

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 the DREC Form.*

_____ **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.

SECTION 1- MUST BE COMPLETED Old Name: _____ **DATE:** _____

REALTOR® Name: _____ **New License #:** _____

Home Address: _____

Home City: _____ Home State: _____ Phone: _____

****E-Mail Address:** _____

SECTION 2 - the RELEASING BROKER MUST complete this section.

Office: _____ Firm ID: _____

Address: _____

Broker Signature: _____

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: _____

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

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