



Member 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: _____ - _____ - _____		NOTE: You will ALSO need to contact MN Department of Commerce/ Pulse Portal for ALL contact changes: name, email, phone, address									
OFFICE INFO CHANGES	OFFICE Data change — <i>Brokers complete this section if your current office is changing names, brokers, addresses, phone numbers, email. 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 _____ Want Forewarn ☐ YES ☐ NO Land ID ☐ YES ☐ NO											
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: 5px;"> <tr> <td style="width:33%; padding: 2px;">Transferred to another office/Assn</td> <td style="width:33%; padding: 2px;">Transferred to an LFRO</td> <td style="width:33%; padding: 2px;">Office Staff Left/Terminated</td> </tr> <tr> <td style="padding: 2px;">Putting license on ice</td> <td style="padding: 2px;">Unknown - no contact</td> <td style="padding: 2px;">Retired</td> </tr> <tr> <td style="padding: 2px;">Left the real estate industry</td> <td style="padding: 2px;">Deceased</td> <td style="padding: 2px;">Other: _____</td> </tr> </table> Does agent have any office assistants that will also need to be inactivated? ☐ YES ☐ NO If yes, assistant's name: _____ NRDS/GLAR # _____			Transferred to another office/Assn	Transferred to an LFRO	Office Staff Left/Terminated	Putting license on ice	Unknown - no contact	Retired	Left the real estate industry	Deceased	Other: _____
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Putting license on ice	Unknown - no contact	Retired										
Left the real estate industry	Deceased	Other: _____										
SIGNATURES	**SIGNATURE REQUIRED TO COMPLETE CHANGES Printed Name _____ Member/Office Staff Signature (<i>required for personal info change</i>) _____ Broker/Office Staff Signature (<i>required for transfer or termination</i>) _____											