



Tri-Counties *Association of REALTORS®*

PLEASE READ BEFORE CONTINUING

Office Change Form

This form is intended solely for the broker to change information to his/her current office.

This form is **NOT** intended to be used to transfer an agent from one office to another.

Requirements:

- Change Form **MUST** be signed by Broker of record or signatory for all office information changes.
- Broker **MUST** sign for assignment of **OFFICE MANAGER**
- If changing Broker/Designated REALTOR® for the company, signatures from both former Broker and new Broker are **required**.

Processing Time

Faxed, Mailed or Dropped Off Change forms:

24-48 hours from time of receipt (business days). All change forms will be processed on a first come, first served basis.

If any of the above signatures are missing, this will affect the processing time of your change form dramatically.

Walk-In & Wait:

Walk-Ins are processed between 9am to 3pm daily on a first come first serve basis.
All required signatures must be present before coming in to be processed.

Processing time varies depending on the day, time of day, and how many walk-ins are ahead of you. Peak times are lunch time hours and all day Mondays and Fridays.

Plan a 1 to 1½ hour wait minimum, if you come during a peak time.



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Office Change Form (Broker Use Only)

Current Office Name: _____

Office MLS ID: _____

Current Broker Name: _____

Current Broker email _____

Current Office Manager _____

Current O.M. email _____

* _____ Change Office Name to: _____

* _____ Change Office Address to: _____

(STREET ADDRESS)

(CITY, STATE, ZIP CODE)

* _____ Change Office Phone Number to: _____

* _____ Change Office Fax Number to: _____

* _____ Change BROKER/Designated REALTOR® _____ Change/Add Office Manager

From: _____

(Signature REQUIRED at bottom of form)

To: _____

(Must be member of TRI & Signature REQUIRED at bottom of form)

Required BROKER/Designated REALTOR® Signature

Signature: _____ Date: _____

Required NEW BROKER/Designated REALTOR® Signature (if applicable)

Signature: _____ Date: _____