



Change Form

Use for REALTOR®, Affiliate, Unlicensed Assistants, or Office Support staff

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)
TRANSFER (complete this section if an agent 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

Change Personal Information (complete this section if your personal information is changing in anyway)
Name _____
Street Address _____
City _____ State _____ Zip _____
Preferred Phone _____ Mobile Phone _____

Office Contact Changes

Change Office Information (complete this section if the office is changing it's name, phone #, email address. Agents transferring use the office transfers section.)
Old Office Name _____ MAR Office ID # _____
New Office Name _____
New Address _____
City _____ State _____ Zip _____ County _____
Office Phone _____ Fax _____
Website _____ Email _____

Terminations

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.

Reason for Termination - please check the appropriate box(es):

| | | |
|---|-------------------------|----------|
| Transferred to another office/association | Did not pay dues | Retired |
| Transferred to a non-REALTOR® Office | Unsure, cannot reach | Deceased |
| Transferred to an LFRO entity | Military Leave | |
| Left real estate industry* | Putting license on hold | |

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

Signatures

Change Personal Information (complete this section if your personal information is changing in anyway) 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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