

Member Change Form

Effective January 1, 2020



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@qaar.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.

Add this member to my office

- There is an **MLS transfer fee of \$25.00 (payable to SWMLS) and an NMAR transfer fee of \$25.00 (payable to GAAR) each time an agent transfers from one office to another office. Please submit payments with transfer request.**
- 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.
- If above member is transferring from another office, and has an active IDX website, member must submit a new IDX agreement to idx@qaar.com. Previous IDX agreement will be void.

Office Changes:

- Office Address Office Phone Office Fax Qualifying Broker

Current: _____

Change to: _____

Additional Comments: _____

Signature of Designated Qualifying Broker (DR)

Date

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