

Member Change Form

Effective January 1, 2024



Office Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Qualifying Broker/DR (please print): _____

Member Changes:

Member Name (please print): _____ Effective Date: _____

Member Name (please print): _____ Effective Date: _____

- Email Address Cell Phone Home Phone 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@swmls.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.
- If this member has any Active or Pending listings, please contact support@swmls.com to move them to an Active member. If this is not done, compliance warnings will continue to go to the listing member and may be missed.

Add this member to my office

- There is an **MLS transfer fee of \$25.00 (payable to SWMLS) and an NMAR transfer fee of \$48.00 (payable to GAAR) each time an agent transfers from one office to another office. Please submit payments with transfer request.**
- If above member is transferring from another office, and has an active IDX website, member must request their vendor to submit a new IDX agreement. Previous IDX agreement will be void.
- Please have your former Designated QB email support@swmls.com to release your listings.

Office Changes:

- Office Address Office Phone Office Fax Qualifying Broker Office Name Change

Current: _____

Change to: _____

Additional Comments: _____

Signature of Designated Qualifying Broker (DR) (*wet or e-sign only*) Date

Please allow 2 business days for requested changes to transfer in the GAAR and SWMLS membership.

Greater Albuquerque Association of REALTORS®
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Rev. 1/2024