



OFFICE CHANGE FORM – MEMBER

IMPORTANT:

Please email all Office Change Forms for members to mls@kcbor.com as well as an MLS Access Level Form – Member to enable the member to be changed accurately in the KCBOR records system.

Date: _____ **Member MLS ID#:** _____

Member Name: _____
(Please Print)

Member Previous Office Name: _____
(Please Print)

New Office Name Member Changed to: _____
(Please Print)

New Office Address Member Changed to: _____
(Please Print)

Member's Current Email Address: _____
(Please Print)

Office Phone: _____ Office Fax: _____

Cell Phone: _____ Keycard # _____

By signing below, the Member and Broker agree they have read and understand the current KCBOR® Membership Application. Member and Broker agree that all terms and conditions of the current KCBOR® Membership Application, Bylaws, MLS Rules, Keycard rules, explanation of fines, other governing documents (as they may from time to time be modified), are hereby incorporated and made a part of this agreement. In order for the Board office to move agents to a new office there cannot be any, active taking back-ups, short sale taking back-ups, or pending listings open under the agent before the transfer. By initialing below your Broker has checked to verify there are no open listings currently and we are able to transfer the agent.

Brokers initials Application _____

Brokers initials Keycard _____

 **Effective Date of Office Change:** _____

Member's Signature: _____

Broker's Signature: _____

Broker's Name: _____
(Please Print)

It is required to fill this form out completely. Any forms not complete will be returned to the Broker. KCBOR is not responsible if incorrect information is provided.