



Info Change Form

Use for Realtor®/Agents, Affiliates, Licensed Assistants, Unlicensed Assistants/Office Staff
BROKER or OFFICE MANAGER MUST SIGN IF TERMINATING OR TRANSFERRING A REALTOR®/AGENT

EMAIL FORM TO OFFICE@GREATERLAKESREALTORS.COM

MEMBER	First Name: _____ Middle: _____ Last Name: _____ Date: _____ M1 Number (NRDS/MLS number): _____									
PERSONAL INFO	PERSONAL Data Change — <i>Complete this section to make changes to your personal information</i> Previous Name _____ Current Name: _____ Home Address _____ City, State, Zip _____ Email: _____ Cell Phone: _____ - _____ - _____									
OFFICE INFO CHANGES	OFFICE Data change — <i>Complete this section if your office is changing names, brokers, addresses, phone numbers, email.</i> <i>NOTE: If the new Broker is not a current GLAR member, please fill out the new member application as well.</i> Previous Office Name: _____ Previous Office: Broker: _____ Change Office Name to: _____ Change Broker Name to: _____ Change Office Address to: _____ Change Office Phone to: _____ - _____ - _____ Change Office Email to: _____									
MEMBER TRANSFERS	MEMBER TRANSFER — <i>Complete this section if an agent is transferring from one GLAR office to another GLAR office.</i> <i>*There is a one-time fee to be paid at time of transfer.</i> <i>NOTE: A membership application needs to be completed if an agent is transferring to GLAR from another association.</i> Transferring from Office (old office) Name: _____ Transferring to (new office) Name: _____ New Office Address: _____ Agent New Email: _____ New MLS Permission Level: _____ AGENT'S MLS ACCESS _____ MATRIX _____ FLEX									
TERMINATIONS	TERMINATIONS — <i>Broker's check the appropriate Box to terminate a realtor/agent; license must be returned to the Department Of Commerce. Please make sure the realtor/agent has returned to you any lockboxes assigned to your office.</i> Office Name: _____ Effective Date: _____ Reason for Termination (please check the appropriate box(s) below.) <table border="1" style="width:100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="width:33%;"><input type="checkbox"/> Transferred to another office/Assn</td> <td style="width:33%;"><input type="checkbox"/> Transferred to an LFRO</td> <td style="width:33%;"><input type="checkbox"/> Left the real estate industry</td> </tr> <tr> <td><input type="checkbox"/> Putting license on ice</td> <td><input type="checkbox"/> Unknown - no contact</td> <td><input type="checkbox"/> Retired</td> </tr> <tr> <td><input type="checkbox"/> Left the real estate industry</td> <td><input type="checkbox"/> Deceased</td> <td><input type="checkbox"/> Other: _____</td> </tr> </table> Does agent have any office assistants that will also need to be inactivated? Y / N If yes, assistant's name: _____ NRDS/GLAR # _____	<input type="checkbox"/> Transferred to another office/Assn	<input type="checkbox"/> Transferred to an LFRO	<input type="checkbox"/> Left the real estate industry	<input type="checkbox"/> Putting license on ice	<input type="checkbox"/> Unknown - no contact	<input type="checkbox"/> Retired	<input type="checkbox"/> Left the real estate industry	<input type="checkbox"/> Deceased	<input type="checkbox"/> Other: _____
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SIGNATURES	**SIGNATURE REQUIRED TO COMPLETE CHANGES Printed Name _____ Member/Office Staff Signature (required for personal info change) _____ Broker/Office Staff Signature (required for transfer or termination) _____									