

Realtor[®]/Licensee Status Change Form

Use this form for reporting a salesperson's *transfer*, to or from your office,
or for reporting the *termination* of a salesperson.

Do not use this form for a new licensee.

All information must be filled in to ensure the transfer/termination of a
salesperson can be completed successfully. Thank You.

DATE: _____

TO: GSAR/CNYIS / FAX: 315.457.5884

FROM: _____
(DESIGNATED REALTOR[®] MEMBER)

BRANCH: _____

SALESPERSON: _____

CHECK ONE

_____ License returned to Salesperson

_____ Refund, if Applicable, CNYIS Dues as per MLS Rules and Regulations

_____ License transferred TO my office FROM _____

_____ License transferred FROM my office TO _____

_____ License reinstated with my firm _____

_____ Other (*Please Explain*) _____

_____ **Check HERE if agent would like their eKey Service Terminated**

(If key is terminated and Agent does want a new key a \$54.00 Activation fee will be charged)

UPDATED CONTACT INFORMATION FOR SALESPERSON
(*For transferring or reinstating agents*)

☐ **Check box if this section is not applicable**

New Email Address _____

New Voice Mail Phone _____

New Fax Phone _____

New Direct Phone _____