



PURPOSE OF THE MEMBER CHANGE FORM

The Member Change Form is used when a member, broker, team, office, or listing needs to be updated with GAAR or SWMLS.

This form helps make sure the right information is provided so the request can be processed correctly and without delays.

Only complete the sections that apply to your request.

Important Notice for Office Transfers

For a Member or Team transfer, this form must be completed and signed by both Designated Brokers before the transfer can be processed.

After submitting the form, the transferring member must call **505-843-1433** to pay the transfer fees:

- \$25 MLS Transfer Fee
- \$48 NMAR Transfer Fee

The transfer is not complete until:

- The Real Estate Commission has transferred the member’s license
- All applicable transfer fees have been paid
- GAAR and SWMLS have processed the Member Change Form

For more information, visit:

<https://www.gaar.com/blog/article/understanding-brokerage-transfer-process>

HOW TO COMPLETE THE MEMBER CHANGE FORM

SECTION A1 – REQUIRED MEMBER/SUBSCRIBER INFORMATION

SECTION A1 - MEMBER / MEMBERSHIP INFORMATION	
<ul style="list-style-type: none"> • 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	Office MLS ID:

- **Broker/Team Name**
 - Enter the name of the broker or team this change applies to.
 - If this is for an individual broker, enter the broker's name as it appears in Flexmls or on their NMREC license.
 - If this is for a team, enter the team name as it appears in Flexmls.
- **Broker/Team MLS Login ID**
 - Enter the broker or team's MLS Login ID.
 - This usually begins with **abq**.
 - If you do not know the MLS Login ID, you can find it in Flexmls by searching for the member under the roster/member search area.
- **Office Name**
 - Enter the current office name connected to the broker or team.
 - This should match the office name listed in Flexmls and with the New Mexico Real Estate Commission.
- **Office MLS ID**
 - Enter the office's MLS ID.
 - If you do not know the Office MLS ID, you can find it in Flexmls by looking up the office in the office roster or member search area.

Short ID jeannette	License #
NRDS ID [REDACTED]	Login Name abq.jeannette
Office ID [REDACTED]	Office License #
Originating System Name Southwest MLS (Greater Albuquerque...	

SECTION A2 - REQUIRED DETAILS AND AUTHORIZATIONS

Section A2 tells GAAR and SWMLS what type of change you are requesting.

Check the box next to the change that applies to your request, then complete only that section.

SECTION A2 - REQUIRED DETAILS AND AUTHORIZATIONS	
<i>Members may update their personal information in the Member Portal (email, phone, website, and physical address).</i>	
<input type="checkbox"/> Name Change	Current name: _____ New legal name: _____ <i>Name change must match NMREC license.</i>
<input type="checkbox"/> 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>
<input type="checkbox"/> 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.
<input type="checkbox"/> Office Info Update	Office information to be updated: _____ <i>Office information must match NMREC</i>
Additional Comments	_____

Personal Information Updates

Members may update some personal information directly in the Member Portal, including:

- Email address
- Phone number
- Website
- Physical address

A Member Change Form is not needed for those updates.

- **Name Change**
 - Use this section if your legal name has changed.
 - Complete:
 - Current name
 - New legal name

Your new name must match your NMREC license before it can be updated with GAAR or SWMLS.
- **Office Transfer**
 - Use this section if you are transferring from one office to another.
- **Complete:**
 - Receiving office name
 - Receiving office address
 - Important: Your transfer is not complete until:
 - Your license has been transferred with NMREC, all required fees have been paid, and GAAR and SWMLS have processed the form.
 - If the transferring member has any Active, Pending, or Withdrawn listings, the Releasing Designated Broker must complete the Listing Transfer/Retention section for each listing.
 - If you or your team has an IDX website, make sure to also complete Section A3.
- **Delete Member**
 - Use this section when a member needs to be removed or inactivated.
 - *Important reminders:*
 - *The Designated Broker must return the license to the Real Estate Commission within 48 hours.*
 - *If the member has a lockbox key, deleting the member does not cancel their Supra service.*

- *Any lockboxes and key services must be returned and cancelled at the time of inactivation.*
- *If the member has an active IDX feed, the member must contact idx@swmls.com to terminate their IDX agreement.*
- *Reinstatement fees for GAAR and SWMLS may apply if this member is removed and later re-added to your office.*
- **Office Info Update**
 - Use this section when office information needs to be updated.
 - Write the office information that needs to be changed.
 - Office information must match NMREC before it can be updated with GAAR or SWMLS.
- **Additional Comments**
 - Use this area to add any helpful notes or details about the request.
 - This is a good place to include anything that may help GAAR or SWMLS process the form correctly.

SECTION A3 - IDX ACKNOWLEDGEMENT

- Section A3 is required as an acknowledgement that additional action may be needed if you or your team has an active IDX agreement in place.
- By initialing this section, you are acknowledging that you are responsible for contacting idx@swmls.com to either:
 - Terminate the current IDX agreement, or have your IDX vendor submit a new IDX agreement.
- This helps make sure the previous IDX agreement is properly updated or voided when there is a member, team, or office change.

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 - TEAM TRANSFER DETAILS

Complete this section when a team is transferring from one brokerage to another, or when a team change requires MLS action.

Before a team can be transferred to a new brokerage, the **Team Lead must either transfer with the team or a new Team Lead must be named.**

*** SEPARATE FORMS MUST BE SUBMITTED FOR THE TEAM LEAD, THE TEAM, AND EACH TEAM MEMBER.**

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.

- **Team Lead Remains the Same**
 - Check this option if the current Team Lead is transferring with the team to the new brokerage.
- **New Team Lead**
 - Check this option if the current Team Lead is not transferring with the team.
 - If a new Team Lead is being named, enter the new Team Lead's MLS Login ID.

Section B - SuperUser Access

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 access others may continue holding:**
Broker/Subscriber Names:

Complete this section if the member or team has SuperUser access that needs to be reviewed as part of the change.

When a member transfers offices, their current SuperUser access will be removed automatically once the transfer is complete.

If SuperUser Access Should Continue

If the member should continue to have SuperUser access after the transfer, [a new SuperUser Request Form must be submitted.](#)

This is required because SuperUser access is tied to the member's office, team, and broker authorization.

SuperUser Access Others May Continue Holding

Use this area to list any brokers or subscribers who may continue to hold SuperUser access.

Include the broker or subscriber names so GAAR and SWMLS can review the access correctly.

Important Reminder

A Member Change Form does not replace the SuperUser Request Form.

Any SuperUser access that should continue after the transfer must be requested again and approved through the proper SuperUser process.

SECTION C - LISTING TRANSFER DETAIL

Complete Section C if the transferring broker or team has any listings that need to be addressed.

Every listing held under the broker or team must be listed in this section.

For each listing, include:

- MLS number
- Listing address
- Whether the listing will **Transfer with Broker**
- Or whether the listing will **Retain with Brokerage**

SECTION C - LISTING TRANSFER DETAIL			
Action	MLS #	Listing Address	
<input type="radio"/> Transfer with Broker			
<input type="radio"/> Retain with Brokerage			
<input type="radio"/> Transfer with Broker			
<input type="radio"/> Retain with Brokerage			
<input type="radio"/> Transfer with Broker			
<input type="radio"/> Retain with Brokerage			
<input type="radio"/> Transfer with Broker			
<input type="radio"/> Retain with Brokerage			
<input type="radio"/> Transfer with Broker			
<input type="radio"/> Retain with Brokerage			
<i>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.</i>			
Releasing Brokerage DB Signature	Date	Receiving Brokerage DB Signature	Date
Releasing Co-Brokerage DB Signature	Date	Receiving Co-Brokerage DB Signature	Date

- **Transfer with Broker**
 - Select this option if the listing is moving with the broker or team to the new brokerage.

- **Retain with Brokerage**
 - Select this option if the listing will stay with the current brokerage.
- **Required Signatures**
 - Both the **Releasing Designated Broker** and the **Receiving Designated Broker** must sign this section before the listing transfer can be completed.
- **Co-Listed Properties**
 - If a listing is co-listed with another brokerage, the co-listing Designated Broker must also sign to release and/or receive the listing.
 - This ensures all brokerages involved acknowledge and approve the listing transfer or retention.