

CHANGE FORM – MEMBER
 RVAR and/or SOMLS

Today's Date _____ Effective Date _____

Name _____ MLS Agent # _____

(New members: this number will be assigned to you.)

ADD AGENT TO

Office _____ Office Code _____

This licensee: Is newly licensed or transferring from another Association and/or MLS
 Was previously licensed with another RVAR and/or SOMLS office.

IF NEW: This agent will be added to the RVAR and/or SOMLS rosters and, if applicable, the DR will be billed for SOMLS services for this agent on the next statement. If statements have already gone out for the next month, this agent will be billed for two months on the following statement. If the agent is joining after the 5th of the month, services will be billed at a per day rate. Also, if this is a new licensee or a licensee who has been inactive from SOMLS for more than thirty (30) days, the activation fee must be submitted along with this change form.

IF PREVIOUSLY LICENSED WITH ANOTHER RVAR/SOMLS OFFICE: A transfer fee will be charged to the agent on the new DR's next statement.

DELETE AGENT FROM

Office _____ Office Code _____

This agent will be removed from the RVAR and/or SOMLS rosters and, if applicable, the DR will be credited for SOMLS services for this agent ONLY if the delete notice is received PRIOR to the 1st of the month billed.

(Adding or Deleting an agent is not valid without the signature of the Designated REALTOR® or Designated Broker of the office noted.)

PERSONAL INFORMATION CHANGES AND/OR UPDATES

Home Physical Address (Street, City, State & Zip):

Home Mailing Address (If different from Home Physical Address):

Mail To (circle one): Home Office Preferred Contact (circle one): Mail Office Fax Email

Home Phone _____ Cell Phone/Pager _____

Direct Office Line _____ Email _____

Name Change _____

Signature(s):

Designated REALTOR®/Broker (if required)

Agent

SOMLS/RVAR Office Use Only:

MLS Password _____

NEW LIC: SOMLS Fees BUL RAP RL KEY LTR ORNT

Agent NRDS# _____

PREV LIC: SOMLS Fees BUL RAP LIST RL KEY BL

Office NRDS# _____

DELETE: SOMLS Fees BUL RAP LIST RL KEY BL