



**Greater Albuquerque Association of REALTORS®
Member Change Form**

Email completed forms to membership@gaar.com

SECTION A1 - MEMBER / MEMBERSHIP INFORMATION

- 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		Office NAME:
	<i>Note: Sections B and C must be filled out for complete requests if applicable.</i>	
Broker/Team MLS LOGIN ID	abq.	Office MLS ID:

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: <i>Name change must match NMREC license.</i>
Office Transfer	Receiving office: Receiving office address: <i>*Transfer is not complete until license transfer, fees, and processing are complete. IDX feeds must be updated immediately. (see Section A3 for IDX)</i>
Delete Member	<ul style="list-style-type: none"> • 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: <i>Office information must match NMREC</i>
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 have the IDX vendor submit a new IDX agreement so the previous agreement can be voided.



SECTION B- PLEASE COMPLETE FOR ANY SUPERUSER, and/or TEAM CHANGES

- Complete this section only when MLS action is needed after Membership review.
- This section is for listing transfer, SuperUser changes, and related MLS follow-up.
- Please allow up to 2 business days for processing after membership processing.

Team Transfer Details

Team Lead remains the same

New Team Lead

New Team Lead MLS Login ID: abq.

SuperUser Access

- 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		
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.

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