



**Greater Downey Association of REALTORS®**  
12073 Paramount Blvd Downey, CA 90242  
562-861-0915 fax 562-923-9995

**Member Profile Change & Office Transfer Form**

Member Name \_\_\_\_\_ User ID \_\_\_\_\_  
(Please Print)

Name Change First or/and Last

From \_\_\_\_\_  
To \_\_\_\_\_

Change Home Address \_\_\_\_\_

Change My NAR/CAR Magazine mailing Address to  
\_\_\_\_\_  
\_\_\_\_\_

Change E-mail Address to \_\_\_\_\_

Change Phone number: Direct (\_\_\_\_\_) \_\_\_\_\_

Cell Phone number (\_\_\_\_\_) \_\_\_\_\_

Home Phone number (\_\_\_\_\_) \_\_\_\_\_

Fax number (\_\_\_\_\_) \_\_\_\_\_

**Office Transfer**

Notice is hereby given to the DAOR that the above member transferred his/her license  
on \_\_\_\_/\_\_\_\_/\_\_\_\_

Previous Office \_\_\_\_\_ to

New Office \_\_\_\_\_

X \_\_\_\_\_  
Signature of New Designated Broker / Date (needed only for office transfers)

X \_\_\_\_\_  
Signature of the Above Member / Date

If you have any listing that will be following you to your new office, DAOR needs to receive in writing  
from your pervious Broker notice that your listing(s) are to be released to you.

My listings will not be transferred to my new office. X \_\_\_\_\_ (agents Initials)

\*\* Please complete all changing information (phone numbers, mailing address, office names). Items that are left  
blank will not be change in the MLS. Also Signatures are required for the modifications to be processed. Thank you.