



**2018 Office Transfer Notification**

**(\$50.00 fee)**

Please be advised Member Name: \_\_\_\_\_

R.E. License # \_\_\_\_\_

Has changed his/her office affiliation

From (Old Office): \_\_\_\_\_

To (New Office): \_\_\_\_\_

Effective Date of Transfer: \_\_\_\_\_, 20\_\_\_\_

**Please indicate any contact info changing for the member:**

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

Cell Phone: \_\_\_\_\_ Other Phone, Other than office: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Physical Address: \_\_\_\_\_

SIGNED: \_\_\_\_\_

(New Broker Owner/Manager)

***Please Note:*** It is up to each individual agent to contact the Colorado Real Estate Commission at 303-894-2166 to have his/her license changed. The Summit Association of REALTORS has no authority to do this for the member. Fees that the Real Estate Commission charge are separate from the fees the Summit Association of REALTORS charge to process this transfer. Also, any listings that you are taking with you, must be withdrawn in the MLS System, by you, the day before the transfer effective date. On the effective date, you will need to re-input/copy your listings back into the MLS. SAR Staff is not allowed to transfer member's listings for them, even with the consent of your prior employing broker.

**I WOULD LIKE TO PAY MY OFFICE TRANSFER WITH A CC**

With  Visa  Master Card  Amex:  Discover

Card #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Name On Card: \_\_\_\_\_

Billing Address for Card: \_\_\_\_\_

Submit to: Mikel Traweek, Membership Director,  
Summit Association of REALTORS® [mikel@sarsummit.com](mailto:mikel@sarsummit.com), 970-468-8711.