

# Member Change Form



Office Name: \_\_\_\_\_

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

Qualifying Broker (DR) (please print): \_\_\_\_\_

## **Changes for a Member:**

Member Name (please print): \_\_\_\_\_ Effective Date: \_\_\_\_\_

Member Name (please print): \_\_\_\_\_ Effective Date: \_\_\_\_\_

- Email Address       Cell Phone Number       Home Phone Number       Name Change  
 Home Address       Other \_\_\_\_\_

Current: \_\_\_\_\_ Change to: \_\_\_\_\_

Current: \_\_\_\_\_ Change to: \_\_\_\_\_

### Delete this member from my office

- If above member is a holder of a Lockbox Key, a deletion of this member **does not** cancel their service through Supra.
- If above member has an active IDX feed, member must contact [idx@qaar.com](mailto:idx@qaar.com) to terminate their IDX agreement.
- If this form is to "Delete" a licensee, the QB must return the license to the Real Estate Commission within 48 hours.
- If this form is to "Delete" a licensee, reinstatement fees for GAAR and SWMLS will apply. Please refer to the pricing guides for more information.

### Add this member to my office

- There is an **agent transfer fee of \$25.00** each time an agent transfers from one office to another office. **Please submit payment with transfer request.**
- If this form is for a licensee transferring from another office they will need to complete the separate GAAR listing agreement addendum to have their listings transferred to the new office.
- If above member is transferring from another office, and has an active IDX website, member must submit a new IDX agreement to [idx@qaar.com](mailto:idx@qaar.com). Previous IDX agreement will be void.

## **Changes for an Office:**

\*Office name change requires a completed new office setup form and corresponding new office fees.

- Office Address       Office Phone Number       Office Fax Number       Qualifying Broker

Current: \_\_\_\_\_

Change to: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

\_\_\_\_\_  
Signature of Qualifying Broker (DR)

\_\_\_\_\_  
Date

*This form must be signed by the Qualifying Broker in order to process any changes.  
Please allow 24-48 hours for requested changes to transfer in the GAAR and SWMLS membership.*

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