



MCRTC Agent Change/Transfer Request Form

Send completed form to membership@martincountyrealtors.org or fax (772) 288-0215

Please select the type of change(s) being requested:		
<input type="checkbox"/> Personal Information Update	<input type="checkbox"/> Office Location Change	<input type="checkbox"/> Company Change
<input type="checkbox"/> Reactivate Membership	<input type="checkbox"/> Deactivate Membership	<input type="checkbox"/> Terminate Employee
I am a member of the (check all that apply): <input type="checkbox"/> Association <input type="checkbox"/> MLS		

PERSONAL INFORMATION		
Name:	NRDS#:	
New Name on License (Please attach official documentation of change):		
RE License #: <input type="checkbox"/> SL <input type="checkbox"/> BK _____	Appraiser License #:	
Home/Mailing Address:		
City:	State:	ZIP Code:
Email Address:		
Website URL:		
Home Phone:	Mobile Phone:	Fax:

NEW OFFICE/COMPANY INFORMATION		
Broker/Designated REALTOR® signature is required for these changes		
Office Transferring From:	Office NRDS ID#:	
Office Transferring To:	Office NRDS ID#:	
Name of Broker/Designated REALTOR®:	Office License #:	
Office Address:		
City:	State:	ZIP Code:
Phone:	E-mail:	Fax:

IMPORTANT:
<p style="color: red; font-size: small;">For contact information changes in the MLS, in addition to submitting this form to MCRTC, you must also log into the MLS system and update your email signature (Go to Tools > Settings > My Contact Information), as well as in ShowingDesk if you use their system.</p> <p style="color: red; font-size: small;">If you moved companies and have listings to transfer, please fill out the second page of this form.</p>

SIGNATURE	
I hereby declare that the information on this form is true and accurate. I understand that it will take up to 1 business day for my information to be updated in the Board, MLS, and Supra databases (where applicable) once it has been received by MCRTC.	
Signature of Agent:	Date:
Signature of Broker:	Date:

MCRTC USE ONLY		
RAMCO:	SUPRA:	WW:

