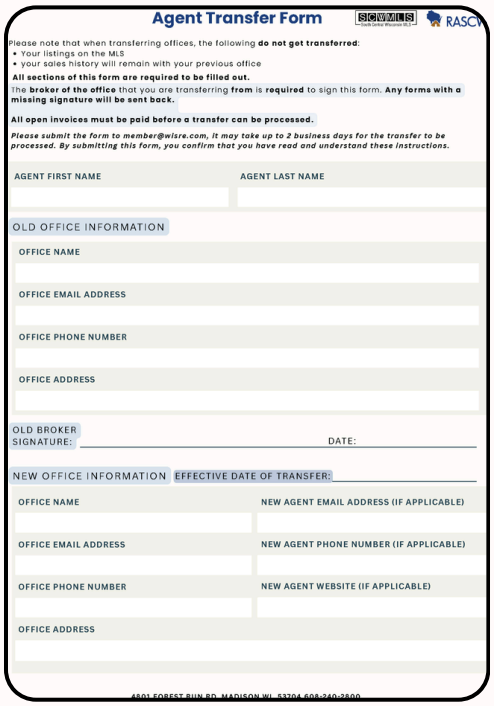
NEW CHANGE FORMS

Need help choosing the right form? Check out our quick guide below

Agent Transfer

What is it for?

- Transfer your license to a new frim or brokerage.
- Note: All dues must be paid to process transfer.



Agent Transfer Form

Please note that when transferring offices, the following **do not get transferred**:
- Your listings on the MLS
- your sales history will remain with your previous office

All sections of this form are required to be filled out.
The **broker of the office** that you are transferring **from** is **required** to sign this form. **Any forms with a missing signature will be sent back.**

All open invoices must be paid before a transfer can be processed.

Please submit the form to member@wisre.com, it may take up to 2 business days for the transfer to be processed. By submitting this form, you confirm that you have read and understand these instructions.

AGENT FIRST NAME | AGENT LAST NAME

OLD OFFICE INFORMATION

OFFICE NAME

OFFICE EMAIL ADDRESS

OFFICE PHONE NUMBER

OFFICE ADDRESS

OLD BROKER SIGNATURE: _____ DATE: _____

NEW OFFICE INFORMATION EFFECTIVE DATE OF TRANSFER: _____

OFFICE NAME | NEW AGENT EMAIL ADDRESS (IF APPLICABLE)

OFFICE EMAIL ADDRESS | NEW AGENT PHONE NUMBER (IF APPLICABLE)

OFFICE PHONE NUMBER | NEW AGENT WEBSITE (IF APPLICABLE)

OFFICE ADDRESS

4801 FOREST RUN RD, MADISON WI, 53704 608-240-2800

Change Of Info

What is it for?

- Update personal contact info: name, email or phone number.
- Modify individual MLS access or agent profile information.



Agent Change of Info Form

This form is for making changes to an agent's **personal** information. This form is required for all agent information updates.

THIS FORM IS NOT FOR TRANSFERING AN AGENT TO A DIFFERENT BROKERAGE. PLEASE USE THE AGENT TRANSFER FORM FOR THAT.
This form is **not** for changing an office's information. Please complete the **Office Change of Information Form** for that (BROKER ONLY).

If you desire a higher access level in Paragon, then please have your broker complete the bottom section of the form.

Please submit the form to member@wisre.com, it may take up to 2 business days for the transfer to be processed. By submitting this form, you confirm that you have read and understand these instructions.

AGENT FIRST NAME | AGENT LAST NAME

NEW INFORMATION *Please only input information that you want changed

NAME | WEBSITE

EMAIL ADDRESS | PREFERRED PHONE NUMBER

HOME ADDRESS | OTHER PHONE NUMBER

OTHER ADDRESS

OTHER

MLS ACCESS LEVEL CHANGE (CHECK THE BOX)

☐ Full Listing access (can edit and post their own listings)

☐ Office staff access (can edit and post listings belonging to other agents within their firm)

BROKER SIGNATURE: _____ DATE: _____

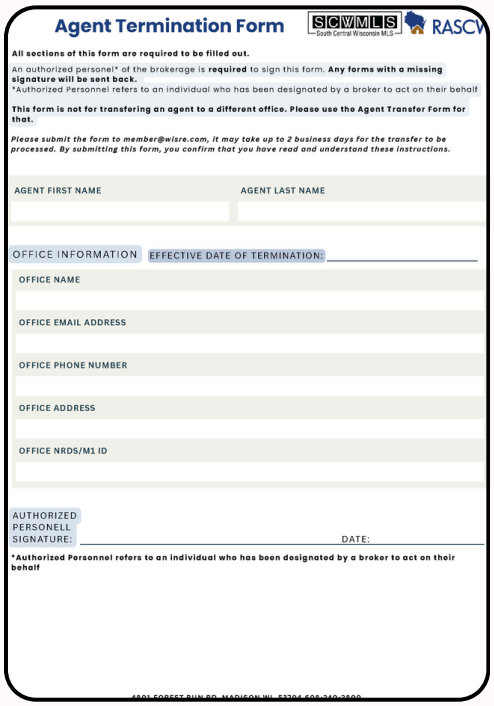
*Only required if MLS access level change is requested

AGENT SIGNATURE: _____ DATE: _____

Agent Termination

What is it for?

- Submit an agent's departure from a frim or brokerage.
- Requires authorized personnel/broker approval.



Agent Termination Form

All sections of this form are required to be filled out.

An authorized personel* of the brokerage is **required** to sign this form. **Any forms with a missing signature will be sent back.**
*Authorized Personnel refers to an individual who has been designated by a broker to act on their behalf

This form is not for transfering an agent to a different office. Please use the Agent Transfer Form for that.

Please submit the form to member@wisre.com, it may take up to 2 business days for the transfer to be processed. By submitting this form, you confirm that you have read and understand these instructions.

AGENT FIRST NAME | AGENT LAST NAME

OFFICE INFORMATION EFFECTIVE DATE OF TERMINATION: _____

OFFICE NAME

OFFICE EMAIL ADDRESS

OFFICE PHONE NUMBER

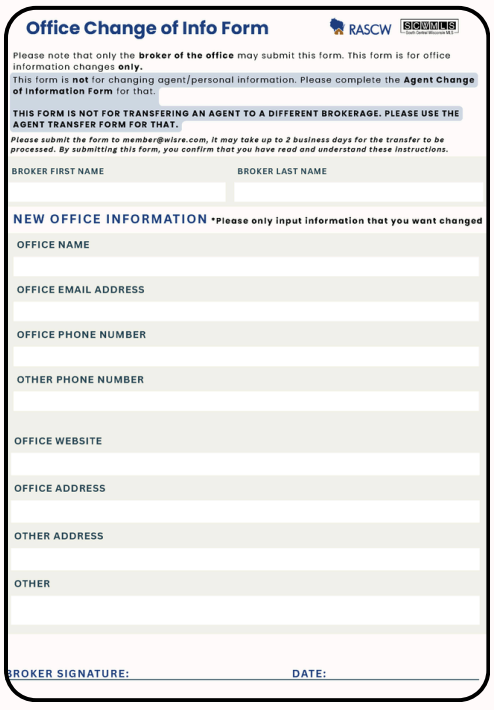
OFFICE ADDRESS

OFFICE NRDS/M1 ID

AUTHORIZED PERSONELL SIGNATURE: _____ DATE: _____

*Authorized Personnel refers to an individual who has been designated by a broker to act on their behalf

4801 FOREST RUN RD, MADISON WI, 53704 608-240-2800



Office Change of Info Form

Please note that only the **broker of the office** may submit this form. This form is for office information changes **only.**
This form is **not** for changing agent/personal information. Please complete the **Agent Change of Information Form** for that.

THIS FORM IS NOT FOR TRANSFERING AN AGENT TO A DIFFERENT BROKERAGE. PLEASE USE THE AGENT TRANSFER FORM FOR THAT.

Please submit the form to member@wisre.com, it may take up to 2 business days for the transfer to be processed. By submitting this form, you confirm that you have read and understand these instructions.

BROKER FIRST NAME | BROKER LAST NAME

NEW OFFICE INFORMATION *Please only input information that you want changed

OFFICE NAME

OFFICE EMAIL ADDRESS

OFFICE PHONE NUMBER

OTHER PHONE NUMBER

OFFICE WEBSITE

OFFICE ADDRESS

OTHER ADDRESS

OTHER

BROKER SIGNATURE: _____ DATE: _____

Office Change of Info (Broker Only)

What is it for?

- Update office contact information, address, or website details.
- Used only by brokers for office-level changes and updates.

Download the forms here.



Do you have additional questions?
Contact our Membership Team

member@wisre.com
(608) 240-2800