



# Information Change Form

Use for Realtor/Agents, Affiliates, Unlicensed Assistants, or Office Staff

**BROKER OR OFFICE MANAGER MUST SIGN IF TERMINATING OR TRANSFERRING A REALTOR/AGENT**

<b>MEMBER</b>	First Name _____ Middle _____ Last Name _____ NRDS / MLS Number _____ Date _____									
<b>PERSONAL INFO</b>	<p><b>PERSONAL CHANGE OF INFORMATION</b> (complete this section if your personal contact information is changing)</p> Name _____ Street Address _____ City _____ Zip _____ Main Phone _____ Cell Number _____ New Email _____ Old Email _____									
<b>OFFICE TRANSFER</b>	<p><b>TRANSFER</b> (complete this section if a realtor/agent is transferring from one office to another) – The Realtor’s/Agent’s License must indicate the office change before a transfer can be completed.</p> Transferring FROM (old office) Name _____ Address _____ City _____ Transferring TO (new office) Name _____ Address _____ City _____ Zip _____ New Phone _____ New Email _____									
<b>OFFICE INFO CHANGES</b>	<p><b>OFFICE INFO CHANGE</b> (complete this section if the office is changing names, brokers, addresses, phone numbers, email.  <b>NOTE:</b> if the new Broker is not a current GAAAR Member, please fill out the new member application)</p> Old Office/Broker Name _____ Office ID # _____ New Office/Broker Name _____ New Address _____ City _____ Office telephone _____ Zip _____ Website _____ Email _____ Office Staff-Name _____ Email _____									
<b>TERMINATIONS</b>	<p><b>BROKERS</b> – Check the appropriate box below to terminate a realtor/agent. The Realtors/Agent’s License must be terminated on the Pulse Portal website. If the realtor/agent holds an active eKey, please note that below. No refunds on dues or fees paid.</p> <p><b>REASON FOR TERMINATION</b> (please check the appropriate box(s))</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 33%;"><input type="checkbox"/> Transferred to another office/Assn</td> <td style="width: 33%;"><input type="checkbox"/> Unpaid dues, fees, fines</td> <td style="width: 33%;"><input type="checkbox"/> Retired</td> </tr> <tr> <td><input type="checkbox"/> Transferred to an LFRO</td> <td><input type="checkbox"/> Unknown – no contact</td> <td><input type="checkbox"/> Deceased</td> </tr> <tr> <td><input type="checkbox"/> Left the real estate industry</td> <td><input type="checkbox"/> Putting license on ice</td> <td><input type="checkbox"/> <b>HAS A SUPRA eKEY</b></td> </tr> </table>	<input type="checkbox"/> Transferred to another office/Assn	<input type="checkbox"/> Unpaid dues, fees, fines	<input type="checkbox"/> Retired	<input type="checkbox"/> Transferred to an LFRO	<input type="checkbox"/> Unknown – no contact	<input type="checkbox"/> Deceased	<input type="checkbox"/> Left the real estate industry	<input type="checkbox"/> Putting license on ice	<input type="checkbox"/> <b>HAS A SUPRA eKEY</b>
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<b>SIGNATURES</b>	<p><b>SIGNATURE REQUIRED TO CHANGE PERSONAL INFO</b> (signature is required to complete change(s))</p> Printed Name _____ <b>Member/Office Staff Signature</b> (required for personal info change) _____ <b>Broker/Office Staff Signature</b> (required for transfer or termination) _____ <p style="text-align: center;"><b>BROKER OR OFFICE MANAGER MUST SIGN IF TRANSFERRING OR TERMINATING A REALTOR/AGENT</b></p>									