MEMBER CHANGE & OFFICE TRANSFER

Print Member Name

Member ID **(DW or Y)**

Member Change

NO DISCLOSURE FORM IS NEEDED FOR MEMBER CHANGES

New Name

New Phone #

New Email

New Home Address / Preferred Mailing

Member Signature

DRE #

Office Transfer

YOUR DRE# NEEDS TO BE ADDED TO NEW OFFICE TO PROCESS YOUR OFFICE TRANSFER

Previous Office

New Office

New Office Address

New Broker Signature

Member Signature

NEW BROKER ALSO NEEDS TO SIGN DISCLOSURE FORM ATTACHED

Once Office Transfer has been processed, Please allow about an hour wait before adding a NEW LISTING.
Listings you need transferred over with you to the new office;
You will need to fill out a Listing Transfer Form. See Page 3 for further instructions.

ASSOCIATION OF CHOICE DISCLOSURE

As the Broker of _____

I authorize the following Agent _____

to hold a REALTOR® with MLS or MLS ONLY membership with the Greater Downey Association of REALTORS®. Although, the Association I hold my Primary Membership is, _____

I understand that according to the Greater Downey Association's bylaws that I the Designated REALTOR®, is defined as a Principal of a firm. As a sole Proprietor, Partner, Cooperated Officer or branch Office Manager.

The National Association of REALTORS® has made it clear that the Designated REALTOR® must be somebody who has management control of the firm and understands they are responsible for their firm's activities. This includes: payment of agent's dues and/or any other fine or fees, assessed by said Agent that fails to pay, as well as the firm's arbitrations, mediations and disciplinary hearings before the Local Association.

I, the Broker of the mentioned Agent, understand and agree to the above.

Broker Signature	**Date**

As a non-paying Broker Member, we require this form in order to process the Agent's Application or Office Transfer.

Fax: 562-923-9995
julies@DAOR.com
membership@DAOR.com

LISTING TRANSFER REQUEST FORM

Print Member Name

Member ID **(DW or Y)**

This release form serves as a request and authorization to transfer in MLS, Agent's listing(s) mentioned below.

MLS Listing# Listing Address

MLS Listing# Listing Address

MLS Listing# Listing Address

MLS Listing# Listing Address

MLS Listing# Listing Address

By completing and signing this Listing Transfer Form, all parties agree and give permission toGreater Downey AOR to transfer above mentioned listing(s) in the MLS.

PLEASE EMAIL COMPLETED FORM TO: customercare@DAOR.com

Original Office Name

Original Broker's Signature

New Office Name & City

Member's Signature

Date

This form is intended for MLS administrative purposes only and is not intended to serve as an assignment of contract. If you need legal advice regarding the status of a listing contract, we recommend you contact an attorney.