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*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](mailto:Veronica@hdaor.com) , [Kristy@hdaor.com](mailto:Kristy@hdaor.com) , or [Rosemary@hdaor.com](mailto:Rosemary@hdaor.com)*

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## **OFFICE TRANSFER FORM 2023**

*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 \_\_\_\_ HD \_\_\_\_\_

New Office: \_\_\_\_\_ MLS ID \_\_\_\_ HD \_\_\_\_\_

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.***

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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: \_\_\_\_/\_\_\_\_/\_\_\_\_ 2023

Applicant's Signature