

MCRTC Agent Change/Transfer Request Form

Send completed form to membership@martincountyrealtors.org or fax (772) 288-0215

Please select the type of change(s) being requested:								
☐ Personal Information Update	☐ Office Location Change		☐ Company Change					
☐ Reactivate Membership	☐ Deactivate Membership ☐ I			Terminate Employee				
<u>I am a member of the</u> (check all that apply): ☐ Association ☐ MLS								
PERSONAL INFORMATION								
Name: NRDS#:								
New Name on License (Please attach official documentation of change):								
RE License #: Appraiser License #:								
Home/Mailing Address:								
City:		State:	ZIP Code:					
Email Address:								
Website URL:								
Home Phone:	Mobile Phone:		Fax:					
NEW OFFICE/COMPANY INFORMATION								
Broker/Designated REALTOR® signature is required for these changes								
Office Transferring From:			Office NRDS ID#:					
Office Transferring To:			Office NRDS ID#:					
Name of Broker/Designated REALTOR®:			Office License #:					
Office Address:								
City:		State:	ZIP Code:					
Phone:	E-mail:			Fax:				
IMPORTANT:								
For contact information changes in the MLS, in addition to submitting this form to MCRTC, you must also log into the MLS system and update your email signature (Go to Tools > Settings > My Contact Information), as well as in ShowingDesk if you use their system.								
If you moved companies and have listings to transfer, please fill out the second page of this form.								
SIGNATURE								
I hereby declare that the information on this form is true and accurate. I understand that it will take up to 1 business day for my information to be updated in the Board, MLS, and Supra databases (where applicable) once it has been received by MCRTC.								
Signature of Agent:	Date:							
Signature of Broker:				Date:				
MCRTC USE ONLY								
RAMCO:	SUPRA:		WW:					



MLS:

MCRTC Listing Transfer Request Form

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

This information must be approved by previous Employing Broker.							
All Active listings below are to be assigned to Member's new brokerage firm.							
Transferring FROM Firm Office NRDS #		Transferring TO Fin	rm				
MLS #		Address					
MLS #		Address					
MLS #		Address					
MLS #		Address					
MLS #		Address					
MLS #		Address					
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MLS #		Address					
BROKER AUTHORIZATION – <u>both</u> signatures are required for transfer of listings							
Previous Employing Broker (Print Name):							
	Jyling broker (Fillic Na						
Signature:	SIGNATURE REQUIRED			Date			
New Employing Broker (Print Name):							
Signature:	SIGNATURE	REQUIRED		Date			
MCRTC USE ONLY							