

OFFICE CHANGE FORM



PLEASE PRINT

Membership Hours: Monday thru Friday 9:00 am - 4:00 pm

PLEASE READ BEFORE CONTINUING

This form is intended solely for the broker to change information to his/her current office. This form is NOT intended to be used to transfer an agent from one office to another.

REQUIREMENTS

Change Form MUST be signed by Broker of record or signatory for all office information changes.

Broker MUST sign for assignment of OFFICE MANAGER

If changing Broker/Designated REALTOR® for the company, signatures from both former Broker and new Broker are required.

PROCESSING TIME

Faxed, Mailed or Dropped Off Change forms:

24-48 hours from time of receipt (business days).

All change forms will be processed on a first come, first served basis.

Walk-In & Wait:

Walk-Ins are processed between 9am to 3pm daily on a first come first serve basis. If required signatures must be present before coming in to be processed.

If any of the above signatures are missing, this will affect the processing time of your change form dramatically.

Processing time varies depending on the day, time of day, and how many walk-ins are ahead of you. Peak times are lunch time hours and all day Mondays and Fridays. Plan a 1 to 1½ hour wait minimum, if you come during a peak time.

CURRENT OFFICE INFORMATION

Office Name _____

Office MLS ID _____

Broker Name _____

Broker Email _____

Office Manager _____

O.M. Email _____

UPDATE THE FOLLOWING:

Office Name _____

Office Address _____

Office Number _____

Office Fax Num. _____

Broker / Designated REALTOR® _____

Office Manager _____

SIGNATURE

REQUIRED - REQUESTS CANNOT BE PROCESSED WITHOUT THIS INFORMATION

BROKER SIGNATURE: _____ DATE: _____

NEW BROKER SIGNATURE: _____ DATE: _____

