



www.wmlar.com

Today's Date _____
Effective date of change _____

12916 168th Avenue Grand Haven, MI 49417 (616) 846-6240 Fax (616) 846-5155

MEMBER TRANSFER/TERMINATION FORM

For use by Designated REALTORS® to report roster changes

The purpose of this form is to request a change in the records of the West Michigan Lakeshore Association of REALTORS® (membership/MLS). It is not intended to be used in conjunction with the Department of Consumer and Industry Services (licensure). Changes will not be made if form is submitted incomplete. If the form as submitted is incomplete, it will be returned for completion to the person/firm that submitted it.

***All transfer/terminations must be reported by the 25th of ANY month to ensure proper billing of MLS services.**

NAME: _____ SS# _____

ADDRESS: _____ CITY: _____, MI ZIP _____

HOME PHONE:(____) _____ CELL PHONE:(____) _____

E-MAIL ADDRESS: _____ WEB ADDRESS: _____

■ PLEASE COMPLETE ONLY **ONE** OF THE FOLLOWING SECTIONS ■

SECTION ONE: TRANSFER IN WMLAR RECORDS

By completing this section, you are reporting that the above-named individual is no longer licensed with the broker and/or affiliated as an employee or independent contractor and is now licensed or affiliated with another firm on record with WMLAR.

FROM:

FORMER FIRM NAME/BRANCH _____

NAME OF FORMER DESIGNATED REALTOR® _____

SIGNATURE OF FORMER DESIGNATED REALTOR® _____

TO:

NEW FIRM NAME/BRANCH _____

NAME OF NEW DESIGNATED REALTOR® _____

SIGNATURE OF NEW DESIGNATED REALTOR® _____

ARE YOU CURRENTLY RECEIVING A COMP BOOK OR REGULAR BOOK? Y or N

DID YOU WANT TO CONTINUE THIS SERVICE AT YOUR NEW OFFICE? Y or N

*****A \$20.00 Record Change Fee will be billed to the New DR's monthly WMLAR statement*****

SECTION TWO: TERMINATION IN WMLAR RECORDS

By completing this section, you are reporting that the above-named individual is no longer licensed with the broker and/or affiliated as an employee or independent contractor, and is not currently transferring to another firm on record with WMLAR, and should be inactivated in WMLAR-Rapattoni MLS.

*Please check **at least one** to describe the above-named individual's **LICENSE STATUS**, which may be confirmed with the Department of Consumer and Industry Services:

Inactive/Sent back to Dept. of Consumer & Industry Services Inactive/Other: _____

Active/Transferred to broker who is not on record w/WMLAR Active/Other: _____

Active/Licensed as an Appraiser, but no longer affiliated as an employee or independent contractor

FIRM NAME/BRANCH _____

NAME OF DESIGNATED REALTOR® _____

SIGNATURE OF DESIGNATED REALTOR® _____

*****The DR may still be responsible for outstanding membership dues amounts for non-members, regardless of termination*****