BAREIS MLS®
Agent Change Form

☐ Transfer Agent to my Office ☐ Discontinue Service ☐ Change Contact Information
☐ Change Access Privileges ☐ Return from Leave of Absence ☐ Request Leave of Absence

Agent Name: _____ **Agent ID:** _____

Home Address Change: _____ _____ _____
Address *City* *Zip*

Update E-mail Address: _____

Other Change: _____

Change the method of sending my quarterly statement to:

E-mail address: _____

Mailed paper statement (for $5.00 quarterly charge) to ☐ Home Address ☐ Office Address

Agent Signature _____ Date _____

Agent Transferring Offices

Previous Office Name: _____ Previous Office ID: _____

New Office Name: _____ New Office ID: _____

New Office Address: _____

Please Note: *For listings to be transferred, the BAREIS Listing Transfer Form must be filled out and signed by both the releasing & receiving Brokers, then submitted with this form to BAREIS MLS®.*

Agent Returning-

☐ Returning from Leave of Absence / Cancelation: Effective Date: _____ /_____ / _____ *(Must include payment)*

Agent Cancelling

☐ Request Leave of Absence *(Maximum of one year)* - Effective Date: ____ /_____ / _____

☐ Agent is no longer in my office – Office Name: _____

Office ID: _____ Effective Date: _____ /_____ / _____

☐ Request Cancellation of eKEY Serial # _____ OR ☐ I will return XpressKEY to service center

Change Agent Access Privileges To: ☐ Co. Wide Manager ☐ Branch Manager ☐ Agent Admin. ☐ Agent Only

_____
Broker Name – Please Print

_____ _____
Broker Signature Date