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**IRES** *MLS*  
**ColoProperty.com**<sup>®</sup>

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## TRANSFER/ CHANGE NOTICE

Effective Date: \_\_\_\_\_

Subscriber's Name: \_\_\_\_\_

**I WOULD LIKE TO REINSTATE MY MLS SUBSCRIPTION** \*Services must have been cancelled within 6 months\*

### COMPLETE SUBSCRIBER/TEAM OFFICE TRANSFER DETAILS BELOW: (\$20/person or team)

#### OFFICE LEAVING:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

OFFICE NAME

ADDRESS

CITY/ZIP CODE

TELEPHONE

FAX NUMBER

STATUS CHANGE

(ex. agent to managing broker or managing broker to agent)

#### OFFICE TRANSFERRING TO:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### Listings that are staying at your former office

MLS# \_\_\_\_\_ ADDRESS \_\_\_\_\_

MLS# \_\_\_\_\_ ADDRESS \_\_\_\_\_

#### Listings you're bringing with you (signature needed below)

MLS# \_\_\_\_\_ ADDRESS \_\_\_\_\_

MLS# \_\_\_\_\_ ADDRESS \_\_\_\_\_

\_\_\_\_\_  
\*FORMER MANAGING BROKERS SIGNATURE (Only needed if bringing listings to new office)

Please select if you are leaving or a joining a team:  JOINING  LEAVING

TEAM NAME: \_\_\_\_\_

Are you a member of a Board or Association of REALTORS®?  YES  NO

Name of Board/Assn of REALTORS®: \_\_\_\_\_ NRDS #: \_\_\_\_\_

UPDATE CONTACT INFORMATION FOR  OFFICE or  INDIVIDUAL

#### OLD INFO

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NAME or OFFICE

CONTACT NUMBER

EMAIL

FAX NUMBER

WEBSITE

ADDRESS

#### NEW INFO

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_