



Member Change Form

Office Name: _____

Address: _____ City: _____ State: _____ Zip _____

Qualifying Broker (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

Add this member to my office

- If above member is a holder of a Lockbox Key, a deletion of this member **does not** cancel their service through Supra.
- 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 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.
- 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.

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

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.*

1635 University Blvd. NE, Albuquerque, NM 87102 · Phone: 505-842-1433 · Fax: 505-842-0448 · www.gaar.com · Email: membership@gaar.com

REALTOR® is a registered mark which identifies a professional in real estate who subscribes to a Strict Code of Ethics as a member of the NATIONAL ASSOCIATION OF REALTORS®