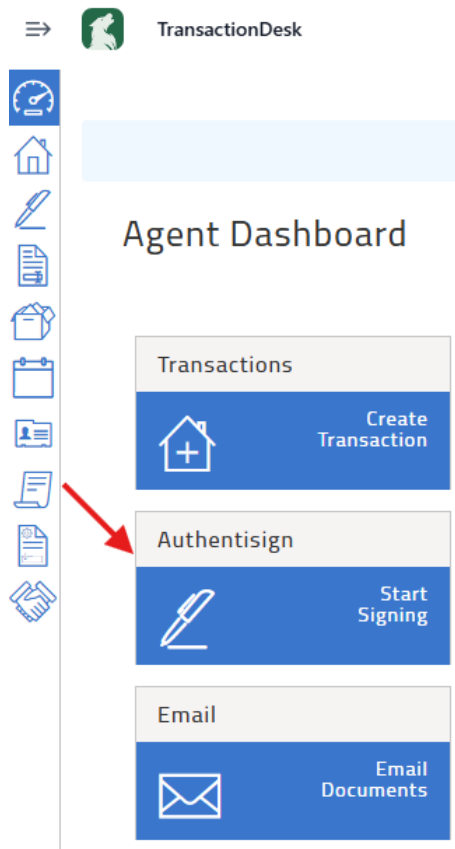
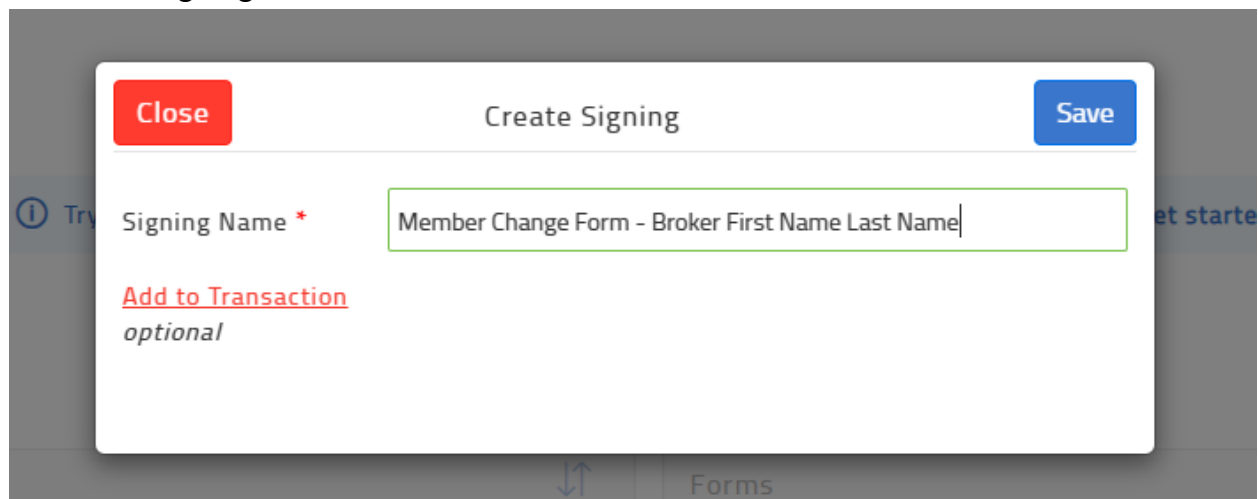


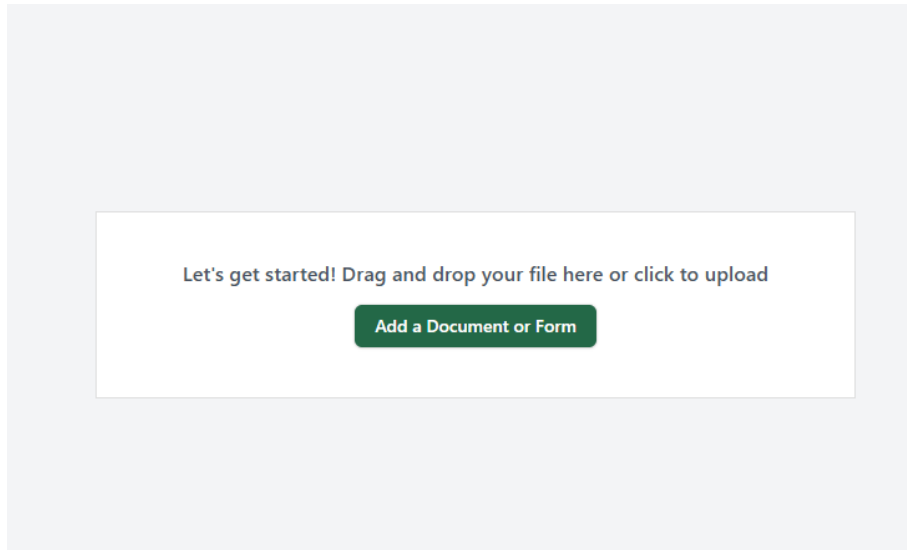
In Transaction Desk,
Click on 'Start Signing'



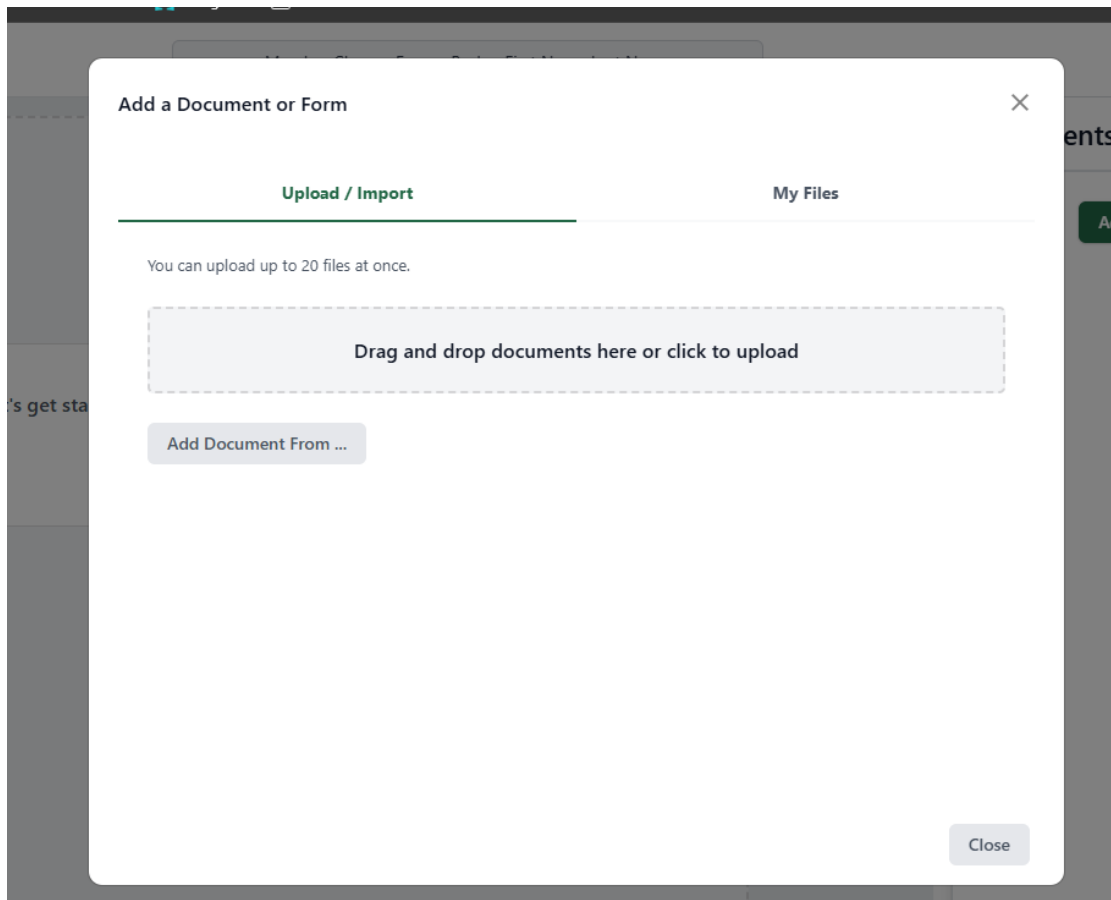
Enter the 'Signing Name'

The screenshot shows a 'Create Signing' dialog box. It has a 'Close' button in the top left and a 'Save' button in the top right. The main content area has a label 'Signing Name *' followed by a text input field containing the text 'Member Change Form - Broker First Name Last Name'. Below the input field, there is a link that says 'Add to Transaction' in red, with the word 'optional' in italics below it. At the bottom of the dialog, there is a 'Forms' tab and a double-headed arrow icon.

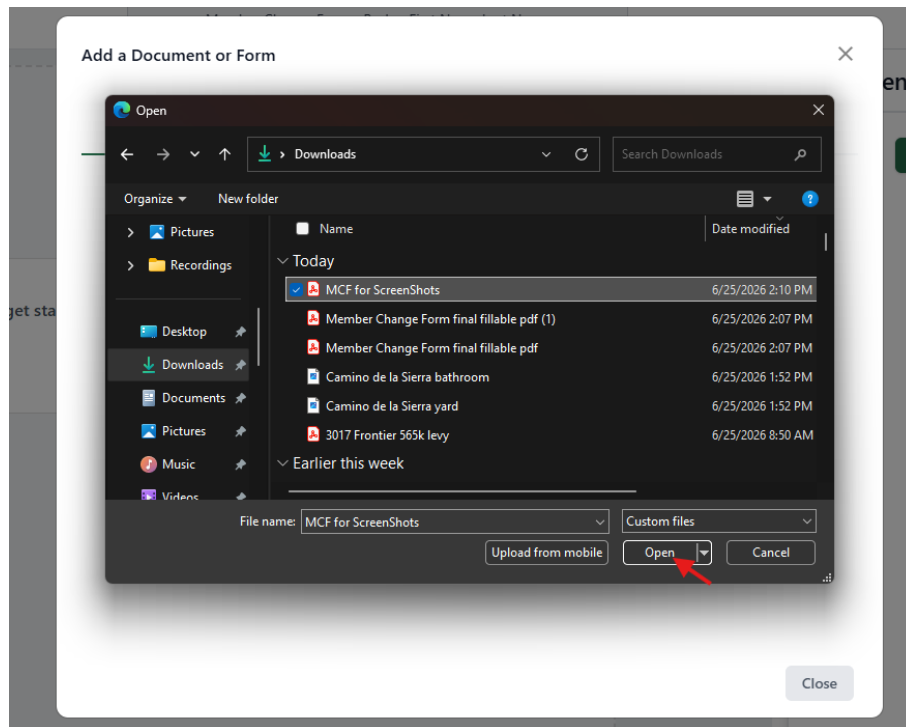
Click on 'Add a Document or Form'



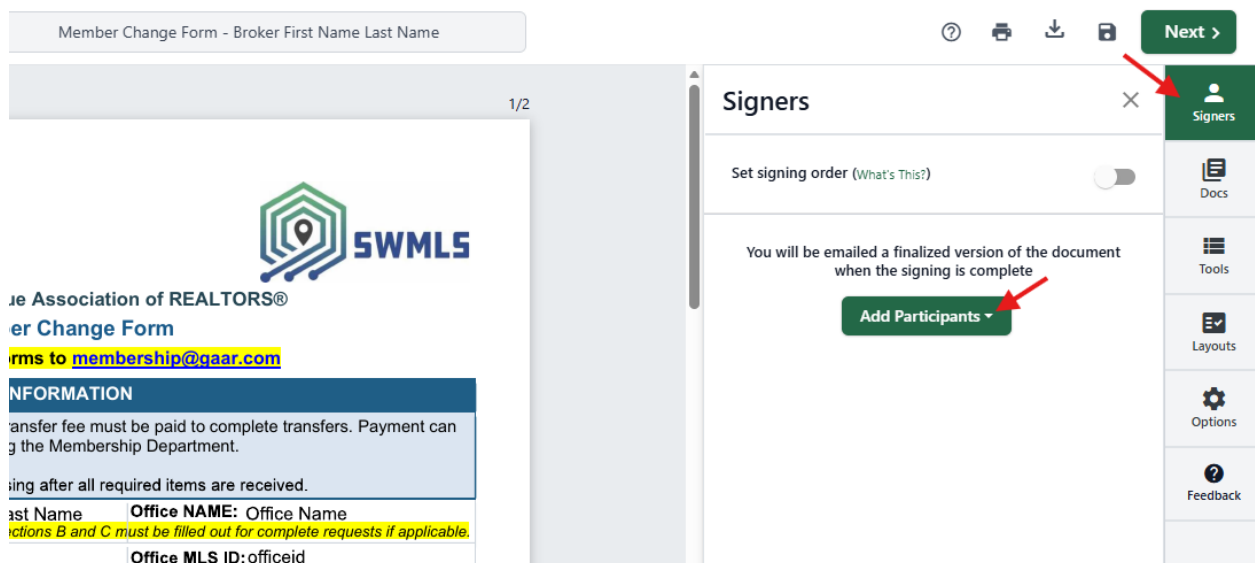
Click to upload your document



Select the Document from your files and click 'Open'



From the 'Signers' tab, select "Add Participants"



From the 'Tools' tab, select and place the signing actions such as 'Initials' or 'Sign Here' in the appropriate fields

Member Change Form - Broker First Name Last Name

100%

• A \$48 NMAR Transfer fee and \$25 SWMLS Transfer fee must be paid to complete transfers. Payment can be made through the [Member Portal](#) or by calling the Membership Department.
• Reinstatement fees may apply.
• Please allow up to 2 business days for processing after all required items are received.

Broker/Team NAME First Name Last Name Office NAME: Office Name
Note: Sections B and C must be filled out for complete requests if applicable.

Broker/Team MLS LOGIN ID abq-mlsid Office MLS ID: officeid

SECTION A2 - REQUIRED DETAILS AND AUTHORIZATIONS

Members may update their personal information in the Member Portal (email, phone, website, and physical address).

☐ Name Change
Current name:
New legal name:
Name change must match [NMREC](#) license.

☒ Office Transfer
Receiving office: New Office Name Here
Receiving office address: New Office Address Here
**Transfer is not complete until license transfer, fees, and processing are complete. IDX feeds must be updated immediately. (see Section A3 for IDX)*

☐ Delete Member
• The Designated Broker must return the license to NMREC within 48 hours.
• Any Lockboxes and Key services must be returned and cancelled at time of inactivation.

☐ Office Info Update
Office information to be updated:
Office information must match [NMREC](#)

Additional Comments

SECTION A3 - PLEASE INITIAL FOR IDX ACKNOWLEDGEMENT

IDX Transfer / Termination; PLEASE INITIAL

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

Signing Tools

JT Jessica Tafoya

Signer Actions (What's This?)

Sign Here Initials

Text Line ☒ Checkbox

Initial Pages ☒ Initial Choice

Radio Choice ☒ Dropdown

Attachments

Signer Fields (What's This?)

Full Name Email Address

Auto Date Auto Time

Markup (What's This?)

Text Box Highlight

A. SuperUser access will be **removed** automatically when the transfer is complete.
B. Submit a new SuperUser Request Form for any access that should continue.
C. SuperUser Request Form will be needed for all new SuperUser Requests

SECTION C - LISTING TRANSFER DETAIL

Action	MLS #	Listing Address
☒ Transfer with Broker ☐ Retain with Brokerage	12345678	123 Main Street, Albuquerque, NM 87111
☐ Transfer with Broker ☒ Retain with Brokerage	23456789	1234 Side Street, Albuquerque, NM 87111
☐ 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 transferred listing is co-listed or co-sold with a member at a different office, both Designated Brokers acknowledge shared responsibility for that listing.

REQUIRED Brokerage DB Signature	Date	Receiving Brokerage DB Signature	Date
JT-Sign Here	MM/dd/yy		
Releasing Co-Brokerage DB Signature	Date	Receiving Co-Brokerage DB Signature	Date

GAAR.COM 1635 University Blvd NE - Albuquerque, NM 87102 (505) 842-1433

Signing Tools

JT Jessica Tafoya

Signer Actions (What's This?)

Sign Here Initials

Text Line ☒ Checkbox

Initial Pages ☒ Initial Choice

Radio Choice ☒ Dropdown

Attachments

Signer Fields (What's This?)

Full Name Email Address

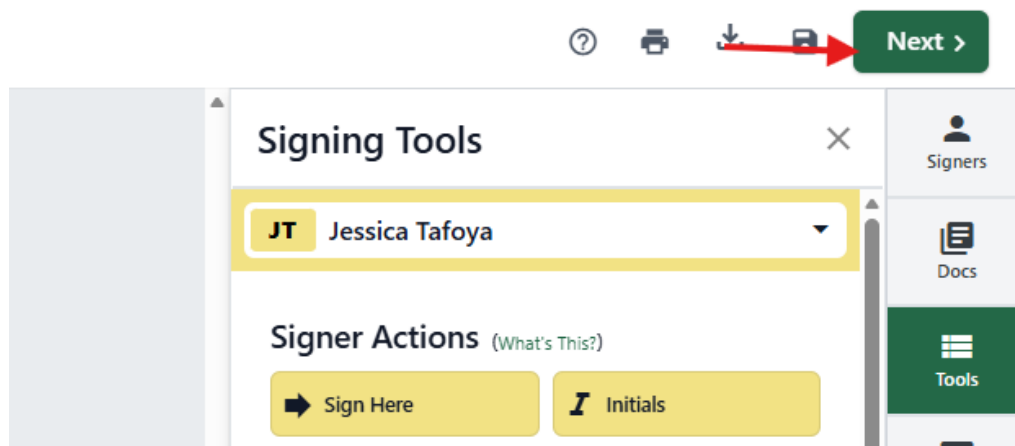
Auto Date Auto Time

Markup (What's This?)

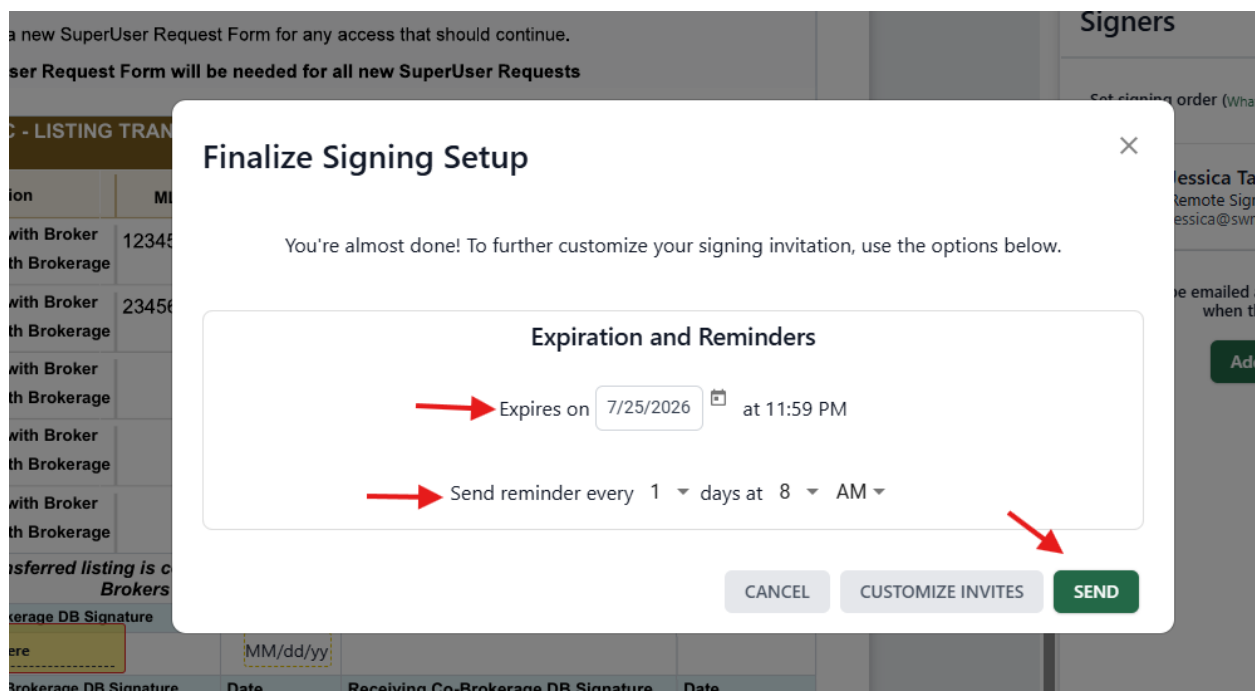
Text Box Highlight

- If you are transferring brokerages, your previous Designated Broker and New Designated Broker will need to sign. The Designated Broker is the Broker in charge of the office and may not be the same as your Supervising Qualifying Broker.
- If you are transferring a listing that is co-listed, the Designated Broker for that co-listing broker will also need to sign this form.

Once all required signatures are placed, click 'Next'



Select the expiration date and the frequency of reminders for your signing then click 'Send'



Email the form to membership@gaar.com once all required signatures are obtained.