



**\*\*Change of Office/Broker Form\*\***

You may have recently changed your office or where your license is hanging. To help us maintain correct records, please provide us with the following information. If you are transferring listings, you must submit a FRAR listing transfer form signed by both brokers.

**Please be advised that your new broker MUST be a member of the Central Texas MLS in order for you to remain an active member. If they are not already an established member, please direct them to the Four Rivers AOR website to submit a MLS membership application. If you are the broker, you will need to establish the new office (\$50 fee in lieu of the transfer fee). You have 30 days from the date of change to update your information with our association. \*Please note that you may want to pull your production reports before transferring. You will not have access to any data from your old office once you are transferred to the new.**

Please submit all changes and documents to [memberchange@fourriversrealtors.com](mailto:memberchange@fourriversrealtors.com).

**Please complete in full even if no contact info changes have occurred**

- Name: \_\_\_\_\_
- Old office name: \_\_\_\_\_
- New office name: \_\_\_\_\_
- New broker name: \_\_\_\_\_
- New office address (complete): \_\_\_\_\_
- Office phone number: \_\_\_\_\_
- My cell phone number is: \_\_\_\_\_
- My home phone number is: \_\_\_\_\_
- My preferred phone number is: \_\_\_\_\_
- My email address is: \_\_\_\_\_
- My website address is: \_\_\_\_\_
- My complete home address is: \_\_\_\_\_
- My TREC license number is: \_\_\_\_\_
- Do you have an IDX link on your website?      \_\_\_\_ Yes      \_\_\_\_ No

**I understand there is a \$35.00 fee.** Please contact our offices to submit this transfer fee or complete below.

**Card #:** \_\_\_\_\_ **Exp date:** \_\_\_\_\_ **CCV Code:** \_\_\_\_\_

**Name as it appears on card:** \_\_\_\_\_

**Complete mailing address of card:** \_\_\_\_\_

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

Contact # 830-625-6954 - please call and speak with Lisa about any questions you may have



## **Transfer of Listings in the Central Texas MLS**

I, (former broker-PRINT name) \_\_\_\_\_, release the following listings

in the Central Texas MLS - Listing agent name: \_\_\_\_\_

Former broker Signature: \_\_\_\_\_ Date: \_\_\_\_\_

CTX MLS #: \_\_\_\_\_ Physical Address: \_\_\_\_\_

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CTX MLS #: \_\_\_\_\_ Physical Address: \_\_\_\_\_

I, (new broker-PRINT name) \_\_\_\_\_, accept under my  
brokerage, the above listings.

New Broker Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return this completed document to the FRAoR office: email to

[memberchange@fourriversrealtors.com](mailto:memberchange@fourriversrealtors.com), fax to 888-878-9759 or drop off at 936 Gruene Road,

Thank you.