



Office Transfer

Office Severance

Change of address

NAME: \_\_\_\_\_

DRE#:

ADDRESS: \_\_\_\_\_

NRDS#:

PHONE #: (  )  -

EMAIL: \_\_\_\_\_

### Office Transfer

It is understood that this transfer will be recognized upon payment of the \$25 Transfer fee. If applicable, a new SUPRA Key Agreement must be signed by the Broker and returned to SAMCAR. In order for a SAMCAR member to retain SAMCAR and/or R.E.Infolink membership, the Broker must be a SAMCAR member or a MLSEListings,Inc subscriber.

#### FORMER OFFICE

OFFICE NAME: \_\_\_\_\_

OFFICE ADDRESS: \_\_\_\_\_

BROKER SIGN HERE: **Broker Signature Required**

BROKER CODE: \_\_\_\_\_

#### NEW OFFICE

OFFICE NAME: \_\_\_\_\_

OFFICE ADDRESS: \_\_\_\_\_

BROKER SIGN HERE: **Broker Signature Required**

BROKER CODE: \_\_\_\_\_

### \$25 Transfer Fee Payment

Payable by either check, Visa or Mastercard, please.

CREDIT CARD #:

EXP. DATE:

3 DIGIT SECURITY CODE:   
(ON BACK OF CARD)

ZIP CODE:

CARD HOLDER SIGNATURE: \_\_\_\_\_

### Severance

When a REALTOR® member or a MLSEListings,Inc subscriber is severed from an office, **this form must be submitted to SAMCAR within 10 days of such severance.**

*The licensee named above has been severed from my firm and the license has been removed from my premises for the following reasons:*

Transferring Associations

Leaving Real Estate

Moving Out-of-Area

Unsure/Undecided

BROKER SIGNATURE: **Broker Signature Required**

AGENT'S SUPRA KEY #:

### Office Use Only

Paid Transfer Fee: \_\_\_\_\_  Key notified: \_\_\_\_\_  PRDS notified: \_\_\_\_\_