



# Membership/Brokerage CHANGE FORM

USE THIS FORM WHEN:

- Changing brokerages. (includes going into a referral brokerage or inactive)
- Returning license to the MREC.

**Email form to:** [sgarmembership@sgarealtors.org](mailto:sgarmembership@sgarealtors.org)

**Transfer fee:** \$15

**Section A and B:** Must be completed.

**Section C:** Complete when the license is being returned to the MREC.

## Section A: Member information:

Name: \_\_\_\_\_ License #: \_\_\_\_\_

License Type: \_\_\_\_\_ REALTOR®/ Salesperson \_\_\_\_\_ Broker REALTOR® / Broker

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date of change in the MREC MOPRO system. \_\_\_\_\_

## SECTION B: Brokerage information.

**Former Brokerage/ Office/ Referral Brokerage:** (If transferring license from the MREC please write "MREC" rather than a firm name)

Former Brokerage/ Office: \_\_\_\_\_

## New Brokerage/ Office/ Referral Brokerage:

New Brokerage/ Office Name: \_\_\_\_\_

New Broker's Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**SECTION C: Broker/ Agent is Returning license to the state:** A member/broker is surrendering a member's license to the MREC, complete the following.

Date of change in the MREC MOPRO system. \_\_\_\_\_

| SGAR OFFICE USE:                            |                                     |                                           |                                          |                          |       |
|---------------------------------------------|-------------------------------------|-------------------------------------------|------------------------------------------|--------------------------|-------|
| Date:                                       |                                     | RCVD Requested by:                        |                                          |                          |       |
| <input type="checkbox"/> Transfer fee PAID  | <input type="checkbox"/> GrowthZone | <input type="checkbox"/> Constant Contact | <input type="checkbox"/> Quickbooks      | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> PrimAssoc Notified | <input type="checkbox"/> Supra      | <input type="checkbox"/> FOREWARN         | <input type="checkbox"/> FB group        | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> LOGS/ MREC         | <input type="checkbox"/> MARIS      | <input type="checkbox"/> Forms RUs        | <input type="checkbox"/> Change E-folder | <input type="checkbox"/> | _____ |