

Greater Lansing Association of REALTORS®

MEMBER CHANGE FORM

CHECK APPROPRIATE BOX FOR ACTION TAKEN

TRANSFER

1

When an Agent transfers from one Association Company to another, it is the Agent's responsibility to have both the Former Designated REALTOR® and the New Designated REALTOR® sign in the boxes below. This form must be received at the Association Office prior to the 20th of the month in order to assure proper billing arrangements -- Transfer fee is billed. (Note to Designated REALTORS® - Agents should have the new DR sign prior to the former DR. Failure to do so may hold the former DR accountable for charges incurred by Agent. If an Agent is unsure of where they will transfer to, former DR should terminate Agent to avoid being held accountable for any future charges.)

INCLUDED WITH TRANSFER FORM: A copy of the Agent's Pocket card (Front and back) with the new Designated REALTOR® signature on the back, a new Key Lease Agreement, and an MLS Access Request form.

This Agent is transferring in good standing.

DR Initials _____

Currently serves on _____ Committee(s).

DELETE

2

When an agent's license is returned to the Department of Labor & and Economic Growth or joins a non-Association firm, the necessary information below should be completed and forwarded to the Association Office prior to the 20th of the month in order to avoid any MLS charges. NOTE: FAILURE TO RETURN ENTRY CARD/DISPLAY KEY WITHIN FIVE (5) DAYS OF TERMINATION DATE WILL RESULT IN PARTIAL OR FULL FORFEITURE OF THE DEPOSIT. A COPY OF THE ORIGINAL VOIDED WALL LICENSE SHOULD BE ATTACHED TO THIS FORM.

REINSTATE

3

This section is to be used only if the Agent has left the Association within the last six (6) months. The current prorated dues, if applicable, as well as the reinstatement fee(s) or any delinquent amounts left unpaid must accompany this form.

MISC.

4

This section is to be used for any changes other than stated above which an agent or company may need to make, i.e., name, address, phone number, etc. (It may also be used to delete Unlicensed Office Associate).

Call Association Office at (517) 323-4090 to determine appropriate fees, which should accompany this form.

Please deliver or FAX changes to the Association immediately. FAX (517)-323-0586

frontdesk@glaronline.com

AGENT CHANGES - FILL IN INFORMATION NECESSARY FOR ACTION TAKEN

EFFECTIVE DATE	MEMBER NO.	Mr _____ Ms. _____ Mrs. _____	LAST NAME		FIRST NAME	MIDDLE INITIAL
LAST FOUR DIGITS OF AGENT'S SOCIAL SECURITY NUMBER	CURRENT HOME ADDRESS	STREET	CITY	ZIP	CURRENT HOME PHONE	CURRENT OFFICE PHONE
	FORMER HOME ADDRESS	STREET	CITY	ZIP	CURRENT CELL PHONE	FORMER OFFICE PHONE
Current E-MAIL ADDRESS						
CURRENT DESIGNATED REALTOR® SIGNATURE			CURRENT COMPANY		CURRENT OFFICE NO.	
FORMER DESIGNATED REALTOR® SIGNATURE			FORMER COMPANY		FORMER OFFICE NO.	
"AGENT" SIGNATURE			IF YOU ARE DELETING FROM MEMBERSHIP, PLEASE SELECT REASON(S) BELOW: <input type="checkbox"/> NOT A CAREER FOR ME <input type="checkbox"/> OTHER. PLEASE EXPLAIN _____ <input type="checkbox"/> MOVING OUT OF AREA WERE YOU SATISFIED WITH THE MEMBERSERVICES THAT GLAR PROVIDED? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> MONEY IF NOT, PLEASE TELL US WHY _____			