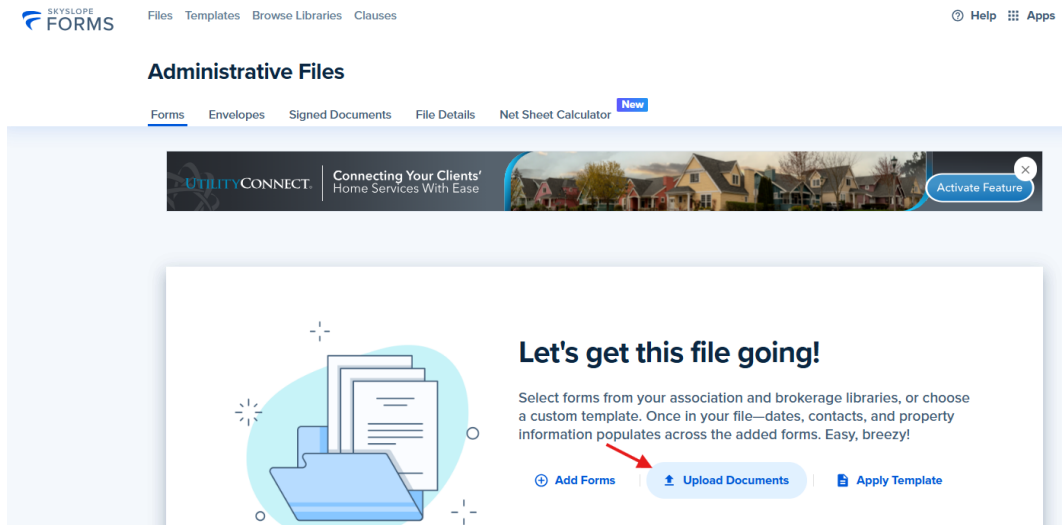
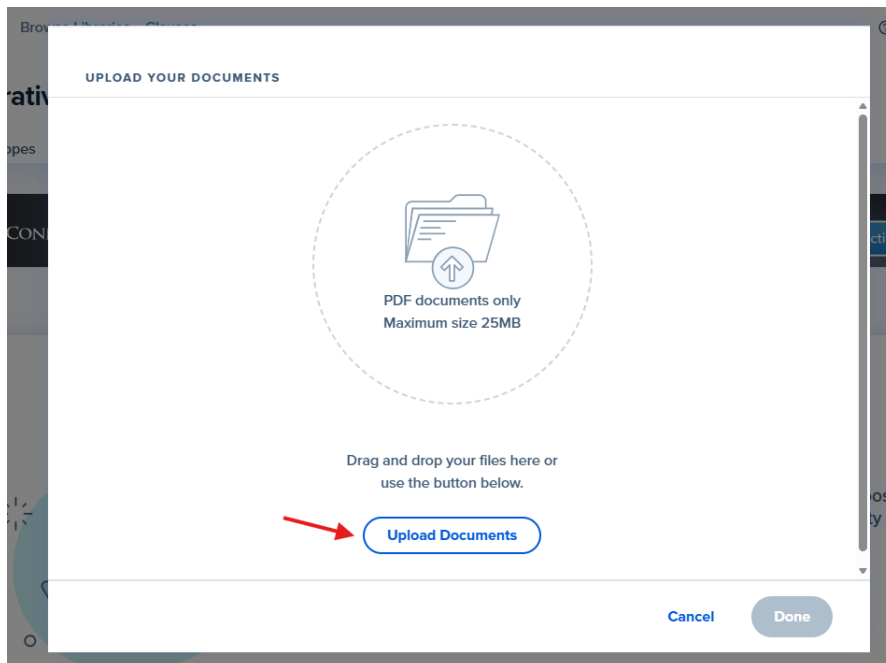


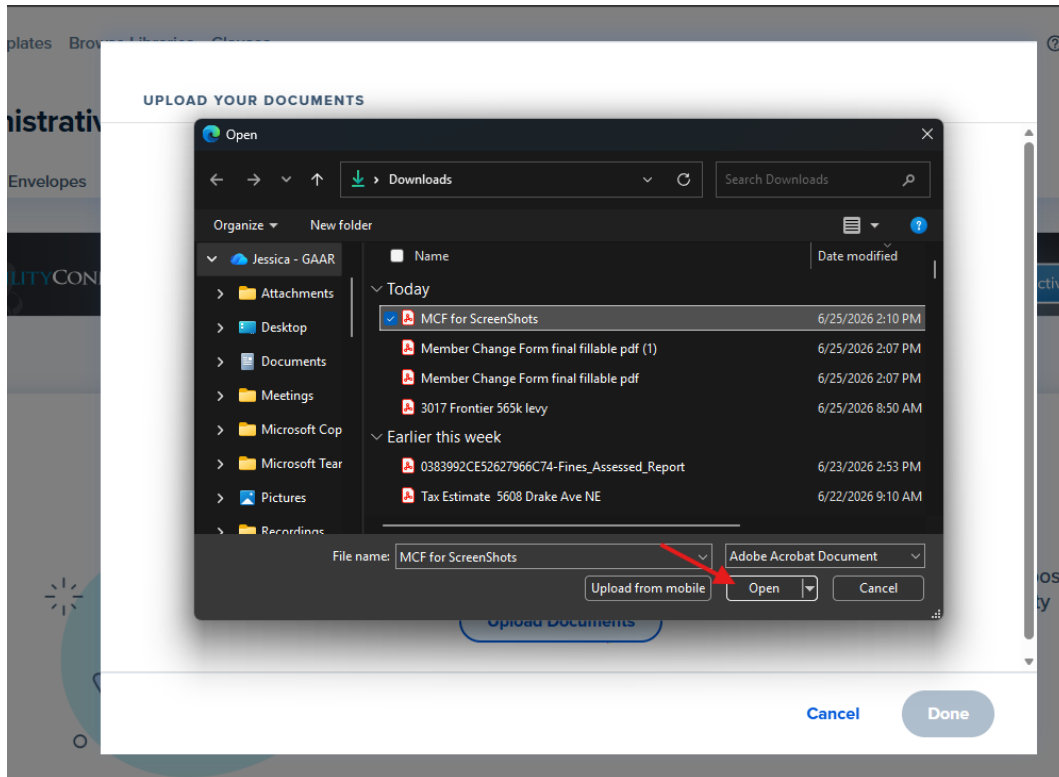
In SkySlope, click on 'Upload Documents' to add your Member Change Form



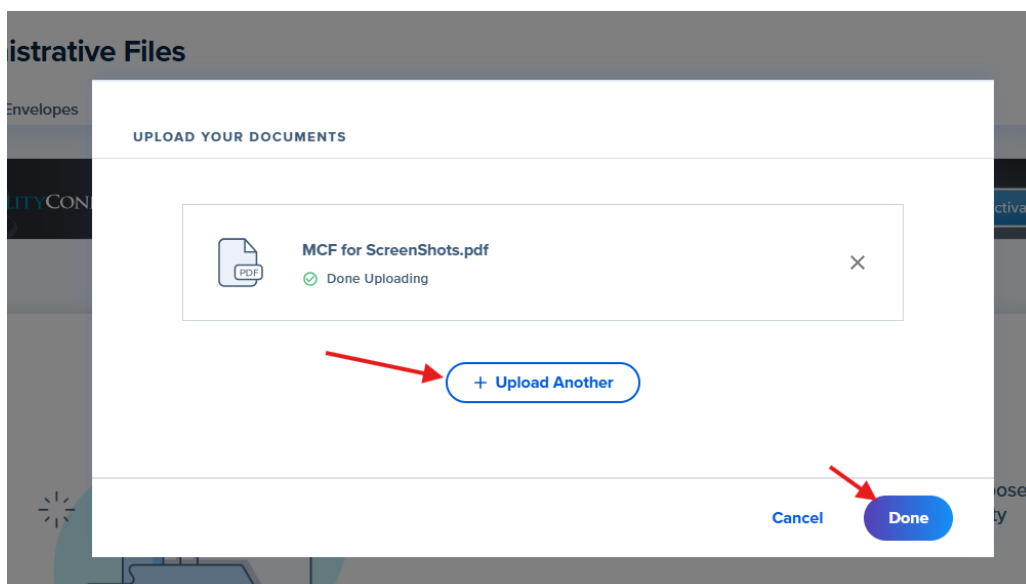
Click on 'Upload Documents'



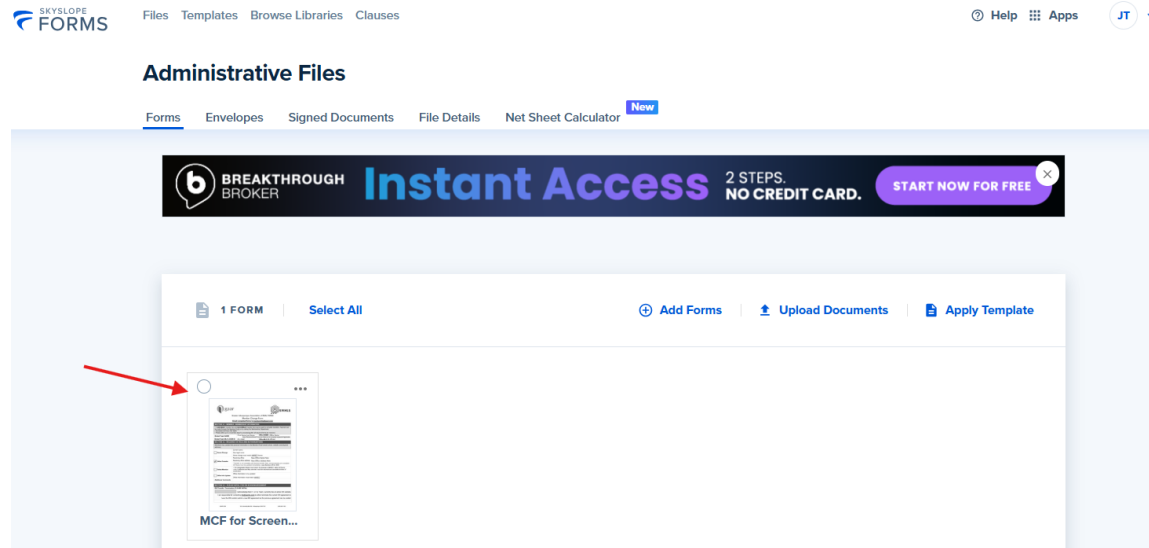
Select your file and click 'Open'



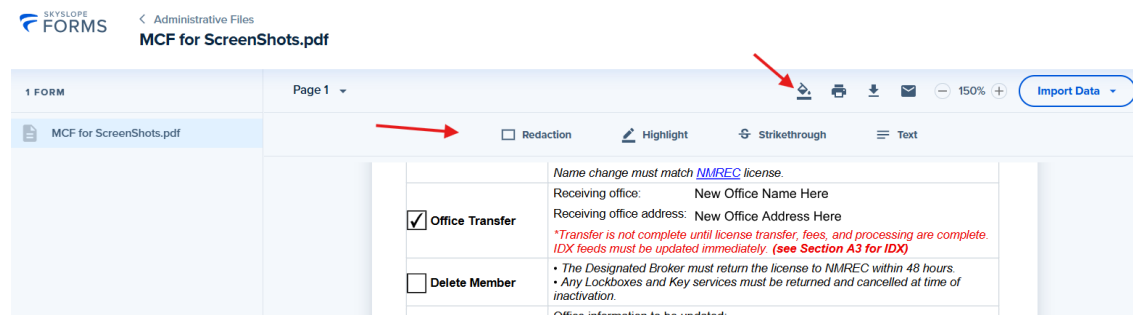
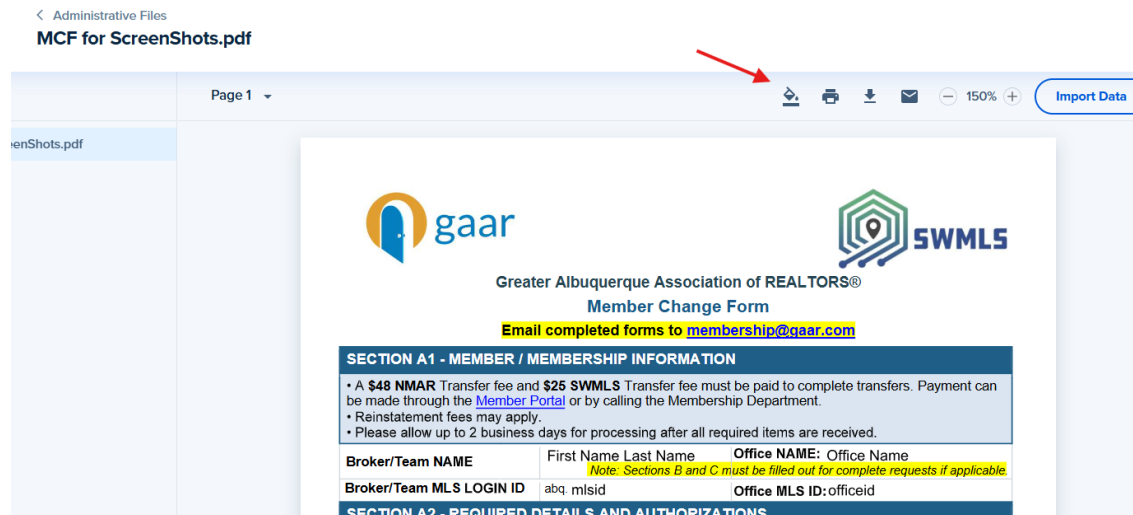
You can upload multiple files, if necessary. Once you are ready to sign, click 'Done'



Click on the file(s) you would like to format for signing



Click on 'Markup Tools' icon to redact, highlight, strikethrough, or enter text.



Once ready for signatures, click on 'Prepare Signature'

st be updated immediately. (See Section A3 for IDX)

ted Broker must return the license to NMREC within 48 hours.
es and Key services must be returned and cancelled at time of

tion to be updated:

tion must match [NMREC](#)

R IDX ACKNOWLEDGEMENT

INITIAL

vedge that if I, or my Team, currently has an active IDX website,
idx@swmls.com to either terminate the current IDX agreement or

Save & Exit

Save as a Template

Prepare Signature

Assign an Action to each person and click on 'Next'

enShots.pdf

Create an envelope

Name your envelope to quickly keep track of what's been sent. Please confirm the envelope actions for each of your contacts.

Envelope name

Administrative Files

Name

Role

Action required

Jessica Tafoya

Seller Agent



Needs to sign



Needs to sign



Receives a copy



No action

☒ Enable automatic reminders on this envelope.

Cancel

Next

I am responsible for contacting idx@swmls.com to either terminate the current IDX

Select the signing action and click the document location you wish that action to take place

Signer: Jessica Tafoya

Signature Initials Full Name Date Time Checkbox Text Field Strike

Envelope Details Page 1

DOCUMENTS: MCF_for_ScreenShots.pdf

RECIPIENTS: Jessica Tafoya (jessica@swmls.com)

OUTGOING EMAIL: You have documents to sign. Your documents are ready to review and sign.

Support | Terms | Privacy

Back Save & Exit Apply Template Send

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SECTION A3 - PLEASE INITIAL FOR IDX ACKNOWLEDGEMENT

IDX Transfer / Termination; PLEASE INITIAL

JT I acknowledge that if I, or my Team, currently has an active IDX website, I am responsible for contacting idx@swmls.com to either terminate the current IDX agreement or have the IDX vendor submit a new IDX agreement so the previous agreement can be voided.

Signer: Jessica Tafoya

Signature Initials Full Name Date Time Checkbox Text

Editing 1 Block Page 2

BLOCK ACTIONS: Copy Paste Delete

Properties: Optional Field

Transfer with Broker 23456789 1234 Side Street, Albuquerque, NM 87111

Retain with Brokerage

Transfer with Broker

Retain with Brokerage

Transfer with Broker

Retain with Brokerage

Transfer with Broker

Retain with Brokerage

Transfer with Broker

Retain with Brokerage

If any t

Releasing Brokerage DB Signature Date Receiving Brokerage DB Signature Date

Releasing Co-Brokerage DB Signature Date Receiving Co-Brokerage DB Signature Date

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Releasing Brokerage DB Signature Date Receiving Brokerage DB Signature Date

Releasing Co-Brokerage DB Signature Date Receiving Co-Brokerage DB Signature Date

Once all signatures are assigned, click on 'Send'

Transfer with Broker

Retain with Brokerage

Transfer with Broker

Retain with Brokerage

Transfer with Broker

Retain with Brokerage

Transfer with Broker

Retain with Brokerage

If any t

Releasing Brokerage DB Signature Date Receiving Brokerage DB Signature Date

Releasing Co-Brokerage DB Signature Date Receiving Co-Brokerage DB Signature Date

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Releasing Brokerage DB Signature Date Receiving Brokerage DB Signature Date

Releasing Co-Brokerage DB Signature Date Receiving Co-Brokerage DB Signature Date

Save & Exit Apply Template Send

Assign an Email Subject Line and compose an Email Message then click n Send for Signatures

Save time with smart emails

Email Subject Line
You have documents to sign

Email Message
Enhance my email to sound: ☒ Professional ☐ Friendly ☐ Urgent

Enter custom message here.
Your documents are ready to review and sign.

72 / 250 characters

Content generated using AI. Review the content for accuracy and completeness prior to use.

Cancel Send for Signatures