



[www.wmlar.com](http://www.wmlar.com)

Today's Date \_\_\_\_\_

Effective date of change \_\_\_\_\_

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(616) 846-6240

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## MEMBER TRANSFER FORM

***\*For use by Designated REALTORS® Only\****

The purpose of this form is to request a change in the records of the West Michigan Lakeshore Association of REALTORS® (membership/MLS). It is not intended to be used in conjunction with the Department of Consumer and Industry Services (licensure). Changes will not be made if form is submitted incomplete. If the form as submitted is incomplete, it will be returned for completion to the person/firm that submitted it.

**\*All transfers must be reported by the 25th of ANY month to ensure proper billing of MLS services\***

NAME \_\_\_\_\_ SS# \*\*\*-\*\*-\_\_\_\_\_

HOME ADDRESS \_\_\_\_\_ PO Box \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

HOME PHONE (\_\_\_\_) \_\_\_\_\_ CELL PHONE (\_\_\_\_) \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_ NEW LICENSE # \_\_\_\_\_

### TRANSFER IN WMLAR RECORDS

By completing the following, you are reporting that the above-named individual is no longer licensed with the broker and/or affiliated as an employee or independent contractor.

**FROM:** FIRM NAME/BRANCH \_\_\_\_\_

***Is your Agent transferring Keyboxes to their new company? YES \_\_\_\_ NO \_\_\_\_***

***If yes, list the Keybox numbers: \_\_\_\_\_***

By completing the following, you are reporting the above-named individual is now licensed or affiliated with the following firm on record with WMLAR.

**TO:** FIRM NAME/BRANCH \_\_\_\_\_

NAME OF DESIGNATED REALTOR® \_\_\_\_\_

DESIGNATED REALTOR® SIGNATURE \_\_\_\_\_

*Required*

**\*\*A \$20.00 Record Change Fee must accompany this form from the transferring Agent\*\***