

**Sussex County Association of REALTORS®**

**23407 Park Avenue, Georgetown, DE 19947**

**Phone: 302-855-2300 Fax: 302-855-2319**

**REALTOR® CHANGE FORM**

Type of Change (Please check the appropriate box)

\_\_\_\_\_ **TRANSFER** – Complete Section 1 & Section 2 & Section 3. *Please forward \$35 Administration Fee to SCAOR. Transfer will not occur until monies have been received. You will still be obligated for MLS and/or Dues fees until Administration Fee has been received. E-Mail Address is REQUIRED. Please include copy of DREC Form. This transfer CAN'T be processed until DREC copy is received.*

\_\_\_\_\_ **INACTIVE/TERMINATION** – Complete Section 1 & Section 2 & forward a copy of the DREC Form.

\_\_\_\_\_ **NAME CHANGE /ADDRESS CHANGE/LICENSE CHANGE** – Complete Section 1 & forward a copy of the DREC form (If Available)

\_\_\_\_\_ **REINSTATEMENT**– Complete Section 1 & 3. Please forward \$50 Reconnection fee to SCAOR office. **Reinstatement allowed only if reinstating within 6 months. (MLS & Dues may be assessed also)** Please contact SCAOR for correct amount due.

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**SECTION 1- MUST BE COMPLETED** Old Name: \_\_\_\_\_ **DATE:** \_\_\_\_\_

REALTOR® Name: \_\_\_\_\_ **New License #:** \_\_\_\_\_

Home Address: \_\_\_\_\_

Home City: \_\_\_\_\_ Home State: \_\_\_\_\_ Phone: \_\_\_\_\_

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

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**SECTION 2 - the RELEASING BROKER MUST** complete this section.

Office: \_\_\_\_\_ Firm ID: \_\_\_\_\_

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

Broker Signature: \_\_\_\_\_

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**SECTION 3 – the NEW BROKER MUST** complete this section.

**MLS Access:**       Search Only (30)                       Search/Input (45)  
                          Rental Waiver(No Access)    Designated Realtor (60) Broker Access

Office: \_\_\_\_\_ Firm ID: \_\_\_\_\_

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

**Agent's New Email Address:** \_\_\_\_\_

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

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If you have any questions about this form or need your payment amount, Please call (302) 855-2300

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