

# REALTOR® MEMBERSHIP CHANGE FORM

Designated REALTOR® | REALTOR®

ALL CHANGES WILL BE COMPLETED AS SOON AS POSSIBLE

**COMPLETE RELEVANT SECTIONS AND EMAIL [membershipservices@inclinerealtors.com](mailto:membershipservices@inclinerealtors.com) or [kendra@inclinerealtors.com](mailto:kendra@inclinerealtors.com)**

**1**

**PERSONAL INFORMATION CHANGE**

- Name
- Address
- Email Address
- Phone/Fax Number
- Website

**TRANSFER OFFICE/COMPANY**

- Moved to a New Company
- Moved to a New Office

**LISTING TRANSFER**

- Listing Transfer

**SEVER**

- Membership
- License/Licensee

**2**

**PERSONAL INFORMATION CHANGE**

NAME: \_\_\_\_\_ NRDS# \_\_\_\_\_ MLS ID \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PHONE: \_\_\_\_\_  
Preferred Phone: ( ) Cell ( ) Home ( ) Office

EMAIL: \_\_\_\_\_

WEBSITE: \_\_\_\_\_

**3**

**OFFICE OR COMPANY TRANSFER** (Have you moved to a new company or a different office at the same company?)

*PLEASE NOTE: ALL CHANGES MUST BE COMPLETE IN ADRE PRIOR TO SUBMISSION*

OLD OFFICE: \_\_\_\_\_

NEW OFFICE: \_\_\_\_\_

NEW OFFICE ADDRESS: \*\* \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

**4**

**DO YOU HAVE ACTIVE LISTINGS?**

*PLEASE NOTE: 1 FORM MUST BE COMPLETED FOR EACH LISTING, AND ALL FORMS MUST BE SIGNED BY ALL PARTIES*

YES \_\_\_\_\_ NO \_\_\_\_\_

If yes complete the IVR Listing Transfer Form

**5**

SIGNATURE: \_\_\_\_\_ (required) DATE: \_\_\_\_\_

Print Name: \_\_\_\_\_

For office use ONLY:

MLS: \_\_\_\_\_ NRDS: \_\_\_\_\_ Website: \_\_\_\_\_ Date: \_\_\_\_\_ Office NRDS# \_\_\_\_\_