

Bay Area Real Estate Information Services, Inc.

# Agent Change Form

Please fax or email to (707) 577-0140 [membership@norcalmls.com](mailto:membership@norcalmls.com)

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Transfer Agent to my Office | <input type="checkbox"/> Discontinue Service          | <input type="checkbox"/> Change Contact Information |
| <input type="checkbox"/> Change Access Privileges    | <input type="checkbox"/> Return from Leave of Absence | <input type="checkbox"/> 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 / Cancellation: 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 ActiveKEY to service center

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

\_\_\_\_\_  
Broker Name – Please Print

\_\_\_\_\_  
Broker Signature

\_\_\_\_\_  
Date



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