



OFFICE TRANSFER FORM

This form is to be used if you are an active REALTOR® or MLS member and are transferring from one office to another active office. If you have been inactive for longer than a year please contact the Association office and speak to membership. It can take up to 24 hours for your office transfer to be completed. Email to HDAOR Staff: Veronica@hdaor.com , Valerie@hdaor.com or Rosemary@hdaor.com

If you are transferring during a billing cycle, you will have to submit dues payment in order to transfer. If you are unsure, please contact the Association office and speak with membership.

Date: _____ Agent MLS ID: _____

Agent Name: _____

Updated e-mail: _____

Present Office: _____ MLS ID _____

New Office: _____ **MLS ID** _____

New Office Address: _____

New Broker Name: _____

New Broker Signature: _____

*Please Note: DRE must show new broker or change will not be made and you will be inactivated. In order to transfer listings the previous broker must e-mail the association with listing number and address. **NO EXCEPTIONS.***

Transfer fee: \$25.00 Payable by credit card, check or cash \$ _____

*Attached is check# _____ in the amount of \$ _____

MasterCard Visa American Express Discover

Card#: _____ Exp: ____/____/____ *Amount \$25.00

* _____ Date: ____/____/____

Applicant's Signature