment through your Member/Info Hub on March 1st with the due date of March 20th.**

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### SentriLock Refresher

It's been a year since CBRAR switched to SentriLock so here is a refresher on where to find help, live training, and tutorials.

-SentriLock Tech Support - Live Customer Support Team is available for you from 8:00 am to midnight, 7 days a week.  
Ph: 1-513-618-5800 or email [support@sentrilock.com](mailto:support@sentrilock.com)

-[How-to Videos Archives | SentriLock](#)

-Live Virtual Training Schedule - [Training | SentriLock](#)

-Training links are available on the home page of your Member/Info Hub.

-Training links are available on [www.cbrar.org](http://www.cbrar.org) under Member Center, then select Training Vidoes.

**It is recommended you update the firmware on your lockbox before you assign it to a property.**

### **How To Update The Firmware on a SentiLock Lockbox**

1. Launch the SentiKey® Real Estate app.
2. Open The Menu in The Top Left. ...
3. Tap 'My Lockboxes'
4. Select 'Update Firmware'
5. Press 'ENT' on Your Lockbox. ...
6. Click Update Now.
7. Wait For The Firmware To Update. ...
8. The Lockbox Firmware Has Been Updates.



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### **Other Help/Tech Support Contact Information**

**Homes.com/HomeSnap:** Ph: 800-431-5509  
Email: [support@homes.com](mailto:support@homes.com)



**Instanet/Transaction Desk:** (Lone Wolf) 800-668-8768 Email: [tdsupport@lwolf.com](mailto:tdsupport@lwolf.com)

**Matrix:** 866-412-9845

**Clareity Dashboard:** 866-412-9845

**Realist Tax:** 866-412-9845

**SentriLock:** 513-618-5800 / [support@sentrilock](mailto:support@sentrilock.com)

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## CBRAR Office Hours and Contact Info

Office Hours:

Monday - Thursday, 9:00 am until 5:00 pm

Friday, 9:00 am until 4:00 pm

Phone: 804-776-0568

Email: Susan Silvus: [Susan@cbrar.com](mailto:Susan@cbrar.com)

Cat Grigelis: [Cat@cbrar.com](mailto:Cat@cbrar.com)

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