

CANCELLATION OF IRES SERVICES

Thank you for promptly reporting changes to IRES, LLC.

Effective date: ___/___/___ **Name:** _____
Submitted By: _____ **Office:** _____
Team Name: (if applicable) _____

This shall notify IRES that I would like to cancel my MLS participation for the following reason: (Check one)

- ___ a. My license has been returned to the Real Estate Commission. I have notified my Board or Association: Yes No
- ___ b. I am the Employing Broker or an Appraiser and no longer wish to receive MLS services from IRES.
- ___ c. My license is no longer affiliated with the above office.
- ___ d. I am a staff person no longer affiliated with the above office.
- ___ e. I am a Contracts/Forms ONLY customer and no longer wish to receive Contract Services from IRES. *****This option is not applicable to full IRES subscribers.**

If none of the above apply, a MLS Waiver form is required, signed by you and your Employing Broker. Contact us or visit www.ires-net.com for a copy of the waiver form.

I do / do not have a Sentrilock Smart Card. *Important note: Smart Cards are owned by Sentrilock and **must** be returned to your Board/Association or to IRES immediately. Smart Cards that are not returned may be subject to a \$25.00 unreturned card fee.*

Please email my final statement to: _____

Note: IRES fees are billed quarterly and prorated monthly. Cancellation notices received at the IRES office prior to the 1st of the month may entitle the user to a credit for the remaining month(s) within the quarter. A \$25 IRES administrative fee for refunds will be deducted from any refund owed a subscriber.

For Internal Office Use Only

Listings: Active or Pending Listings? Y N If Agent, transfer to Broker If Employing Broker, withdrawn

Account Balance: \$ _____ Auto Pay Y N Final statement emailed on ___/___/___
(Initial below)

Status Changes: Boreas ___/___/___ (Date) _____
Sentrilock Service: Returned? Y _____
If not returned, email sent? Y _____
ColoProperty or IDX: Notified IRES IDX Admin? Y _____