



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, Kristy@hdaor.com, or Rosemary@hdaor.com

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.

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