



# Office Information Change Form

(Please only fill in the information that needs to be changed,  
Office changes can only be made by the Designated REALTOR® or Office Manager)

Name: \_\_\_\_\_ MLS ID#: A \_\_\_\_\_

Office Name: \_\_\_\_\_ MLS Office Code: \_\_\_\_\_

**Previous Information** *(For verification please provide previous information)*

Name: \_\_\_\_\_

Office Address: \_\_\_\_\_

Office Phone#: \_\_\_\_\_

Email: \_\_\_\_\_

**New Information**

Name: \_\_\_\_\_

Office Address: \_\_\_\_\_

Office Phone#: \_\_\_\_\_

Email: \_\_\_\_\_

If you have any **ACTIVE LISTINGS**, please provide the **MLS LISTING #'s**:

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR ASSOCIATION OFFICE USE ONLY**

Received by: \_\_\_\_\_

Membership

MLS

Supra

NRDS

Bookkeeper