



REALTOR® Change Form

BROKER OR OFFICE MANAGER MUST SIGN UNDER SIGNATURE AREA IF TERMINATING OR TRANSFERRING AN AGENT

Member	Date _____
	First Name _____ Last Name _____ Middle Name _____
	MLS Number/NRDS _____

Office Transfers	CHECK APPROPRIATE BOX(ES)
	<input type="checkbox"/> TRANSFER (complete this section if <u>an agent</u> is transferring from one office to another)
	Transferring FROM (old office) Name: _____
	Address _____ City _____ State _____ Zip _____
	Transferring TO (new office) Name: _____
	Address _____ City _____ State _____ Zip _____ Preferred Email _____

Personal Contact Info	<input type="checkbox"/> Change Personal Information (complete this section if <u>your personal</u> information is changing in any way)
	Name _____ Email _____
	Street Address _____
	City _____ State _____ Zip _____ County _____
	Preferred Phone _____ Mobile Phone _____

Office Contact Changes	<input type="checkbox"/> Change Office Information (complete this section if <u>the office</u> is changing it's name, phone #, email address. Agents transferring use the office transfers section.)
	Old Office Name _____ MAAR Office ID # _____
	New Office Name _____
	New Address _____
	City _____ State _____ Zip _____ County _____
	Office Phone _____ Fax _____
	Website _____ Email _____

Brokers – Check the appropriate box below to terminate an agent. License must be terminated on the Pulse Portal website. If this agent holds an eKEY, please have the agent contact our Supra department to arrange termination. Supra will continue to bill DisplayKEY holders until their DisplayKEY and cradle are returned to the association.

Terminations	Reason for Termination – please check the appropriate box(es):		
	<input type="checkbox"/> Transferred to another office/association	<input type="checkbox"/> Did not pay dues	<input type="checkbox"/> Retired
	<input type="checkbox"/> Transferred to a non-REALTOR® office	<input type="checkbox"/> Unsure, cannot reach	<input type="checkbox"/> Deceased
	<input type="checkbox"/> Transferred to an LFRO entity	<input type="checkbox"/> Military leave	
	<input type="checkbox"/> Left real estate industry*	<input type="checkbox"/> Putting license on hold	

* NOTE THAT IF AGENT BECOMES INACTIVE FOR MORE THAN 60 DAYS, THERE IS \$100 REINSTATEMENT FEE.

Signatures	Print Name Clearly _____
	Signature of Agent/Office Staff (Needed if changing personal contact info) _____
	Signature of Broker/Office Staff (Needed if transferring or terminating an agent) _____

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