



## **OFFICE TRANSFER FORM 2024**

*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)*

*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 \_\_\_\_\_

**New Office:** \_\_\_\_\_ **MLS ID** \_\_\_\_\_

**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: \_\_\_\_/\_\_\_\_/\_\_\_\_

Applicant's Signature