



# Member Change/Transfer Form

(Change form can be faxed to 310-326-3650)

Member Number: \_\_\_\_\_ Member Name: \_\_\_\_\_

## Member Office Transfer

### Previous Office Information:

Office Name: \_\_\_\_\_ Broker Name: \_\_\_\_\_

### New Office Information:

Office Name: \_\_\_\_\_ Broker Name: \_\_\_\_\_

Office Address: \_\_\_\_\_

Broker Signature: \_\_\_\_\_

**\*\*\*A separate Listing Transfer form is required if new office needs to be reflected on any active listings.**

## Member Personal Information Changes

**(Only complete items below that need to be CHANGED)**

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Direct Phone: \_\_\_\_\_ Personal Fax: \_\_\_\_\_

Email/Website: \_\_\_\_\_

Other: \_\_\_\_\_

**\*\*\* Name changes MUST be reflected on the BRE.**

## Office Information Changes

Current Office Name: \_\_\_\_\_ Current Office # \_\_\_\_\_

**(Only complete items below that need to be CHANGED)**

Office Name: \_\_\_\_\_

Office Address: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Office Fax: \_\_\_\_\_

Broker Signature: \_\_\_\_\_

Member Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**Please note: Changes cannot be made unless they are reflected on the BRE. It is the member's responsibility to review all information on the MLS/Listings within 48 hours of submitting the change/transfer form. Please notify the membership department if any additional changes need to be made.**