



### TRANSFER / CHANGE NOTICE

Please report all changes to IRES, LLC promptly.

Effective: \_\_\_ / \_\_\_ / \_\_\_ Agent's Name: \_\_\_\_\_

**I WISH TO NOTIFY IRES, LLC OF THE FOLLOWING CHANGE:** (No charge)

- \_\_\_\_\_ Change my NAME from \_\_\_\_\_ to \_\_\_\_\_
- \_\_\_\_\_ CONTACT PHONE NUMBER add/change \_\_\_\_\_  
(Will appear on your listings, IRES Roster, and ColoProperty.com)
- \_\_\_\_\_ REINSTATE MLS subscription (IRES services have been cancelled less than 6 months)  
(A statement of IRES fees for the current quarter will be due upon receipt.)
- \_\_\_\_\_ E-MAIL ADDRESS from \_\_\_\_\_ to \_\_\_\_\_
- \_\_\_\_\_ FAX NUMBER from \_\_\_\_\_ to \_\_\_\_\_

**IF TRANSFERRING OFFICES: (\$20 Charge)**

Transfer from \_\_\_\_\_ to \_\_\_\_\_  
(office) (office)

**Address of office you are transferring TO:**

Street: \_\_\_\_\_ City/ZIP \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Transfer listings below to my new office.**

(Former Employing Broker's Signature is required)

(MLS#)	(Address)	(MLS#)	(Address)
_____	_____	_____	_____
_____	_____	_____	_____

**Leave these listings at former office and transfer into Employing Broker's name:**

(MLS#)	(Address)	(MLS#)	(Address)
_____	_____	_____	_____
_____	_____	_____	_____

**OFFICE CONTACT CHANGES (from Staff or Managing Broker ONLY):** (No charge)

ADDRESS from \_\_\_\_\_ to \_\_\_\_\_

PHONE NUMBER from \_\_\_\_\_ to \_\_\_\_\_

FAX NUMBER from \_\_\_\_\_ to \_\_\_\_\_

MANAGING BROKER from \_\_\_\_\_ to \_\_\_\_\_

Authorized signature: \_\_\_\_\_

<b>\$20.00 OFFICE Transfer Fee</b> <b>\$20.00 TEAM Transfer Fee</b> <input type="radio"/> Attached/Enclosed <input type="radio"/> Bill Me
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**IF ADDING/TRANSFERRING OR REMOVING TEAM INFORMATION: (\$20 Charge)**

ADD/TRANSFER to TEAM (name): \_\_\_\_\_

REMOVE from TEAM (name): \_\_\_\_\_

**CHOOSE ONE:**

I am currently a member of the following REALTOR® Board/Association: \_\_\_\_\_

I am currently NOT a member of a REALTOR® Board/Association

Account Balance: \$ \_\_\_\_\_ FOR INTERNAL OFFICE USE ONLY:  
Statement emailed on \_\_\_ / \_\_\_ / \_\_\_\_\_

Status Changes: Boreas \_\_\_ / \_\_\_ / \_\_\_ (Date) \_\_\_\_\_ (Initials)  
ColoProperty or IDX? Y N \_\_\_\_\_ (Initials)